

*Updated July 2022*

### **Purpose and Definition**

To ensure that all items reported as Lost or Found to the Beryl Ivey Library Lost & Found are accounted for, returned to property owners when possible, and responsibly disposed of as necessary.

The Beryl Ivey Library houses the primary Lost & Found Centre for Brescia University College.

For the purposes of this document, “lost items” refers to any misplaced, forgotten, abandoned, or unattended item, including but not limited to: books, documents, personal identification, cash, clothing, jewelry, school supplies, or electronics, which are found within the boundaries of the University.

### **Policy**

The Lost & Found does not accept responsibility for the care and/or protection of any “lost items” – although we attempt to provide responsible safekeeping of lost items, we cannot guarantee the condition or return of items misplaced or unattended that have been lost or damaged due to theft, vandalism, or malicious mischief.

The Lost & Found will be administered by staff members of the Beryl Ivey Library.

Members of the Brescia University College Community, whether faculty, staff, students, visitors, contractors, or otherwise, are required to turn in any found items to the Lost & Found that may be unattended on the Brescia University College Campus as soon as possible. Delay in doing so is considered misappropriation of items.

### **Lost & Found Items Procedure**

All lost items should be brought to the library service desk for placement in the Lost & Found.

Found items will be placed in the assigned storage area. If the person who found the item has information about the owner, this information should be provided. Valuables or identification will be placed in a secure drawer.

Reasonable efforts will be made to ensure that items are returned to their rightful owners. Owners of valuable items with identifying information will be contacted via email to notify them of the found item. The date of contact will be noted and placed with the item.

### **Procedure for Reporting Lost Items**

Persons with lost items should report the lost item as soon as possible to the Lost & Found. Losses can be reported in-person, via email to [bervylivevlibrary@uwo.ca](mailto:bervylivevlibrary@uwo.ca), or by telephoning 519-432-8353 EXT. 28250. At this time, the following information must be provided:

- a. Date of report/loss
- b. Name of owner
- c. Contact information of owner
- d. Item Lost
- e. Brief description of item

### **Claiming, Storage, and Disposal of Items**

Due to limited storage space and the academic calendar cycle, the following process is used to maintain the Lost & Found:

- ID-related or high-value items will be held for 30 days. They will then be sent to the Western Special Constable Service (WSCS). The WSCS will hold these items for an additional two months and then destroy them appropriately.
- Non-ID-related/non-valuable items will be held until the end of term. Any unclaimed items will either be donated to an appropriate charity or put aside for disposal.
- Items dropped off within the final month of the term will be kept and held for a minimum of 30 days or until the end of the following term, to ensure all persons have an appropriate opportunity to claim their items.
- The Beryl Ivey Library does not accept food or drink into the lost and found. Re-usable containers will be held until the end of day and then discarded.