

SUBJECT: LOST OR ABANDONED PROPERTY

EFFECTIVE: AUGUST 1, 2016

SUPERSEDES: 8/2012

1. PURPOSE:

- A. The Library makes reasonable efforts to find and return lost or abandoned property to rightful owners.

2. POLICY:

- A. Items found at the library are secured in a designated area.
- B. Library staff shall make reasonable efforts to identify and locate rightful owners of lost or abandoned property.
- C. Library staff shall adhere to written procedures regarding disposal of lost or abandoned property.

3. PROCEDURE:

- A. Each branch maintains a lost or abandoned property storage area accessible to the Circulation Desk.
- B. Each branch maintains a Lost or Abandoned Property Log noting the date the article was found, the description, where and by whom found, customer signature at pick-up, and date and location of disposition. The Lost or Abandoned Property Log must be kept on record for three years.
- C. Cash is subject to handling in accordance with Florida Statute Chapter 705, Section 104.
 - 1) Deposit found money with the next bank deposit. After the printed total on the Departmental Collection Report (aka, Report of Cash Receipt Block—RCRB), hand write the transaction as *Lost or Abandoned Property – Money Found in Library* and escrow account 60023.000000.220476.
 - 2) If a customer claims cash after the deposit is made, the library shall send a memo to County Finance-Revenue, Attn: Catherine Edwards, 12th Floor – County Center. Request a check for return of the lost funds and include the customer's name, address, phone number, and the amount.
 - 3) Unclaimed funds are annually reverted by the Clerk of the Circuit Court to the State of Florida.
- D. Customers claiming articles shall sign for them on the Lost or Abandoned Property log.
- E. Unclaimed items are to be handled in the following manner after attempting to contact the owner:
 - 1) Hillsborough County School District (SDHC) School Media Center owned materials shall be checked in via our current circulation system to ensure they

are not checked out through one of our partnership libraries. All other SDHC school items shall be treated as in F(1) below.

- 2) Florida driver's licenses are cut in half and mailed to: Dept. of Highway Safety & Motor Vehicles, Bureau of Motorist Compliance, 2900 Apalachee Parkway MS 87, Tallahassee, FL 32399.
 - 3) Social Security cards are mailed to the local Social Security Administration office.
 - 4) Immigration Cards, IDs, passports, application forms, and other employment authorization documents are sent to the local field office of U.S. Citizenship & Immigration Services.
 - 5) Credit or debit cards: Contact the issuing company for advice on handling.
 - 6) Abandoned vehicles: Follow Policy [LS 516, Abandoned and Unauthorized Vehicles on Library Property](#).
- F. Unclaimed items not covered in subsection E above and not claimed within 30 days shall be disposed of by the Branch or Department Supervisor as follows:
- 1) Hillsborough County Public School-owned materials, including charter schools, shall be logged by the receiving branch and immediately returned to the nearest public school.
 - 2) Materials owned by other library systems and identifiable agencies that are NOT Hillsborough County Public Schools shall be placed in delivery to Technical Services Center (TSC) – attention Interlibrary Loan.
 - 3) Unclaimed personal books and media shall be donated to the local Friends of the Library.
 - 4) Wallets: Handle individual contents as previously described.
 - 5) Keys: Discard in trash receptacle.
 - 6) Flash Drives and other personal data storage devices shall be discarded without viewing.
 - 7) All other items not listed above are to be discarded.

Lost or abandoned property may not be taken by staff for personal use or by the library for business use.

4. AUTHORITY:

Pursuant to Section 5(1) of [Chapter 84-443](#), Laws of Florida, the Library Board has the duty and the responsibility, among others, to serve in a recommending capacity to the Director of Library Services and to the County Administrator in respect to all matters pertaining to the public library.

Approved:

Andrew Breidenbaugh, Director