

## Lost and Unattended Items

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The Wabeno Public Library is not responsible for personal belongings left unattended anywhere on library property. An item is considered unattended if it has been left without a visible owner for two or more consecutive hours in one location on library property. Patrons are solely responsible for their own property and must remain with their belongings.

As a courtesy to our patrons, the Wabeno Public Library will make a reasonable attempt to determine and contact the rightful owner of lost items found inside the library. If the owner of a lost and found item satisfactorily identifies the lost item, the item will be returned. If an owner cannot be identified, found items will be processed as described below.

- Items of higher value (jewelry, wallets, IDs, phones, or other items presumed to be valued at \$25.00 or more) will be managed in accordance with Wisconsin State Statute 170.105.
- Unclaimed money will be kept securely for 90 days and then donated.
- Items of lesser value (clothing, reusable water bottles, umbrellas, etc.) will be disposed of or donated after 7 days.
- Unclaimed personal books will be donated after 7 days.
- Suspicious or prohibited items will be turned over to the local police immediately.
- Perishable and personal care items will be disposed of immediately.
- Unattended items found outside the library (bags, backpacks, etc.) will be disposed of at staff discretion or turned over to the local police.
- Bicycles that are present for longer than 7 days will be removed and turned over to the local police.
- Items that do not fit in these categories will be assessed on a discretionary basis.