Library Lost & Found Policy

Neither the Lakeland Public Library nor the City of Lakeland is 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 logged on a spreadsheet at the Circulation Desk (Main Library) or Service Desk at the Jackson Branch and eLibrary. The items will be stored in a box at the respective desks. When appropriate, items will be placed in manila envelopes with a tag attached noting the type of item and date found.

If an item contains identification, the owner will be notified by telephone or email as soon as possible. Whether or not the owner is contacted, unclaimed items found on the premises of the Libraries 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, and dirty clothing, etc.

- Items that will be disposed of in seven (7) days include clothing, sunglasses (non-prescription), costume jewelry, keys, umbrellas, canes, backpacks, etc.
- Unclaimed identification documents and items such as jewelry, prescription glasses, credit cards, wallets, purses, papers, Social Security Cards will be disposed of or shredded in seven (7) days
- Unclaimed electronic devices, (i.e. cellphones, laptops, tablets) will be turned over to the Lakeland Police Department in 30 days
- Unclaimed cash will be considered a donation to the Friends of the Library after 30 days.
- Bicycles, walkers, scooters, skateboards will be donated to charity after seven (7) days

To claim a lost item a patron must reasonably identify it to the Circulation Supervisor or the Person in Charge and state when the item was likely left in the library.

The Library recognizes that lost and found flash drives might contain sensitive and/or personal information.

The Library staff will not access the device in order to locate the owner’s contact information.

The Library assumes that after a seven (7) day period the owners would prefer these items be destroyed to ensure that malicious use by anyone would be denied.