

Lost Property Guidelines

Changes have been made to our Lost Property Guidelines which affect what items are to be held and the duration they can be held for.

How to claim lost property

Found items are kept at Chatswood Library. You can also [contact](#) the Library by phone or email regarding lost property.

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

The library will attempt to contact identifiable owners.

Unclaimed lost property

Wallets, Passports, Driver Licences

Wallets, Passports and Drivers Licences are kept for one week, after which they are handed to Chatswood Police Station located at 63 Archer Street CHATSWOOD 2067. Phone: 02 9414 8499.

General Items

- Individual credit/debit cards will be destroyed immediately if the owner cannot be identified and found in the Library.
- Separate cash will be donated to charity at the earliest opportunity.
- The following items will be kept at Chatswood Library for two weeks, after which they will be donated, recycled or destroyed according to Library procedures.

Opal Cards / Student ID Cards / Valuable Documents /musical instruments
Keys / Jewellery / Watches / Glasses-Sunglasses /handbags / backpacks
USBS / Laptops / tablets / Mobile phones & connected charger's / ear pods in charging case / Clean Clothing.

- For health and safety reasons all other items will be discarded.