



Lost Property Policy

It is the policy of the Library to follow New York State's law on lost property (Personal Property Article 7-B). To that end, the Library follows these procedures.

Procedures

Personal property (including cash) that has been left at the Library is designated "Lost Property."

Items of no discernible value, items that pose a potential hazard, and items which appear to be refuse (scrap paper, empty cans, soiled clothing, etc.) will be disposed of immediately.

Items that appear to have value (including but not limited to bags, phones, clothing, technology, personal items such as brushes or cosmetics) will be logged with a tag attached to the item that notes the date and location of the item when found, the estimated value, and any other relevant information known by the Library. Estimated Value will be established on a good-faith basis. The Library does not regard accurate valuation of Lost Property as a job requirement of any employee. The Library does not accept any responsibility for errors in assessment of value.

The Library will make a good faith effort to alert owners of Lost Property but will not access technology or open private documentation to do so. The Library will not use significant employee time for such efforts unless the Director determines such effort is consistent with the Library's service to the community.

- Items with an estimated value of **under \$20.00** shall be kept in an open area and in a clearly marked receptacle designated for "Lost and Found." After one (1) year in "Lost and Found," items valued under \$20.00 shall become the property of the Library, and the Library will dispose of such items as it deems appropriate.
- Items with an estimated value of **over \$20.00** shall be stored in a locked receptacle that is clearly labeled "Lost Property." Consistent with the law, the Library will turn over Lost Property estimated to be over \$20.00 to the Gates Police Department ten days after being found. Owners seeking the property after it is conveyed to the Police Department shall be referred to the GPD. Receipts for Lost Property issued by the Police Department pursuant to Personal Property Law Section 253 will be retained by the Library for at least one year.

If Lost Property valued over \$20 is returned to the Library by the Gates Police Department per Personal Property Law Section 254 because no owner has come forward, the Library becomes the owner. Non-cash property shall be donated to Good Will or a like charity; cash property shall be donated to the Gates Public Library Trustee account. The Library reserves the right to depart from this standard procedure if the nature of Lost Property and/or the priorities of the Library merit a different disposition.

Approved by Library Board: January 28, 2026