

## **Lost and Found Procedures**

### **AIC Shea Library**

- 1.) The receiving staff/student member will ***Immediately*** Log the item into the **Lost and Found Notebook** and complete a **Lost & Found Ticket** and attach the ticket to the item. (The Lost and Found Notebook and Tickets are located in the small drawer above the larger Lost and Found Drawer.)
- 2.) If the item is of **high monetary value** than it should be placed in the **Lost and Found Box** in the Night Circulation Supervisor's Office. (Items may include backpacks, cell phones, computers, jewelry, clothing items, textbooks, or anything large in stature)
  - a. **All library staff** should be notified by **e-mail** upon receipt of these types of items by the circulation staff member on duty.
- 3.) If the item is small, and of a **lower monetary value**, than the item should be placed in the **Lost and Found Drawer** by the Support Desk. (Items may include power cords, thumb drives, ear buds, sunglasses, etc...)
- 4.) The Night Circulation Supervisor will organize the items in the Lost & Found Drawer, and Box, making sure that the items have the Lost & Found Tickets attached and recorded in the Lost and Found Notebook.
- 5.) The Night Circulation Supervisor will make every effort to contact the owner via AIC email (when information is available), and log the contact date on the Lost and Found Ticket. (All AIC Library staff will be "cc-ed" in the e-mail as well.)
- 6.) Lost and Found items will be stored at the Support Desk Drawer and Night Circulation Supervisors Office for up to **30 days**.
- 7.) After 30 days unclaimed items will then be discarded, properly recycled or donated to local charitable organizations.
- 8.) **Personal identification** (including driver's license, passport, credit cards, AIC IDs etc.) will be turned in to AIC Campus Security at the **end of the day** they were found, by the staff member closing the library.