



**SHELBY COUNTY  
PUBLIC LIBRARY**

[WWW.MYSHELBYLIBRARY.ORG](http://WWW.MYSHELBYLIBRARY.ORG)

57 W. Broadway St.  
Shelbyville, IN 46176

127 E. Main St.  
Morristown, IN 46161

**Lost and Found Policy**  
**Shelby County Public Library**  
*Adopted May 13, 2026*

## **Policy**

This policy establishes guidelines and criteria for dealing with lost and found items. Patrons often leave their personal property in or on Shelby County Public Library's property (buildings and/or grounds). A lost and found item is defined as an unclaimed object valued at \$10.00 or more, or of obvious intrinsic value, that is not Shelby County Public Library property.

## **Information**

The Shelby County Public Library is not responsible for the security of personal items brought into library facilities or onto library property. The library is a public venue, and patrons are solely responsible for their own property. Patrons are strongly encouraged to not leave personal items unattended at any time. Items that are left unattended may be considered lost items and will be subject to the provisions of this Lost and Found Policy.

All unclaimed items or items turned into library staff will be placed in the library's lost and found located at the library circulation desk (at the branch at which said item was found). Patrons who can satisfactorily identify their items may claim their items from lost and found. Lost items will be returned to the original owner, parent/guardian of owner, or approved designee.

## **Lost and Found Articles Found on Property**

Unclaimed items are managed in accordance with the following guidelines:

- Suspicious items or packages are handled appropriately; law enforcement may be called
- When an unattended or unclaimed item is discovered by or turned into a staff member, the item will be checked for any identification and/or contact information.
  - If it is possible to identify the owner of the item, the library staff member will try to contact them.
- The library reserves the right to inspect any and all unclaimed or lost items prior to storing them in the Lost and Found.
- Lost and found items will be dated and stored in the Lost and Found boxes at the circulation desks (at the branch said item was found) for a period of 30 days. After this period, all unclaimed items become property of the Shelby County Public Library at which time the library staff will decide the appropriate method of disposal.
- Exceptions to the 30 days:
  - Items of substantial value or that contain personally identifiable information will be taken to the Shelbyville Police Department within 3 business days. These may include, but are not limited to, the following:
    - Wallets (unless they are void of valuable contents)
    - Government issued identification
    - Credit/debit cards
    - Cell phones



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- Purses
  - Laptops/iPads/Tablets
  - Jewelry
- The library does not inventory lost and found items.
  - The library will not collect contact information from anyone who is looking for a lost item and thinks it might be found at the library. The owner of the lost item is encouraged to check back periodically in case the item has been found. This may be done by phone or in person.
  - To *claim* a lost item, a patron must satisfactorily describe it to the library staff member *and* say what day the item was likely left in the library. This will ensure that items with similar physical characteristics are less likely to be given to the wrong person.

### Unclaimed Lost and Found

Many times, patrons do not return for items left behind.

- Documents left in the library copier will be disposed of at the end of the next business day
- Any hazardous or perishable items will be disposed of immediately:
  - Items containing insects or mold
  - Personal hygiene items
  - Food and/or drink items
  - Items used for eating or drinking
- At the end of 30 days items will be handled in the following ways:
  - To protect patron privacy, any external drives will not be accessed to determine ownership. After 30 days they will be wiped and discarded.
  - Clothing, blankets, and stuffed animals will either be disposed of or donated to a local charity
  - Non-library books will either be sold in the Friends of the Library Used Book Store or will be put into the Little Free Library.
  - Any loose change/cash that is not in a wallet or purse will, after 30 days, be donated to the library, being placed in its Gift Fund.