

Section: Business and Support Operations

Section Number: 3.15.1

Subject: Lost and Found Department

Date of Present Issue: 08/12/98

Date of Previous Issues:
01/67, 07/95

POLICY:

A Lost and Found Department has been established in the Campus Security Office, Administration Building, Room 101-A, Ext. 2210.

PROCEDURE

<u>WHO</u>	<u>DOES WHAT</u>
Loser	1. Reports lost article(s) to the Campus Security Office immediately.
Finder	2. Delivers found article to the Campus Security Office as soon as possible.
Campus Security Office	3. a. Lists information on the PROPERTY REPORT/RECEIPT form (Attachment 1). b. Attaches form to the found article. 4. Posts description of all lost and found articles on bulletin boards in the following buildings: Administration Building Brady Hall Canusa Hall Crawford Hall Fletcher Center Library Osborn Hall South Hall Student Village 5. Returns article to owner after proper identification is made. 6. Disposes of unclaimed articles after ninety (90) days from date of receipt according to storage and disposal instructions for lost and found articles outlined below.

Storage and Disposal Instructions for Lost and Found Articles

All found articles are held for ninety (90) days from the date of receipt by the Lost and Found Department, in the Campus Security Office.

Items not claimed by loser at the end of the ninety (90) day period are disposed of in the following manner:

Usable clothing and other miscellaneous items: delivered to local charitable organizations.

Eyeglasses: delivered to the Lion's Club project furnishing eyeglasses to needy school children.

Current textbooks: re-sold to the University's Campus Shoppe and proceeds deposited in General Fund.

Valuable items (watches, jewelry, etc.): assigned to Purchasing Office for disposal in surplus sale. Proceeds to General Fund.

Money: deposited in General Fund.

Date and manner of disposal are noted on form. Forms will be retained in Lost and Found file for a period of one (1) year from date of disposal.