

Kelvin Smith Library - Lost & Found Policy

Date Approved: Jun 7, 2024

Effective Date: Jun 7, 2024

Responsible Position: Associate University Librarian for Access, Research, and Engagement Services (ARES) Division

Responsible Office/Department/Team: Access & Resource Services, ARES Division

Related Legislation / Policies: NA

Review Period: 5 years

Date of Last Review: Jun 7, 2024

Relates to: Kelvin Smith Library Patrons (see definitions)

I. Policy Statement

The Kelvin Smith Library is committed to providing a safe and organized environment for all patrons. As part of this commitment, we have established a Lost and Found Policy to manage items left behind by patrons. This policy outlines the procedures for handling lost items, the responsibilities of patrons, and the role of the library in managing these items. The policy aims to promote accountability, trust, and safety within the library environment. It ensures that lost belongings are managed efficiently, hazardous items are promptly removed, and valuables are turned over to University Police. By adhering to this policy, we can maintain a fair and organized system for all lost and found items.

II. Purpose of this Policy

The purpose of the Lost and Found Policy is to ensure accountability by outlining procedures for handling items left behind by patrons. The policy efficiently manages lost belongings, builds patron trust, and complies with legal requirements. Fairness is maintained, and hazardous items are promptly removed. Valuables are turned over to University Police. Overall, the policy promotes organization, trust, and safety within the library environment. This policy is essential for libraries and institutions as it helps in maintaining a safe and trustworthy environment for all patrons.

III. Definitions

- **Patron:** Refers to any individual who utilizes the resources, services, and facilities offered by the Kelvin Smith Library. Patrons include students, faculty, staff, alumni, and members of the general public.
- **Policy:** Means any regulations, in written or electronic form, of the University including, but not limited to the Student Code of Conduct, undergraduate, graduate and professional school academic integrity policies, and undergraduate/graduate/professional school handbooks and catalogs.
- **Lost and Found:** A system managed by the Kelvin Smith Library for handling items left behind by patrons. Items left in the library may be turned into the lost and found.
- **Service Center Desk:** A location on the main floor of the library where patrons may inquire about lost items.

- **Hazardous or Perishable Items:** Items that pose a risk to health, safety, property, or items that can decay or spoil. These items will be discarded immediately if found in the library.
- **Valuables:** Items determined to be of value, such as wallets, cell phones, lost Case ID's, passport etc. These items will be turned over to Public Safety at the end of each day.

IV. The Policy

- **Responsibility**
 - The Kelvin Smith Library is not responsible for any items left behind by patrons. Patrons are encouraged to keep their belongings with them at all times.
- **Lost and Found Procedure**
 - Items found within the library premises should be turned into the lost and found located at the Service Center desk on the main floor of the library.
 - Patrons who have lost items can inquire at this desk during the library's hours of operation.
- **Item Retention**
 - Patrons are advised to claim their lost items as soon as possible.
 - Items will be held in the lost and found until the end of the current semester.
- **Unclaimed Items**
 - Items that remain unclaimed by the end of the semester will be handled as follows:
 - i. Non-valuable items will either be donated to a local charity or disposed of.
 - ii. All hazardous or perishable items will be discarded immediately.
- **Valuable Items**
 - Items determined to be of value (i.e., wallets, cell phones, lost Case ID's, passports, etc.) will be turned over to the University Police at the end of each day.
 - Patrons who have lost such items should contact the University Police directly either in person or by calling 216.368.3300.
- **Library Contact Information**
 - For more information or inquiries about lost items, patrons can visit the Kelvin Smith Library during its hours of operation or call 216.368.3506.

V. Other Resources

- <https://case.edu/library/about-us/hours>
- <https://case.edu/publicsafety/>