

**QUINCY PUBLIC LIBRARY
LOST AND FOUND POLICY**

All items found on or in the property of the Quincy Public Library, including items found in books and materials, will be considered unclaimed and included in the Library's lost and found collection. Every attempt will be made to return the item(s) to its original owner. If the original owner cannot be located, the item(s) will be stored in the lost and found collection at the Circulation Desk. Items of value (money, etc.) will be kept in the Administration safe. Items having only a value of less than \$100 will be kept for 30 days and, if still unclaimed, will be disposed of at the Library's discretion. All other unclaimed items will be kept and/or disposed of as required by applicable Illinois law.

Adopted October 14, 2003
Quincy Public Library
Board of Trustees