



Valley Community Library  
739 River Street  
Peckville, PA 18452  
570-489-1765  
<http://lclshome.org/valley>

## **Lost and Found Policy**

Valley Community Library (VCL) is not responsible for any personal items that Library patrons lose or leave behind. Patrons are responsible for their own property and are expected to properly monitor their belongings.

### Lost Items

- All items will be held at the Library's Lost and Found, located behind the front desk and will be kept for 60 days.
- Upon receipt, staff will attach a note on the item with the date it was turned in.
- If owner identification can be easily located on the item that's turned in, Library staff will attempt to notify the owner via the email or phone number on-file in our system.
- The Library may access a device in an attempt to identify its owner.

### Disposal of Lost Items

- Hazardous and perishable items such as food, personal care, baby bottles, or plastic water bottles will be disposed of immediately.
- Dirty clothing and other unsanitary items will be discarded immediately.
- After 60 days, all other items become Library property and will be handled by staff on a case-by-case basis.

### Claiming a Lost Item

- Patrons may inquire about a lost item at the Library's front desk and must reasonably identify it to staff and indicate when it was lost.