

Lost and Found

The purpose of this policy is to provide a uniform process for the storage and disposal of lost and found or unclaimed items found in or on the premises of the Cape Girardeau Public Library.

All lost and found or unclaimed items will be dated and stored in the User Services Department. Reasonable attempts will be made to contact the owners to reclaim their lost items. After thirty days, unclaimed items become library property. Unclaimed books, videos, CDs or DVDs that are in good shape will be sold at the Friends Book Sale events. Books or other items that are not in good shape will be discarded. Unclaimed currency will be added to the general library fund. Other unclaimed items will be donated to the local thrift shop or disposed of in a manner to be determined by library staff.

The library is not responsible for personal items accidentally returned to the library. Reasonable attempts will be made to contact the owner. After thirty days, unclaimed items will be discarded or given to the Friends for their Book Sale events.

Approved by the Library Board of Trustees on November 30, 2017. Reviewed March 5, 2020.
Reviewed April 6, 2023.