

## **RIVERHEAD FREE LIBRARY GENERAL POLICIES**

### **SUBJECT: LOST AND FOUND**

**PURPOSE:** To inform patrons of the Library's lost and found policy

**POLICY:** The Riverhead Free Library maintains a designated place to store unclaimed items, and makes every attempt to return them to their rightful owners.

### **PROCEDURE:**

- Items left in the Library will be stored for one month.
- Unclaimed items will be discarded or donated to a charity.
- Patrons should report lost items to Library staff members.