Portage District LIBRARY

Approved: February 23, 2026

Lost and Found Policy

Patrons are solely responsible for their own property. The Portage District Library is not responsible for lost items.

As a courtesy, the Portage District Library will retain found items for 30 days. The Library will make a reasonable attempt to determine and contact the rightful owner of a given item so that the owner can reclaim it, but only if there is identifying information readily apparent on the item. Certain types of personal property such as driver's licenses, credit cards, social security cards, passports, and library cards will be turned over to the Circulation Department who will make an attempt to contact the individual. If the library is unable to contact the individual, such items will be disposed of safely (e.g. shredded) after 30 days.

Patrons may leave their name, contact information, and a description of a lost item with the library so they can be notified if their item is found. The library cannot guarantee that any lost items will be found.

Personal items left unattended may be picked up by staff for appropriate action at any time.

The Library will use the following guidelines for unattended and found items:

- The library will contact the police immediately regarding any suspicious items.
- Perishable items, such as food and beverage, personal care items, or hazardous items will be disposed of immediately.
- Flash drives lost in the library will be disposed of safely if they are not claimed within 30 days. For security reasons, library staff will not access saved data on flash drives to determine ownership.
- Lost items of high value (over $100.00 in value) such as cameras, cell phones, laptops, purses, jewelry, etc. will be kept in a secure location at the library. After 30 days, such items will be turned over to the police.
- Lost items of non-high value (under $100.00 in value) such as clothing, notebooks, water bottles, umbrellas, gloves, etc. will be held for 30 days. If unclaimed these will be considered either a donation to the library, a donation to charity, or will be discarded.
- Found cash will be retained for 30 days, and if not claimed, will be deposited into the library's donation fund.
- The library is not responsible or liable if lost items are claimed by someone other than the rightful owner.