



## **LS 910 Lost or Abandoned Property**

Section: 900-Budget & Capital Projects

Effective: January 2025

### Purpose

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The Library makes reasonable efforts to find and return lost or abandoned property to rightful owners.

### Policy

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Items found at the library are secured in a designated area. Library staff will make reasonable efforts to identify and locate rightful owners of lost or abandoned property. Library staff will adhere to written procedures regarding disposal of lost or abandoned property. Lost or abandoned property may not be taken by staff for personal use or by the library for business use.

### Procedure

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Each branch maintains a lost or abandoned property storage area. Each branch uses the HCPLC Report to log lost & found items, When a customer comes in to claim an item, the report is printed out and the customer signs for it. The HLPLC Report must maintain record for five (5) years. Cash is subject to handling in accordance with Florida Statute Chapter 705, Section 104.

Found money is forwarded via the Regional Manager to Library Administration – Attention Accounting. Accounting staff prepare a deposit, recording the transaction on the Departmental Collection Report as “Lost or Abandoned Property – Money Found in Library” under escrow account 60023.000000.220476. If a customer claims cash after the deposit is made, accounting staff issues a memo to County Finance-Revenue requesting a check for return of the lost funds, including the customer name, address, phone number, and the amount.

Unclaimed funds are annually reverted by the Clerk of the Circuit Court to the State of

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Florida.

Customers claiming articles must sign for them on the Lost or Abandoned Property log. Unclaimed items are to be handled in the following manner (after attempting to contact the owner) Hillsborough County Public School Media Center owned materials should first be checked in to verify whether they were borrowed through one of our school partnership libraries. Public school owned items NOT belonging to school partnership libraries must be logged by the receiving branch and immediately forwarded to the Technical Services Center – Attention: TSC Supervisory Librarian.

Florida driver's licenses are cut in half and mailed to: Dept. of Highway Safety & Motor Vehicles, Bureau of Motorist Compliance, 2900 Apalachee Parkway MS 87, Tallahassee, FL 32399. Social Security cards are mailed to the local Social Security Administration office. Immigration Cards, IDs, passports, application forms, and other employment authorization documents are sent to local field office of U.S. Citizenship & Immigration Services. Credit or debit cards: Contact the issuing company for advice on handling. Abandoned vehicles: Follow Policy LS403, Use of Library Parking Lots and Property.

Unclaimed items not covered above and not claimed within 30 days will be disposed of by the Branch Manager or designee as follows: Materials owned by other library systems and identifiable agencies that are NOT Hillsborough County Public Schools will be placed in delivery to the Technical Services Center - Attention: Interlibrary Loan. Unclaimed personal books and media are donated to the local Friends of the Library. Wallets: Handle individual contents as previously described. Keys: Discard in trash receptacle. Flash Drives and other personal data storage devices are discarded without viewing in order to avoid the potential spread of malware to any library USB devices. All other items not listed above are to be discarded. Any item that is deemed a health or safety hazard by the Branch Manager or designee, may be discarded sooner than the 30-day time frame listed above. The specific time is at their discretion and after the respective Regional Manager has been made aware.

Staff may not take lost or abandoned property for personal or business use.