

Academic Library Services Procedure Manual

300.60

Subject: Lost and Found Items

Title: Lost and Found Procedure

Administrative Procedure - Date Issued by Administration: September 1994

Director: Kenneth Marks

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Academic Library Services will collect personal belongings and other items left in Joyner Library and temporarily hold them for claiming. Library Security is responsible inventorying all lost/found items, including ID cards. The date, description, and location where the items were found are recorded. If the owner of a lost/found item can be identified, Library Security personnel will attempt to make contact with that person. Retrieval of these items must be coordinated with the Security Manager or Building Manager and should be documented in a Joyner Incident report.

All items which are found or received by Security are held for 30 days after the end of semester in which they were recorded in the Security Lost and Found Log. At that time, the items are pulled and inventoried in preparation for disposal. Items are handled and disposed according to the following criteria:

- All electronic devices, regardless of value, will be reviewed by the Head of IT Operations. No attempt to open or access information on these devices will be made by Security staff.
- Other items deemed to have little value and/or with no way to identify ownership are discarded.
- Other items assessed to have significant value will be stored in the Security Safe. ALS' Building Manager and Associate Director of Public Services will be notified of these items and the appropriate handling will be determined.
- Records of Lost and Found items will be kept for three years.