

Facilities Ancillary Services Best Practice

Lost and Found

INTRODUCTION (Purpose and Importance)

Facilities Services is responsible for any lost and found items located on the Nanaimo campus. The following practice will contribute to the safeguard of any lost/found items, as listed below.

1. Control

- By arrangement with Security, any item found on campus should be turned over to the Security Office, recorded, safeguarded and returned to the rightful owner whenever possible. Any cash turned in will be deposited with the Finance Office for safekeeping and a receipt will be obtained from that office.
- Persons who have lost personal property should check with the Security Office to determine if the item has been turned in and/or to record the loss. The Security Office is located in building 315 and can be reached at (250) 740-6512 twenty-four hours per day, seven days per week.

2. Retention Period

- Found items will normally be retained for 60 days from date of receipt.

3. Claims

- Claims for personal property require satisfactory identification from the claimant.
- Persons who turn in lost/found items may claim the empty wallet, purse and any cash at the expiration of the retention period. Identification and documents cannot be claimed by anyone other than the rightful owner. High-value/small items (ie: wallets, jewellery) are locked away and can best be claimed during normal business hours.

4. Disposal Process

- a. Any item unclaimed after the retention period has elapsed will be disposed of.
 - Personal documents will be returned to the issuing authority.
 - Cash will be retained by the Finance Office and credited to the Vancouver Island University general revenue account.
 - Educational material or other identifiable university property will be turned over to the appropriate VIU department.
 - Items of value or use will be turned over to an appropriate charitable organization and a receipt obtained.
 - Items of no apparent value or use will be destroyed.
- b. Security personnel and University employees are not eligible to claim found property.



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