



POLICIES and PROCEDURES

Responsible Unit	Safety & Security
Last Reviewed/Updated	1 May 2016
Approving Sector Head	Vice-President, Finance & Administration and CFO
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) All unclaimed property, except clothing, will be held for 90 days at which time they it will be disposed of.
 - (b) All clothing will be held for 30 days at which time it will be disposed of
 - (c) Property which might represent a health risk such as used ear plugs, nose plugs, water bottles, footwear, etc., shall be hygienically disposed of immediately
 - (d) Disposal of unclaimed items will be as follows:
 - used clothing – to local charities
 - used books – to the Book Store, local library or charity
 - used eye glasses – to local charity
 - cash – turned over to the finder or donated to a local charity
 - miscellaneous items may be trashed if they are unfit for donation
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 902-585-1103
 - E-mail: security@acadiau.ca