

Policy Title:	<b>Lost and Found Items Policy</b>

### **1. Policy Statement**

The University of Niagara Falls (UNF) Library houses the primary Lost and Found repository for UNF. While the Library will account for and make reasonable efforts to return lost items, it does not responsible for the care or protection of any personal property relinquished to it or left in any UNF space.

### **2. Purpose and Scope**

The purpose of this policy is to provide the guidelines for the safe and efficient handling of items turned into the Lost and Found. "Lost Items" include any item that has been misplaced or left abandoned within a UNF space.

### **3. Lost and Found Items Procedure**

UNF community members who have lost items are encouraged to report the loss to the Library Service desk as soon as possible. Library staff will record the following:

- The individual's contact information
- Date of loss
- Item description

Library staff will make reasonable efforts to help locate the item in question and will contact the individual if the item is found.

Lost items brought to the Library Service desk will be logged and stored securely. The following information will be logged:

- Date
- Type of item
- Item description
- Is the item owner identified on the item?

When identifiable, the owner of the item will be contacted as soon as possible by email.

All UNF community members are encouraged to label their belongings with their name and contact information to facilitate this process.

In order to retrieve an item from the Lost and Found, individuals will be required to describe the item.

### **4. Retention and Disposal**

Due to limited storage, the following schedule will be used to guide the retention of lost items:

- ID-related and valuable items such as electronics will be retained for a minimum of 90 days. At the end of the retention period, items will be donated or turned over to the proper authorities
- Non-valuable items will be retained for a minimum of 30 days. At the end of the retention period, items will be donated
- Food and drink containers will be retained to the end of the week. At the end of the retention period, items will be disposed of

## **5. Revision Process**

This Lost and Found Policy and Procedure will be reviewed annually to ensure its effectiveness and alignment with UNF's goals and values.