Vestavia Hills Library in the Forest
Lost and Found Policy

The Vestavia Hills Library in the Forest is not responsible for any items lost or left behind by a patron. Patrons are solely responsible for their own property. All unclaimed or found items given to staff will be placed in the Library's Lost and Found cabinet located behind the Circulation Desk. As a courtesy to our patrons, the Library staff will make a reasonable attempt to determine and contact the rightful owner of the lost property if said property contains sufficient identifying information and value.

Storage and Disposal

Lost and found items will be dated upon receipt and stored in the Lost and Found cabinet for a period of four weeks. Items of value such as wallets, purses, keys, and backpacks will be recorded in the Lost and Found Logbook at the time they are turned in. Information listed in the logbook will help to ensure items are accounted for and returned to the rightful owners. After the four-week time period, all unclaimed items become property of the City of Vestavia Hills, at which time Library staff will decide the appropriate method of disposal:

1. Cash will be considered a donation to the library.
2. Books will be donated to the Friends of the Library bookstore or Better World Books.
3. ID cards, credit cards, bills, and any personal information will be shredded.
4. All other items will either be donated to a nonprofit organization such as Goodwill or The Jimmie Hale Mission or be discarded.

Claiming an Item

1. To claim a lost item, the patron must satisfactorily describe the item and date that it was likely left in the Library.
2. The Library recognizes that flash drives or other electronics might contain sensitive and/or personal information. A staff member will perform a cursory, basic search to see if identifying information can be found. If not, the patron will be required to supply information such as file or contact names, description of content, or similar identifying information.
3. Patrons must present a valid form of photo identification to claim items such as credit/debit cards, completed tax forms, or other items containing personal identifying information.
4. The Library is not responsible for unattended items that are mistaken as lost items. It is a patron's responsibility to keep track of personal items.
5. The Library will not take the contact information of anyone looking for a lost item. Patrons inquiring about a lost item are encouraged to check back periodically.