

Lost and Found

- 1 Valuable items (i.e. wallets, credit cards, money, cell phones) will be kept in the safe at each Circulation Desk for 2 weeks. After two weeks, valuable items will be turned in to the Brookline Police Department.

When items contain identification, a reasonable attempt will be made to notify patrons that they have lost wallets, credit cards, licenses, other IDs, cell phones, and important papers (i.e. leases, tax forms, birth certificates, checkbooks).

- (a) If a patron's record is found in the database, a note will be put in the message field.
 - (b) A phone call will be made and/or an email sent.
- 2 Computer discs, flash drives, and sticks will be kept at the Reference Desk at Main Library and the Circulation Desk at the branches for 2 weeks.
- 3 Clothing and miscellaneous items will be kept for 2 weeks.
4. If items are not claimed, books will be given to the Friend's Book Sale, and all other items will be discarded.

Voted by the Board of Library Trustees 10 January 1995

Amended by the Board of Library Trustees 14 April 2015