



Academy Library

# Lost Property Policy

If lost property is found in the Academy Library, the Library will hold it for the current calendar month. A slip of paper noting the date the item was found should be attached. On the last Friday of the month, if property has not been claimed, it will be discarded in the general waste.

The exception will be if an item is found in the last week of the month and/or it is deemed valuable, in which case it will be held until the last Friday of the following month.

Where an item has an identifiable name on it, Library staff will make two attempts to contact the Library client by email and telephone. If the client does not return the email or telephone contact beforehand, the item will be discarded on the last Friday of the relevant month.

If the items are food or drink containers, regardless of their value, these will be discarded the same day they are found. Due to concern for collection material (General and Special) food and drink containers cannot be kept in the Library as they may attract pests.

Staff employed in the Library and their families will not retain any items of lost property.

Questions about lost property can be directed to staff at the Library Circulation Desk.

Please direct any questions about this policy to [CircSuper@adfa.edu.au](mailto:CircSuper@adfa.edu.au)

N.B. Please note, unclaimed books in good condition and current may be added to the Library's collection or donated to our campus schools at ADFA. Books that are outdated will be donated to Lifeline.