

## Clayton State University Library

Policy Name: Lost & Found  
Effective Date: December 12, 2017  
Review Date: December 12, 2017

### Policy

The Clayton State Library is not responsible for the security of personal belongings brought into the library and patrons are expected to keep their belongings, especially valuables, within their sight at all times. We cannot guarantee the item you lost will be found.

Items that are left behind in the library or found by other patrons should be turned in to library staff. If enough contact information is available, library staff will attempt to contact the owner of a lost item. Lost and found items are inventoried, tagged, and held at the Circulation Desk, lower level, (678) 466-4345 for 30 days.

Wallets, purses, cash, checks, credit cards, and valuable electronics are turned over to Public Safety immediately. LakerCards are immediately turned over to the LakerCard Center.

A person claiming an item must be able to describe it accurately and present an ID if the item has a name on it.

### Unclaimed Items

- Books are reviewed for consideration for the collection, the Library's book sale, or discarded.
- Documents containing personal information are shredded.
- Data storage devices are securely erased and discarded.
- Other items are donated to charity or discarded.