

Leach Library
Lost and Found Policy

The Leach Library is not responsible for any patron's lost or left behind items. Patrons are solely responsible for their own property. All unclaimed or found items turned into the staff will be placed in the library's Lost and Found box. As a courtesy to our patrons, the library staff will make a reasonable attempt to determine and contact the rightful owner of the lost property if said property contains sufficient identifying information.

1. Lost and found items will be dated and stored in the Lost and Found boxes at the circulation desks for a period of 60 days. After this period, all unclaimed items become property of the Leach Library at which time the library staff will decide the appropriate method of disposal.
2. To claim a lost item, a patron must satisfactorily describe it to the library staff member and say what day the item was likely left in the library. This will ensure that items with similar physical characteristics are less likely to be given to the wrong person.
3. Items of substantial value or items containing personally identifiable information such as pocket books, wallets, credit cards, photo identification, cell phones, laptops, etc. will be turned in to the Londonderry Police Department.
4. Hazardous and perishable items will be discarded immediately.
5. The library is not responsible for unattended items that are mistaken as lost items. It is the responsibility of the owner to stay in sight of and keep track of all personal belongings at all times.
6. The library reserves the right to inspect all unattended items prior to storing them in the lost and found.
7. The library will not collect contact information from anyone who is looking for a lost item and thinks it might be found at the library. The owner of the lost item is encouraged to check back periodically in case the item has been found.