

LUTHER COLLEGE

POLICIES AND PROCEDURES

Department: Mail Center/SPO
Subject: Lost and Found
Date Issued: January 2, 2006
Date Revised:
Approved By:

I. Policy

This policy outlines the guidelines for the Lost and Found Department located at the Mail Center/SPO in the Centennial Union.

II. Scope

This policy applies to unclaimed items recovered from campus buildings and grounds.

III. Terms and Definitions

None

IV. Procedures and Guidelines

- A. Personal items that are found on campus can be turned into the Mail Center/SPO in the Union. The Mail Center/SPO will keep a log of all lost and found items. The staff member collecting the lost items will record the date, place where the item was found and descriptive information on the "Lost and Found" form.
- B. The staff member will check these items against lost inquiries and notify the owner when a match is made.
- C. Any lost or missing personal belongings may be claimed at the Mail Center/SPO in the Union. The person claiming the lost item shall show picture identification and will sign for the item.
- D. After hour inquiries can be made at Welcome Center/Information, ext 2000.
- E. Items not claimed within 60 days will be disposed.
- F. The College does not assume responsibility for lost books, clothing or other personal property.

V. Confidentiality and Record

Found items will normally be retained for 60 days from date of receipt.