

## **Lost and Found Procedure**

### **Purpose Statement**

To establish guidelines for the effective management of lost and found items at the University of Niagara Falls, Canada (UNF), ensuring a consistent and standardized practice across University property, including the campus at 4342 Queen Street and the Flats Residence building located at 7034 Lundy's Lane.

### **Scope**

This procedure applies to any item(s) left on University property or in areas occupied by the University.

### **Procedure**

The University will accept items left in classrooms or any student space (i.e. Lake Superior Study, Lake Ontario Lounge etc.). Faculty members will notify the class if possible, via UNF email about the item left behind. The item will then be turned over to the Library for recording of, item, date and location found.

Items found within the common area of 4342 Queen Street (i.e. lobby, elevators, washrooms etc.) should be promptly taken to the security desk on the ground floor. UNF is not responsible for personal items left in common areas and will not maintain a record of individuals searching for lost items.

Items found within the common areas (i.e. lounge, patio, kitchen etc.) of the Flats Residence should be promptly taken to the Residence Office. The Staff member will make a recording of the item, date and location found.

Items that are illegal or pose an immediate risk, such as weapons and drugs, will not be accepted. In such cases, the Niagara Regional Police will be notified immediately, and staff will take reasonable measures to secure the item until the police arrive.

### **When an Item is Turned In**

1. All found items are to be turned into the Library for campus and the Housing office for the Flats. Perishable items and soiled clothing will not be accepted.
2. Where information regarding the identity of the owner is evident, efforts will be made to contact them to facilitate claiming of the item(s).

3. Items turned in will be retained and disposed of as indicated below:
  - a) All found valuables will be retained at the Library and the Residence office for a maximum of thirty (30) calendar days. Items will not be tracked.
  - b) Items containing personal information (e.g. passports, driver's license, etc.) that remain unclaimed after thirty (30) calendar days will be turned over to the Niagara Region Police – 2<sup>nd</sup> District, located at 5700 Valley Way, Niagara Falls ON L2E 1X8.
  - c) Unclaimed valuables, clothing, and non-valuable items will be retained for thirty (30) calendar days, after which, items in good condition will be donated to a local charity.
  - d) Money of any amount will also be stored securely for ninety (90) days. If unclaimed, money will be returned to the individual who turned it in. If staff turned it in, the money will be donated to UNF programs and services
  - e) Bank cards (credit, debit) will be destroyed after thirty (30) days; and
  - f) All remaining items will be disposed of.

*Staff members will not receive compensation for finding, retrieving, or returning lost articles.*

#### **Definitions:**

##### **1. Perishable Items**

Food, medication, loose papers (without identifying information), and any item deemed unhygienic will be disposed of immediately, following the Government of Canada's safe disposal guidelines for prescription drugs.

##### **2. General Clothing and Miscellaneous Items**

This category includes clothing, accessories, or sports equipment with a value under \$100, such as shirts, sweaters, hats, gloves, scarves, costume jewelry, water bottles, books, bathing suits, towels, and sunglasses.

##### **3. Valuables**

Items valued over \$100. Valuables may include:

- Electronic devices (phones, tablets, laptops)
- Wallets, bags, backpacks, purses
- Jewelry, clothing, prescription eyewear, accessories
- Presto cards
- Sports equipment, bikes, headphones

#### **4. Bank Cards and Government-Issued Identification**

- Bank cards including credit cards
- Government-issued identification including Passports, drivers licenses, residence cards etc

#### **To Claim an Item**

Items can be claimed at the library during library hours and at the Residence office during their working hours. The rightful owner of valuables must describe the item and provide as much information as possible, including colour, material, size, brand, and model number, or by unlocking devices that are locked, before it is returned. Staff may request identification at their discretion.

#### **Responsibilities**

Staff are responsible for:

Complying with this procedure.

Individuals turning in or searching for lost items are responsible for:

Complying with this procedure.