

## **Library Department “Lost & Found Policy”**

The Library Department works in cooperation with campus Public Safety to ensure that recovered lost properties are handled as carefully as possible to get them back to owners or to be disposed of properly. After items leave the Library Department, they are transferred to Public Safety and handling is informed by their policy. After reviewing the Library Department Lost and Found procedures below, Public Safety can be contacted at 718-289-5390 or [public.safety@bcc.cuny.edu](mailto:public.safety@bcc.cuny.edu) for further information.

### **PROCEDURES**

Lost and Found items in the Library Department areas are transferred to the circulation desk for handling. Contact information for the Circulation desk is 718-289-5441 or [circulation@bcc.cuny.edu](mailto:circulation@bcc.cuny.edu).

Critical personal items such as BCC IDs, personal ID cards, technology, credit cards, prescription glasses, keys, etc. are reported to Public Safety and transferred to that office immediately.

Non-critical items such as clothing or water bottles are held for two days and then discarded if unclaimed.

Books and papers are held at the circulation desk for one week. After the one-week holding, unclaimed books are “donated” to the library and treated as all other donated items. Unclaimed papers are shredded.