

Lost and Found Policy

Mercer University Libraries are not responsible for unattended personal items. Library staff are instructed to take reasonable measures to secure unattended valuables by relinquishing them promptly to Mercer Police.

Library patrons are expected to monitor their belongings, especially valuables, at all times while using library facilities. The Circulation desk is the temporary repository for personal items found unaccompanied or abandoned in the library.

The Circulation staff will make every effort to contact the owner (when identifying information is available) to inform them of their lost items. If an owner is successfully contacted, or if a claimant contacts the library to inquire about lost property, staff members will require a description of the item in sufficient detail before moving forward.

Large valuable items, such as laptop computers or tablets, will be held behind the Circulation desk (locked and secure) for 24 hours. Unclaimed items are then turned into Mercer Police as soon as possible.

Small valuable items, such as cellphones, chargers, jewelry, and wallets, will be held behind the Circulation desk (locked and secure) for 30 days. Unclaimed items are then turned into Mercer Police as soon as possible.

Other personal items, such as clothing, notebooks, and umbrellas will be held behind the Circulation desk until the end of the semester. Unclaimed items are then disposed of.

Any **food or drink containers** (Tupperware, reusable water bottles, thermoses, etc.) will be disposed of 24 hours after receipt.