

Policy Title: Lost and Found Policy

Policy Number: LIB. 2600.5

Policy Owner: Librarian

Responsible Office: NAU Library (NAUL)

Revision Date: 12/20/2019

1. Purpose and Scope

Patrons sometimes forget their personal belongings in the library. In order to provide excellent, user-centric services, North American University Library System will put in efforts to keep such items in the library for some days, in case the owner claims them. The purpose of this policy is to provide procedures for handling lost and found articles by the library staff.

2. Policy

Library patrons are responsible for their own property and are expected to properly monitor their belongings. The Library is not responsible for any 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. The exceptions are food and drink items and any other unsanitary items, which will be disposed of shortly before closing.

3. Procedures

Items that are turned in to the Service Desk, or items that are left in the library and found at the time of closing (e.g., in study rooms, on table surfaces, etc.) will be held behind the counter at the Reference Desk in a special drawer. Items will be tagged with the date, time and location found with a note. If the patron's name is clearly marked, every attempt will be made to contact owners via NAU email.

For certain items of value, such as wallets/purses, electronics (including cellphones, laptops, and tablets), jewelry, etc., the library staff reserves the right to ask persons claiming such items for a photo ID to verify identify.

4. Who Should Read This Policy

- Students
- Faculty
- Staff

5. History

- Updated: 12/20/2019