

Lost and Found Policy

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The Deborah Rawson Memorial Library is not responsible for the security of personal items brought into the library. The library is not responsible for theft or damage to vehicles, bicycles or personal property while on the premises. Unclaimed items are managed in accordance with the following guidelines:

- If the owner of a lost and found item satisfactorily identifies the lost item, the item will be returned.
- Perishable items such as food, baby bottles, beverage containers with beverages inside and personal care items will be disposed of immediately.
- Reasonable attempts will be made to contact the owners (to the extent ownership is known) to reclaim their lost items. Items not claimed within one month will become Library property. Unclaimed items will then be donated to charity or discarded.
- Certain types of property including unclaimed identification documents, driver's licenses, credit cards, wallets, laptops and cell phones will be forwarded to the Vermont State Police.
- Flash drives left in the library will be held for one month. Due to patron privacy library staff will not access data saved on flash drives to determine ownership. After a month, flash drives will be wiped and discarded.
- Documents left in library copy machines and scanners will be kept for a month then shredded.
- After a month unclaimed non library books will be given to the annual library book sale.

Adopted 12-18-25