

## **Disposal of Personal Property Left at the Library**

**Personal property** belonging to a party other than the Hussey-Mayfield Memorial Public Library [herein after “HMMPL”] that is left at HMMPL at closing on any given day may be placed in a “Lost and Found” designated receptacle. If such property remains unclaimed for a period of at least three months, the items may be disposed of according to the following:

After the initial three-month holding period, the items will be disposed of according to the guidelines outlined in State Statute. \*

Such disposal will be administered by the Circulation Services Department Head.

Books and audiovisual items that are not Library property but left on Library grounds may also be placed in the lost and found designated receptacle. Following the three-month waiting period, unclaimed items may be donated to the Friends of the Library for their book sale.

The Library staff will return materials owned by another library to that library when such items are returned to HMMPL in error. Any charges levied to persons returning materials to HMMPL in error would remain the responsibility of such person. HMMPL shall have no responsibility for such charges, irrespective of whether HMMPL returns such materials to the owning library.

\* IC 5-22-22-3 [Sale by Purchasing Agent], IC 5-22-22-8 [Worthless Property], and IC 5-22-22-6 [Public or Private Sale or Transfer Without Advertising]