

**Julien and Virginia Cornell Library  
Vermont Law School  
South Royalton, Vermont**

## **Lost and Found Policy**

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The Julien and Virginia Cornell Law Library is the primary **Lost and Found** location for the Vermont Law School (VLS) campus.

### **LOST ITEMS**

Lost items dropped off at the Information Desk remain the property of Lost and Found either until the item is claimed or removed at the end of the semester.

Each item will be tagged and recorded in the library's *Lost and Found* binder kept at the Information Desk. All items will be kept in the back of reserve except for wallets and money. These items will be kept in the office of the Access Services and Interlibrary Loan Librarian.

The Library is unable to send a notice for every item turned in. However, we will:

- a. Contact the owner if known
- b. Send an email to VLS community for valuable items.

### **OWNERS OF LOST ITEMS**

Owners looking for lost items should contact the Library. We will record your name, contact information, and a description of lost item. We will contact you if the item is turned in. But the owner is ultimately responsible for checking back.

### **RETENTION**

Unclaimed non-valuable items will be sent to the local thrift store at the end of the semester. Books, binders and notebooks will be offered as free and eventually tossed. All valuable items will be logged and stored in the Access Services and Interlibrary Loan Librarian's office.

### **CONTACT INFORMATION**

Information Desk telephone is 802-831-1441.

Access Services and Interlibrary Loan Librarian is 802-831-1403 or [mlarose@vermontlaw.edu](mailto:mlarose@vermontlaw.edu).