

Found Property Policy

Adopted: 3/2/2026

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I Purpose

The purpose of this policy is to outline the procedures for handling found property at the Ester Village Library.

II Policy Approval and Review

This policy shall be reviewed every three years by the Board of Directors.

III Finding property

- A. When an item is found within the Ester Village Library, the person who finds such item will attempt to return the item to its rightful owner, inquiring of other Board Members or users of the Library of the owner's name.
- B. If an owner cannot be determined, or after repeated contacts does not pick up their property, the finder will tag the item with the date it was found, and the initials of the person who found it.
- C. The item will be placed in or around the "Found Property" bin

IV Disposal of Property

- A. Every few months, the Board of Directors will go through the bin and identify items that have been in the bin for 6 months or more.
- B. Found property that has been in the possession of the Library for 6 months or more will be donated to Value Village for final disposal.