

TITLE: LOST AND FOUND

EFFECTIVE DATE: October 15, 2004
(replaces the policy dated October 1, 1991)

AUTHORITY: Vice-President (Finance and Administration)

Purpose

The purpose of this policy is to establish a central point of collection for lost and found items, and to establish a standardized process for the disposal of unclaimed items.

Scope

This policy and the procedures outlined herein apply to all items found in University buildings or on the grounds of the campus, including facilities leased for University activities.

Responsibility

The Director of Security Services is responsible for the communication, administration, and interpretation of this policy.

POLICY

It is the University's policy that all lost and found items be stored and logged by Security Services for a specified period of time and either returned to its rightful owner or, if unclaimed, disposed of according to the established procedures.

PROCEDURES

Lost and Found

- All lost and found items should be turned in directly to the Security Services Office.
- All enquiries for lost items should be directed to the Security Services Office.
- All lost and found items will be tagged and the following information recorded: a brief description of the item; the date on which it was found or on which it was turned in to the Security Services Office; the location in which it was found, if known; and the finder's name.

- The finder may, at his/her discretion, request that his/her name be recorded for the purpose of claiming that particular item if it remains unclaimed by its owner after the designated period of time.

Disposition of Unclaimed Items

- Any item of clothing in the Lost and Found which has not been claimed by its owner within one (1) month of the date on which it was turned in shall be donated to a charitable organization (e.g., the Salvation Army).
- Any item in the Lost and Found, other than clothing, which is not claimed by its owner within three (3) months of the date on which it was turned in and which includes the finder's name in the information recorded, may be claimed by the finder within the subsequent ten (10) day period. The onus shall be on the finder to contact the Security Services Office during that ten (10) day period to claim the item.
- Any item in the Lost and Found, other than clothing, which is not claimed by its owner within three (3) months of the date on which it was turned in, and which is not claimed by the finder in the subsequent ten (10) day period, shall be disposed of in accordance with the following provisions:
 - All books and printed materials shall be turned over to the Students' Association;
 - Personal notes and course materials shall be placed in the garbage;
 - Cash shall be turned over to Financial Services for deposit to the University's Miscellaneous Income account;
 - All remaining items including jewellery, sporting goods, etc. shall be donated to a charitable organization (e.g., the Salvation Army);
 - If, in the opinion of the Director of Security Services, an item has little or no value to someone other than the original owner, the item may be placed directly into the garbage.

Review

- This policy will be reviewed at least once every five years.