Arkell Museum and Canajoharie Library

Lost and Found Policy

* Attach a note with found date and location before placing items in box.
* If the item is food or drink related please empty it. No science experiments please.
* Use a grocery bag to contain anything dirty or multiple loose items e.g. a pair of mittens.
* Items will be kept for six months maximum.
* Generic inexpensive items will be kept for one month after find date, e.g. sippy cup, sunglasses.
* Valuables will be kept at least three months, e.g. phones, jewelry.
* Items that are damaged or not reusable will be disposed of after the time period.
* Items that are in good condition will be donated to a second hand shop or clothing giveaway.
* Books will go to the book sale.
* Be accountable by having two staff present if you open an item for ID, purse, phone, etc.

12/2018