

Policy Title: Lost and Found Policy
Policy Number: LIB.2600.05
Policy Owner: Library Director
Responsible Office: NAU Library
Revision Date: 02/05/2026



1. Purpose and Scope

Patrons occasionally forget personal belongings in the library. The NAU Library will make reasonable efforts to secure and retain such items for a limited period, allowing owners the opportunity to claim them. This policy reflects the library's commitment to providing safe, user-focused services and ensuring a positive experience for all library patrons.

2. Policy

Library patrons are responsible for their own property and are expected to properly monitor their belongings. The library is not responsible for the personal items or belongings that library patrons lose or leave behind. However, if such items are found in the library, they will be held at the library for 4 (four) weeks and then will be disposed of. Food, beverages, and any other unsanitary items will not be retained. These items will be disposed of on the same day, shortly before the library closes.

3. Procedures

Items turned in at the Reference Desk or found by library staff will be securely held within the library. To claim an item, patrons must visit the Reference Desk, present a valid NAU photo ID, and correctly answer identifying questions before the item is released.

4. Who Should Read This Policy

- ☐ Students
- ☐ Faculty
- ☐ Staff

5. History

- ☐ Revision Date: 12/20/2019
- ☐ Revision Date: 02/05/2026

6. Policy Approval

Revision Editor

02/05/2026

Date

Assoc. Dean for Inst. Effectiveness & Planning

02/05/2026

Date

Provost, VP for Academic Affairs

02/05/2026

Date

