

## **Lost and Found Policy**

### **AIC Shea Library**

1. All Lost and Found items will be handled by Library Staff and Students Workers working at the Support Desk
2. Lost and Found items will be placed in one of two possible locations:
  - a. If the item is of high monetary value (*Greater* than \$25.00), or large in stature, it will be placed in the Lost and Found Box in the Night Circulation Supervisor's Office.
  - b. If the item is of a lower value (Lower than \$25.00) than the item will be placed in the Lost and Found Drawer by the Support Desk.
3. Claimants may claim property items at any time that the library is open and Library Circulation Staff are available to handle all claimant inquiries.
4. Due to health and sanitation risks, any items that may be a health, safety, or security concern will be discarded prior to the 30 day time limit.
5. The Circulation Staff, with the Evening Circulation Supervisor as the primary, will make every effort to contact the owner via AIC email when ownership information is available,
6. Items will be kept for a period of 30 days upon which unclaimed items will then be discarded, properly recycled, or donated to local charitable organizations.
7. AIC IDs and Government IDs will be given to AIC Campus Security by the end of the work day.
8. AIC takes no responsibility for lost and found items received, this service is a courtesy only.