



POLICIES and PROCEDURES

Responsible Unit	Safety & Security
Policy Number	L-1
Date Last Updated	28 July 2010
Approving Sector Head	President & Vice-Chancellor
Policy	LOST AND FOUND

1. During the course of an academic year, literally hundreds of items of personal and University property are lost and/or found throughout the buildings and property of our campus. For controlled handling of lost and found items, it is set out herein that all such articles of property be reported or turned in to one control collection campus agency – the Acadia University Safety & Security Department, Room 519, Students' Union Building. Items found about the University may be turned in to any academic or administrative office on campus. Upon receiving a call from the staff of that office, a Security Officer will pick up the property in question and record whatever details about the item are available for Security records.
2. The Safety & Security Office records all reported losses and items of found property in specified registers for long term reference. Every effort is made to identify and contact the owner of every item turned in to the department. Failing this, the following occurs:
 - (a) Clothing items are kept for a period of 30 days. Failing to locate an owner in this allotted time will result in the items being donated to the Canadian Red Cross, or other local charity depending on condition.
 - (b) Valuable items such as laptops, bikes, iPods, etc. will be reported to the RCMP in the event said item has been reported stolen or missing. If no owner is located after 90 days, and the item has not reported stolen it will then be donated to the Canadian Red Cross, Acadia Dump and Run, or other local charity depending on condition.
 - (c) Books, cups, watches, jewelry, etc. will be donated to the Canadian Red Cross, Acadia Dump and Run, or other local charity, depending on condition.
 - (d) Use eye glasses, and sunglasses will be donated to a local service club for recycling if not claimed within 90 days.
 - (e) Items that pose an immediate health risk such as underpants, lip sticks/balms, etc. will be disposed of prior to donating any items to charity.
3. All enquiries concerning items of lost or found property at Acadia University should be made at the Safety & Security Department, by phone, in person, or e-mail. The Department is staffed 24 hours a day, 7 days a week.
 - Telephone 585-1103
 - E-mail: security@acadiu.ca