



Lost and Found Policy

The Lake Wales Public Library and the City of Lake Wales are not responsible for any items lost or left behind. Patrons are solely responsible for their own property and are expected to keep their belongings within their sight at all times.

Policy

Lost and found items will be dated and stored in the Circulation Desk area.

If an item contains identification, the Library will make an attempt to contact the owner as soon as possible. Unclaimed items found on the premises of the Library will be disposed of in accordance with the following guidelines:

- Items that will be disposed of either immediately or at the end of the business day include food, drinks, baby bottles, etc.
- Any other items will be disposed of or donated after 30 days.
- Personal identifying items or documents such as credit cards, IDs, etc will be turned over to the Lake Wales Police Department after 30 days.
- Unclaimed electronic devices, (i.e. cellphones, laptops, tablets, flash drives) will be turned over to the Lake Wales Police Department within 2 business days. The Library recognizes that electronic devices might contain sensitive and/or personal information. Library staff will not access the device to locate the owner's contact information.
- Unclaimed cash/gift cards will be considered a donation to the Friends of the Library after 30 days.

To claim a lost item, a patron must reasonably identify the item.