

# DEPARTMENTAL POLICY

**To:** Library Employees  
**Subject:** Lost and Found Procedures

**From:** Jennifer Salas, Library Director

**Effective Date:** April 12, 2023

**Created by:** County Attorney's Office

## PURPOSE

The purpose of this policy is to provide exit procedures for handling of lost and found items in accordance with Florida Statutes.

## POLICY

It shall be the policy of Martin County that the following procedures be followed when items are lost and found at Library branch locations.

## DEFINITIONS

For the purposes of this Policy Library staff shall be those employees of Martin County who work at any library branch of the Martin County Library System. Library staff are agents of Martin County and are designated to receive lost or abandoned property found at their respective library branch pursuant to Section 705.104(2), Florida Statutes.

## APPLICABLE REGULATIONS

Chapter 705, Florida Statutes and Florida General Records Schedule GS1-SL Item 354.

## PROCEDURE

The following procedures apply to handling all lost or abandoned property found by or turned over to library staff during the course of their official duties at their respective library branch.

1. All items found and/or reported lost at a library branch will be recorded on the Lost and Found log for that branch. The record will include date, lost/found location, description, estimated value (less than \$100 or over \$100), contact information and follow-up action.
2. Cash and found items with an estimated value over \$100, such as debit/credit cards, driver's licenses, checks, keys, passports, or other various similar items, will be held for approximately four (4) business days, as space allows, before being handed over to law enforcement having jurisdiction where the library branch is located. (Call the non-emergency number to have them pick it up.) If law enforcement does not accept, document this; hold for 90 days, then dispose of. Cash should be donated to the Friends of the Martin County Library System, Inc., or other applicable charitable organization, at the discretion of the Library Director. Electronics should be either reset to factory settings and donated or destroyed.
  - a. Any cash over \$1 that is found should be maintained in the same manner as found (rolled, folded, in a rubber band, etc.) and sealed in a separate envelope marked with the date and approximate location of where it was found (children's section, lobby, etc.) which may assist in identification by the claimant.

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3. Loose change that is found equaling less than \$1 can be placed in the Friend's bag/drawer for donation. This action should be noted on the Lost and Found log. Found items with an estimated value under \$100 will be held for 90 days and
  - a. Each branch will post a weekly list of found items with an estimated value under \$100 on their public bulletin board;
  - b. The notice must generally describe the items; and
  - c. Items must be posted for a minimum of two (2) weeks before being discarded or donated; and
  - d. After being held for 90 days, found items with an estimated value under \$100 will be discarded or donated to a local thrift store. Documents not turned over to Law Enforcement, can be shredded and documented in the Lost and Found log tracking sheet for that branch.
  - e. After being held for 90 days, portable storage items, such as USB drives and portable hard drives, should be sent to the PC Support Technician via interoffice envelope for proper wiping of its information. This can then be used by staff for customer service purposes.
4. Staff will make a reasonable attempt to notify owners of debit/credit cards, driver's licenses, checks, keys, passports, or other similar items which are found. Please see #2 for directions on how to proceed after the attempt has been made.
5. Anyone attempting to claim a lost and found item must provide a detailed description of the item to claim it.
6. The Deputy Library Director or designee will complete a records disposition form and receive approval prior to deleting lost and found records that are over three (3) years old.

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Jenn Salas

Date

### **Suppression History:**

January 1, 2019

May 29, 2019

October 6, 2021