

Lost and Found

TACOMA PUBLIC LIBRARY
Administrative Policy: #10.39
Revised August 2009

The Tacoma Public Library is not responsible for any personal property either returned with library materials or left on library premises.

When a lost item is left at Main Library or in any of the branches of the Tacoma Public Library, the library will make a good faith effort to determine and notify the owner when possible. When the owner cannot be ascertained, the following rules shall apply:

1. Valuable items such as wallets, watches, money, jewelry, electronics, data storage devices, identification, credit cards, and other small, valuable objects: Attach dated and initialed slip, place in safe or designated box or drawer. Hold for 30 days. If not claimed, send to Business Manager for disposal.
2. Hardback books: Attach dated and initialed slip, place in designated location. After 14 days, treat as gift to branch.
3. Paperbacks, Magazines: Same as above, except hold 7 days.
4. Materials belonging to other library systems other than Pierce County Library: Rubberband slip that says "Return to Owning Library" and send to Main Library, attention "ILL". Pierce County Library system books are sent to our Swasey branch library and returned to Pierce County Library.
5. Clothing, backpacks, sleeping bags and other bulky articles: Attach dated and initialed slip, place in Lost and Found. After 7 days, discard unusable items and send usable items to a charitable organization such as Goodwill or Salvation Army.
6. Employees of the Tacoma Public Library are not eligible to claim found items, nor may they accept offered rewards. Any reward should be treated as a donation to the Library.