



Lost and Unclaimed Property Policy

1. Purpose

The purpose of the Buena Park Library District's ("District") Lost and Unclaimed Property Policy is to establish a system to facilitate recovery of lost property to its rightful owner, ensure fair and safe handling of lost items, and define a process for the disposal of unclaimed items.

2. Disclaimer

The District is not responsible for items left in the library or on District grounds, regardless of value. Patrons should refrain from leaving items unattended. Personal items brought into the library are the sole responsibility of the owner and the District has no responsibility to secure, protect, or monitor personal items.

3. Found Items

Items turned over to staff or left in the library after closing will be placed in Lost and Found storage and tagged with the date the item was found. Unattended belongings found in the library or on District grounds may be tagged with a notice informing the owner that it is a violation of the Rules of Conduct to leave unattended items on District property. District staff may report any items that appear suspicious in nature or that are suspected to be stolen property to the Buena Park Police Department.

4. Claiming Lost Items

District staff will make a reasonable attempt to ascertain ownership and contact the owner if the lost property contains identifiable information. To claim a lost item, the patron must satisfactorily describe it to District staff.

5. Handling and Disposal of Property

With the exception of the items below, all found property will be discarded thirty (30) days after being turned over to the District. Usable items may be donated to a non-profit organization, school, or government agency at the discretion of the Library Director. Section 2080.3 of the Civil Code of the State of California prohibits staff members who find lost or unclaimed property in the course of their employment from taking title to such property.

- a. Found library cards will be stored securely for ninety (90) days after a reasonable attempt has been made to contact the patron and will be shredded thereafter.
- b. Some items may be discarded immediately at the staff member's discretion including, but not limited to, food and drink items, food storage containers, items containing insects or mold, personal hygiene items, and/or anything hazardous or perishable that could present a health or sanitation concern.



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- c. Handbags, wallets containing cash or credit cards, and items which the Library Director concludes have a value of over \$100, including but not limited to cell phones, tablets, and laptops will be kept for 10 days and then taken to the Buena Park Police Department.
- d. Loose change will be deposited into the cash register as a donation. Other currency will become property of the District after 30 days.
- e. Bicycles left abandoned for more than seven (7) days will be removed and disposed of or turned over to the Buena Park Police Department at staff's discretion, depending on the condition of the bicycle.

Effective: 11/01/1989

Revised: 08/31/1990

Revised: 10/07/2014

Revised: 12/02/2025