

RED DEER PUBLIC LIBRARY BY-LAWS	SUBJECT: STOLEN OR LOST PROPERTY	SECTION: 3.16 PAGE: 1 of 1 DATED Jan 1995
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The Library is not responsible for customer belongings or valuables.

The Library is not responsible for customer belongings or valuables left in library materials.

In all instances where it is possible to ascertain the rightful owner, library staff will contact the patron who has lost an article.

Where items are found by library staff or are turned in by library customers, the following policies shall apply:

Property

Items will be kept in the Lost and Found Box for 6 months. Customers should enquire for such items at the Circulation Desk. Items which have not been claimed after 6 months will be donated to the Salvation Army.

Books dropped in Library drop boxes will be kept for 1 month. After than, the books will be treated as donated books (see 4.3)

Cash found on library property by library staff will be turned over to the Bookkeeper for safekeeping. If the money is not claimed by a customer within 30 days, the money will go into General Revenue.

Cash found and turned in by customers will be turned over to the Bookkeeper for safekeeping. If the money is not claimed within 30 days, the finding customer will be contacted and given another 30 days to claim the money. If it is not claimed by the finding patron, the money will go into General Revenue.