



**TOWN OF LOS GATOS
LIBRARY BOARD AGENDA REPORT**

MEETING DATE: 11/12/2025

ITEM NO: 3

DATE: November 12, 2025
TO: Library Board
FROM: Ryan Baker, Library Director
SUBJECT: Approve a New Lost Property Policy

RECOMMENDATION:

Approve a new Lost Item Policy to address lost and found items.

DISCUSSION:

The Lost Property Policy address the Library's approach to lost and found items located the Library building, or handed over to Library staff members. The previous policy was approved in 2018, however internal procedures have changed since that time necessitating a new policy.

The draft language of the new proposed policy read as:

LOST PROPERTY POLICY

Scope:

This policy applies to personal effects of members of the public that are left behind, lost/found, or unattended in the Library.

Policy:

- It is the policy of the Library to hold recovered "lost and found", or otherwise unattended items for their owners, as a curtesy, for a limited period of time.
- Library staff does not assume responsibility for any loss or damage to any personal item that could be reasonably considered lost, left behind, or otherwise unattended by the owner of the item, even if such item is recovered by or delivered to Library staff, or mistakenly recovered by a person other than the owner.

PREPARED BY: Ryan Baker
Library Director

- Library staff does not investigate claims of wrongdoing for items reported as lost or damaged, whether recovered or unrecovered, except in cooperation with a law enforcement officer.
- The Library does not have the ability to provide secure storage for any recovered item.

Procedures:

1. Items left unattended in the Library either for an unreasonable period, or at close of day, will be collected and placed in Lost and Found. This includes items recovered by other members of the public and delivered to Library staff.
2. Staff will reasonably assess the item and its contents in a manner appropriate to attempt to identify the owner and their contact information.
3. If the owner and contact information are identified, staff will make a single good faith attempt to contact the owner.
4. Recovered cellphones, computers, wallets, purses, items that have been identified as either being or containing sensitive personal or financial information, and small items that can reasonably be identified as valuable (such as authentic jewelry and costly electronics), will be held in a semi-secure cabinet for no more than 72 hours. These items will only be released to the owner of the property by a Library staff member with managerial authority upon confirmation of owner identification, valid contact information, and signature of the owner on a completed lost property form. If these items are unclaimed by the owner, they will be delivered to the Los Gatos Monte Sereno Police Department.
5. Items which either contain or can be identified as a weapon, prescription medication, controlled substance, or other item of concern, will immediately be delivered to the Los Gatos Monte Sereno Police Department.
6. Other recovered items, regardless of actual or perceived value, will be stored in an unsecure environment for up to 30 days. Persons claiming ownership of these recovered items must identify the item by description, or proof of ownership, in a manner deemed appropriate by Library staff on duty at time of claim.
7. If these items are unclaimed by the owner, they will be either disposed of or donated to a local charity as appropriate.
8. Reusable food containers, wet or soiled items, and other items that might create a health or safety risk will be disposed of immediately.
9. Persons making claims to lost items are not permitted to enter a staff area in which recovered items are stored, nor may they view recovered items have not been accurately described in their claim as determined by Library staff.