Minnesota State University, Mankato
University Policy

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| **Policy Name:** LOST AND FOUND | **Effective Date of Last Review:** JULY 1, 2019August 1, 2026 |
| **Custodian of Policy:** Vice President for Student Affairs and Enrollment Management | **Date of Last Review:** September 2025SEPTEMBER 2018 |
| **Date of Adoption:** JULY 2000 | **Date of Next Review:** SEPTEMBER 2025September 2032 |

## POLICY

The Minnesota State Minnesota State University, Mankato Security officeUniversity, Mankato Security office is located in Wiecking Center 222 and is the main Lost and Found repository for Minnesota State Mankato Minnesota State Mankatothe University. Each building has a satellite area repository which is picked up by Security staff weekly during the academic school year and every two weeks during the summer. An attempt is made to notify the known owners of found property.

Items will be considered lost when found in an area where items are not normally left for a period of time, or after the building is closed to the general public. If an item is found which may be stolen or contraband, University Security must be contacted immediately.

Employees of the University must turn in all lost items found, either to a supervisor or directly to one of the 18 lost and found repositorieslost and found satellite repositories on campus. Other individuals who find lost items are encouraged to turn them in to thea satellite repository or to University Security.

Owners trying to find lost items should contact the nearest repository located where they believe that their item was lost, and inquire about the item. The owners may also contact University Security to describinge the lost item and the location where they believe the item was lost or go on to University Security's "Report a Lost ItemReport a Lost Item" page to electronically report a lost item.

Reasonable efforts are made to return items to the rightful owner, but the University assumes no liability if an item is returned to the wrong individual or if an item placed in a repository is mislabeled, misplaced, or damaged.

Exclusions:

- Because of sanitation-related issues, items such as the following will not be considered lost items and will be disposed of immediately:
  - Food or food items, including alcoholic beverages

Items which are unclaimed by the owner will be processed according to the procedures outlined in the Lost and Found Procedure.


Rationale

The University is host to a large number of people on campus.  Inevitably, many lost personal belongings are discovered on University property and are submitted to the University in anticipation that the owners will claim the items.  Having a policy helps ensure that lost items are handled efficiently and securely.


Lost and Found Policy Review Process

- Policy Consultation Committee Review [add date]
- Informal Review [add date]
- Formal Review [add date]

Vice President's Recommendation

Signature and Date

President's Approval

Signature and Date