

Minnesota State University, Mankato
University Policy

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

POLICY

The Minnesota State Minnesota State University, Mankato Security office University Security office is located in Wiegand Center 222 and is the main Lost and Found repository for Minnesota State Mankato Minnesota State Mankato the 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 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-reporter~~ lost and found satellite repositories on campus. Other individuals who find lost items are encouraged to turn them in to the 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 describe the lost item and the location where they believe the item was lost or go on to University Security's "Report 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

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- Personal hygiene or cosmetic items
- Soiled or otherwise unusable clothing or personal items
- Certain items are too common to be handled as lost property, and can be disposed of by the University:
 - Pens, pencils and other supplies that have a value under \$10 (unless found bundled such as in a backpack or supply box)
 - Items with little or no value (under \$25), excluding jewelry or moneys (cash, coin)
- Any property with multiple contents will be assessed for items that require immediate disposal, personally identifiable, or high value items. If contents require immediate disposal, they will be removed from the property.

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

