

SUBJECT: LOST AND FOUND PROPERTY

All property found at UNBC, of which the rightful owner cannot immediately be ascertained, must be turned into the UNBC Lost and Found at the Security Office as soon as practical.

The operation of the UNBC Lost and Found Office is the responsibility of the Director of Facilities, who shall ensure that proper directives are in place to govern the receipt, safekeeping, return and disposal of all Lost and Found property. The Security department is responsible to maintain records.

2. Disposal of Found Property

If the rightful owner is contacted but has not claimed, or the owner is not found in 90 days, property may be turned over to the finder wishing to claim it. If neither the rightful owner nor the finder claims found property, it will be disposed of as follows:

- 2.1 Perishable articles will be disposed of daily in whatever manner is appropriate.
- 2.2 Books identified with markings belonging to libraries or other institutions will be returned as soon as possible.
- 2.3 Any University textbooks not included above will be sold at the UNBC Bookstore. Buy-back and revenues realized will be put in a university account to be used for events which promote positive relations between Security and students. Any unsold books will be donated to the UNBC Library and then to a charitable organization.
- 2.4 All articles of clothing not claimed within 30 days of receipt and the articles of negligible resale value not claimed after 90 days, will be donated to a charitable organization.
- 2.5 Under the direction of the Director of Facilities and the Purchasing Agent, at least once a year, a disposal sale will be held. The sale will be advertised at least two weeks prior be and open to everyone. Any unsold items will then be donated to a charitable organization.
- 2.6 Proceeds obtained from the sale of the Lost and Found property is to be held in a university account used to enhance student/security relations.

3. Locker Contents

The end of each semester, the Undergraduate Student Society with campus Security and the Services Department will remove the locks from unrenewed lockers and the contents will be treated as Lost and Found property. The contents are placed in bags with the locker number labelled on each bag.