
LOST AND FOUND

POLICY NUMBER	ADM 16-0
APPROVAL DATE	SEPTEMBER 6, 2000
LAST AMENDMENT	
REVIEW DATE	FEBRUARY, 2005
AUTHORITY	PRESIDENT'S COUNCIL
PRIMARY CONTACT	VP, ADMINISTRATION & FINANCE

POLICY

The Lost & Found is located in the Thompson Rivers University (TRU) Enquiries area, OM1641.
Hours: 8:30 am - 8:00 pm, Monday - Thursday; 8:30 am - 4:30 pm Friday.

No person will have access to Lost & Found items except under the direction of the staff member(s) assigned to the area.

LOST PROPERTY STORAGE AND RECORDING

Property found within the confines of TRU will be forwarded to Lost & Found on a daily basis.

Property deemed to have a value greater than \$10 will be recorded in the Lost & Found log, together with the finder's address or telephone number, and placed in storage. The finder will be advised of the retention period and how to claim the property once the retention period has expired.

Enquiries regarding lost property will also be recorded and, in the case of money or valuable items, a recommendation should be made to file a police report.

If listed property cannot be located, the Manager will investigate and may involve TRU Security.

TRU SECURITY

TRU Security will advise where to check for missing item(s) and may also notify Lost & Found of lost valuables, recording a description of the item, the individual's name, address and telephone number, details as to when and where the item was lost. Security may elect to review the Lost & Found log to determine the possibility of money or valuable items having been handed in. They may also recommend the filing of a police report.

RETURN OF PROPERTY TO OWNER

Where the owner of Lost & Found articles can be identified, every attempt will be made to advise them of the whereabouts of their goods and specify the time period to retrieve. Telephone contact will be the preferred method of advice and will be recorded. If telephone contact cannot be made, then in the case of a wallet, or non-textbook items deemed to have a value of \$40 or greater, a letter will be sent to the last known address, advising where to claim and the timelines involved. The claimant will be required to produce ID (preferably photo) and sign a Lost & Found Claim Form (copy attached) prior to release of the goods.

TIMELINES FOR RETENTION OF PROPERTY

- money, jewellery or other valuables - three months
- textbooks, supplies, clothing, miscellaneous - four weeks or two weeks beyond the end of the semester, whichever is later

PROPERTY DISPOSAL

Property not taken up within the said time limit will be disposed of in accordance with the following guidelines.

- **All items**
Return to finder, if known, and if they wish to receive. The finder must claim the item within two weeks of being advised of its availability, otherwise it will be disposed of in accordance with this policy.
- **Money**
If \$5.00 or more, deposit immediately to the Student Aid Trust (emergency loan) Fund. Small change should be held in the fireproof cabinet until there is \$5.00, then likewise deposited.
- **Current Textbooks**
Recycle through TRU Bookstore, if possible, with proceeds to Student Aid Trust Fund.
- **Non-current Textbooks**
Offer to any department having a book sale whose proceeds go to student awards; otherwise, request Omega or the Student Society to advertise and distribute as they see fit.
- **Supplies**
Use within the Financial Aid & Awards department or Registrar's Division, if possible. Forward other useful supplies, articles, etc. to TRU Daycare.
- **Clothing**
Send to The Salvation Army if deemed usable.

- **Glasses**
Take to receptacles or optometrists' offices which accept for Third World countries.
- **Medical cards, Driver's Licences, Credit or Bank Cards**
Mail to government or bank
- **Toys**
Retain in department toy box or send to TRU Daycare
- **Unclaimed Valuables** (jewellery, watches, sports equipment, etc.)
Advertise once per semester on TRU e-mail and by notices across campus, accept bids, and deposit proceeds to TRU Student Aid Trust Fund.

TRU LOST & FOUND

Claim for Lost Item

I, _____ of _____
(print name) *(address)*

Tel _____ do hereby claim the following article:

_____ *(type of article)* _____ *(make)*

Description:

Where lost (location): _____

Date Lost: _____

Date: _____ Signature of Claimant: _____