

**Madison County Public Library
Unattended Items Policy (2024)**

The Madison County Public Library is not responsible for the security of items brought into any library facility. Items that are not in any person's visible possession for over 30 minutes in one location shall be considered unattended and subject to the procedures outlined herein.

Perishable items, such as personal care items, food, tobacco, etc., will be disposed of immediately.

Personal items of value such as phones, wallets, purses, credit cards, licenses, keys etc., that are found inside or outside the library shall be placed in the security office. Items unclaimed within 24 hours shall be searched for information that identifies the owner and an attempt shall be made to contact the owner. Personal items with no information to identify the owner, that remain unclaimed, or in which the owner was contacted but does not respond, shall be disposed of after 14 days.

Money shall be placed in an envelope and kept in the security office safe. Those wishing to claim found money must provide sufficient proof of ownership. Money that is not claimed within 30 days shall be considered library property.

Items such as coats, jackets, and other outerwear shall be placed in the library lost and found. Unclaimed items shall be disposed of after 14 days.

Official documents left in library copy machines and scanners shall be kept in the security office for 14 days. An attempt shall be made to contact the owner if identification of the document allows. Unclaimed documents shall be shredded after 14 days.

Backpacks, packages, and other items that do not fall under the category of valuable personal with no information to identify the owner, that remain unclaimed, or in which the owner was contacted but does not respond, shall be disposed of after 48 hours.