Lost and Found Policy

The Southwest Georgia Regional Library is not responsible for the security of personal items brought on to any library property. It is the responsibility of the owner to stay in sight of and keep track of all personal belongings at all times.

All unclaimed/found items will be placed in the Library’s Lost and Found box. Valuable items (money, jewelry) should be held for identification in the cash box while papers will be kept in a folder in the Lost and Found box. As a courtesy to our patrons, the Library staff will make a reasonable attempt to determine and contact the rightful owner of the lost items if said property contains sufficient identifying information. Hazardous and perishable items such as food and personal care items will be disposed of immediately.

Lost and found items will be dated along with the location where it was found and stored in the Lost and Found box at the circulation desk for a period of 3 months. After this 3 month period, all unclaimed money or items will be considered the property of the Library, rather than the staff member or patron who found them. The Library Director will decide the appropriate method of disposal. Items with personal information will be destroyed and/or wiped.

The Library will not take the contact information of anyone who is looking for a lost item. The owner of the lost item is encouraged to check back periodically in case the item has been found.

Approved by the SWGRLS Board on 07/21/21.