***Lost & Found***: When on Task Duty, I go thru every item, placing that days date on every item that does not have a date. All other items that do have dates, I pull and donate items that have been in the tote for 1 month. We have 2 totes. The first tote has been marked for small items. There is a smaller box in that tote that I place keys and other small items so that they don’t get lost in the tote. The books and videos I place with the titles upward so that when we are looking for titles, it is easier to find it. Items that have patron names, I try to contact the patron whom it belongs to and I also place a message on the note field of the patron’s card. When or if I need to discard the items, I erase note on note field on their acct.

On 2nd Tote, this tote is for bigger items such as back packs and clothing. Everything gets dated and discarded after 1 month.

When I receive perishable items, I keep them no longer than 1 week, then I throw away.

Anything that has great value, for instance, wallets with money or credit cards; or, rings, watches, these items are placed in the safe.

When people come to get their items, such as phones, wallets, etc, it is important to see their ID to make sure it belongs to that individual.