Tampa Library

Lost and Found Items

POLICY NUMBER
F006

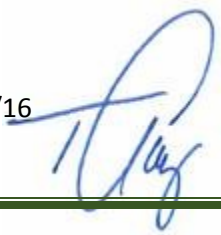
Original effective date: NEW

Review date (s): 2016-updated 9/19/16

Category: ⊙Facilities

Approved by:
Library Faculty/Admin 9/7/16
Library Management 9/12/16

Library Dean: Todd Chavez 9/13/16



PURPOSE & INTENT

The Tampa Library will maintain a standard practice for the centralized disposition of items left unattended and found in the library by staff or patrons. Every effort will be taken by the USF Library staff and faculty to reunite items with the rightful owner.

STATEMENT OF POLICY

Serving as the main location for lost and found materials, the Library Services desk will hold items in a secure location for 30 days. Each item will be inventoried, assigned a library property number and dated. When claimed, the owner will sign the log for the item, and show proper identification.

- Items such as credit cards, driver's licenses, cell phones, wallets, laptops, or anything of high value are immediately turned over to the USF Police Department.
- Any items containing hygienic materials or perishable food or drink may be disposed of prior to the 30 day time limit due to health and sanitation risks.

After 30 days, all items, including textbooks, will be removed from inventory and donated to charity, disposed of, or recycled.

AUTHORITY

Refer to:

- USF Policy & Procedures #0-001 Issuance of Policies and Procedures
- Guidelines and practices used at USF Marshall Center and USF Police Department