



Lost Property Policy

Anything handed in by the public or left behind and found at the end of day is collected by staff and treated in the following manner:

All valuable items are dated and bagged. If the owner can be easily identified contact the person immediately to let them know we have their item otherwise take the item to the Police Station the following day. All books, bookmarks and other items left behind are stored immediately.

Storage and holding periods:

We hold all the 'stored' lost property for the current month. At the start of the next month that is transferred and held for one more month. This means all items are held for a minimum of 1 month, and a maximum of 2 months.

After this time, the Team Leader will do the following:

Donate any useful and tidy items to Alexandra Wastebusters, the local Salvation Army (or similar).

Any books thought suitable for CODC Libraries collection can be added to the Donations List for assessment by the Collection Development Manager.

Those books not suitable for CODC Libraries collection are either put aside for book sales or recycled.

