

Georgia Tech Library Lost and Found Policies

The INFO Desk, located on the ground floor of the Price Gilbert building, serves as the lost and found receiving and claims location for the Georgia Tech Library. An inventory log is maintained with a description of the items received, date received, and receiver's information. The library will attempt to locate the rightful owner of the lost property. Patrons will need to show a picture ID or be able to describe the item in detail in order to retrieve it.

Valuable Items

Valuables will be held at the library for up to 24 hours. Afterwards, these items will be given to the Georgia Tech Police Department (GTPD). All valuable items must be picked up by the named individual on the lost item.

Items considered as valuable: **money, wallets/purses with cash, credit cards, passports, computers, tablets, cellphones, jewelry, watches, bags containing money or valuables.**

Buzzcards

Patrons will be e-mailed when Buzzcards are turned in. After one-week, non-retrieved Buzzcards will be sent to the Buzzcard office.

Other Items

- Water bottles shall be disposed of after one week.
- Other items will be held for two weeks maximum before being discarded.
- Any food or containers of food will not be accepted and shall be discarded.