



# MTU

Ollscoil Teicneolaíochta na Mumhan  
Munster Technological University

## MTU Libraries Lost and Found Policy

9th February 2021

Version: 1.0

[www.mtu.ie/policies](http://www.mtu.ie/policies)

## Table of Contents

<b>1. Purpose .....</b>	<b>3</b>
<b>2. Scope .....</b>	<b>3</b>
<b>3. Definitions .....</b>	<b>3</b>
<b>4. Roles and Responsibilities .....</b>	<b>3</b>
<b>5. Policy.....</b>	<b>4</b>
<b>6. Compliance .....</b>	<b>4</b>
<b>Document Control .....</b>	<b>5</b>

## 1. Purpose

The purpose of this document is to establish a policy for the recovery, handling & processing of lost and found items in MTU Libraries. The policy also addresses items borrowed from MTU Libraries which are consequently mislaid or lost by MTU patrons.

### MTU Lost & Found Policy Objectives

- a. The purpose of this policy is to clarify MTU Library's protocol for handling lost and found items. The policy applies to all students and visitors using MTU library facilities.
- b. This policy provides clear direction for the recovery, handling & processing of lost & found items within MTU Campus Libraries.
- c. The policy promotes the return of lost or mislaid property to the owner and informs library users of final disposition of lost items that remain unclaimed.
- d. The policy also informs library users of their own obligations in respect of borrowed library material lost or mislaid while in their possession.

## 2. Scope

This document refers to all matters relating to lost & found items in all MTU campus libraries.

## 3. Definitions

N/A

## 4. Roles and Responsibilities

MTU Librarians & Deputy Librarians have overall responsibility for implementation of the Lost & Found policy and will play a pivotal role in monitoring and reviewing all aspects of the policy.

## 5. Policy

### **Defining Lost Property:**

Lost Property is defined as any item left behind, misplaced or left unattended for a prolonged period of time by students or visitors to MTU Libraries. Lost property will either be collected by library staff from vacated study spaces or handed in by other library users at the library issue desk.

### **Statement of Responsibility**

MTU Libraries do not accept responsibility for items left behind by students and visitors within the confines of our libraries. Personal belongings should not be left in the library and items that are inadvertently left behind are done so at the owner's risk.

### **Handling & processing of lost articles.**

MTU libraries will make every effort to reunite lost items with their owners.

Lost items will be held for a period of time, thus ensuring that patrons have sufficient time to recover same.

Library staff will return lost property to owners on proof of ownership.

Lost items that remain unclaimed will be appropriately & safely disposed of.

### **Loss of borrowed library material**

If a student or staff member borrows library material and consequently loses or mislays this material, it is the responsibility of those individuals to replace this material with a replacement copy/copies in good condition or arrange replacement costs for the missing item/items. MTU Libraries reserve the right to determine how lost items are replaced. Failure to replace lost items may result in sanctions being imposed.

## 6. Compliance

*Details of policy compliance requirements and implications of non-compliance (where applicable)*

N/A

## Document Control

<b>Title:</b>	MTU Libraries Collection Development Policy
<b>Owner(s):</b>	MTU Libraries
<b>Author(s):</b>	MTU Library Staff from Cork & Kerry Campuses
<b>This Version Number:</b>	Version number 1
<b>Status:</b>	Effective from 9 <sup>th</sup> Feb. 2021
<b>Effective Date:</b>	9 Feb. 2021
<b>Review Date:</b>	9 Feb. 2024

### A. Document Details

**Important Note:** If the 'Status' of this document reads 'Draft', it has not been finalised and should not be relied upon. An existing approved policy is deemed relevant until such time as an updated policy has been approved by the relevant approval authority and becomes the new binding policy.

### B. Revision History

Version Number	Revision Date	Summary of Changes	Changes tracked?	Proposed Revision Date
N/A	N/A	N/A	N/A	9 <sup>th</sup> Feb. 2024

### C. Relevant/Related Existing Internal/External Documents

N/A
-----

### D. Consultation History

***This document has been prepared in consultation with the following bodies:***

This document has been prepared in consultation with staff from MTU Cork & Kerry campuses
---

### E. Approvals

***This document requires following approvals (in order where applicable):***

Name	Date	Details of Approval Required
Jean Ricken (MTU Cork Librarian)	9 <sup>th</sup> Feb. 2021	Final Approval
Pat Doherty (MTU Kerry Librarian)	9 <sup>th</sup> Feb. 2021	Final Approval

### F. Responsible for Communication and Implementation

**The Manager/Functional Area responsible for communication and implementation of the policy:**

Title	Functional Area	Date Implemented
Jean Ricken (MTU Cork Librarian)	MTU Cork Libraries	9 <sup>th</sup> Feb. 2021
Pat Doherty (MTU Kerry Librarian)	MTU Kerry Libraries	9 <sup>th</sup> Feb. 2021