

## Lost Property Guidelines

Lost property found inside Chatswood Library and in the library's foyer will be stored at Chatswood Library On The Concourse, Lower Ground, The Concourse, 409 Victoria Avenue, Chatswood NSW 2067.

Opening hours: <http://www.willoughby.nsw.gov.au/library/locations/chatswood-library/>

Lost property found inside branch libraries is stored at the branch library.

Contact details and opening hours: <http://www.willoughby.nsw.gov.au/library/locations/>

To claim lost property, you will be asked to provide ID, to describe the item and to estimate the day when the property may have been left.

Lost property enquiries can be directed to: [library@willoughby.nsw.gov.au](mailto:library@willoughby.nsw.gov.au)

### Terms & Conditions

Only clean, dry items as listed in the 'Items suitable for Lost Property' will be held for the specified duration.

For health and safety reasons perishable food /drink items, toiletry items, plants, chemicals, restricted or illegal substances / items, etc. will be disposed of.

The library will attempt to contact identifiable owners.

Items which are not collected within the specified time frame will be disposed, recycled or offered to a local charity.

Unclaimed cash will be donated to charity.

Wallets, passports (Australian and International) and drivers licences not collected within the specified time frame will be taken to the Chatswood Police Station located at 63 Archer Street CHATSWOOD 2067. Phone: 02 9414 8499

## Items Suitable for Lost Property

### Held for 48 Hours

Passports\*

### Held for one week

Reusable thermoses & water bottles / Dry umbrellas

Wallets / drivers licences\*

Cash

Bulky items – e.g. prams

### Held for two weeks

Clothing / Toys / Non-perishable unopened groceries (not requiring refrigeration)

Study notes / Books / Stationery items

### Held for one month

Opal Cards / Student ID Cards / etc.

Valuable Documents (Originals & copies of for e.g. certificates – licences – applications)

Keys / Jewellery / Watches / Glasses-Sunglasses

Laptops / Mobile phones / Electronic equipment / Musical Instruments

Bags -- Back packs

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