

## **CIT Library Lost Property Policy:** (Published January 2017)

The following policy and procedures in relation to lost property have been designed to manage and handle lost property. This policy applies to all students and visitors that use any of CIT's various libraries.

### **What is the definition of Lost Property?**

Lost Property can be defined as any object left behind, misplaced or left unattended for a prolonged period of time by students or visitors to CIT Libraries. Lost property will either be collected by library staff from vacated study spaces or alternatively lost items may be 'handed in' by other students at the library issue desk.

### **CIT Library Does Not Accept Responsibility for Lost Property**

Please remember that CIT Libraries does not accept responsibility for items left behind by students and visitors within the confines of each library. Personal belongings should not be left in the library and items that are inadvertently left behind are done so at the owner's risk.

### **Policy Statement:**

- Library staff will store **low value lost property items** (i.e. items of clothing, calculators, stationery, umbrellas, books, etc.) for a period of one week, at which point they will be handed over to the College Caretakers.
- **High value items** such as money, laptops, wallets, jewellery, personal mobile devices, car keys will be handed over to the College Caretakers on the same day that they were found.
- **Lost ID Cards** will be kept at the library Issue Desk for a period of one week at which point they will then be returned to the **CIT ID Card Office**.
- **Lost USB Keys and other storage devices** containing personal data will also be kept at the Library Issue Desk for a period of one week, at which point they will be handed over to the **College Caretakers**.

### **Finding Lost Property:**

Any Library patrons that find lost property within the confines of CIT libraries should hand it to a member of the library staff at the library issue desk.

### **Claiming Lost Property:**

Any person reclaiming lost property will be asked to provide a detailed description of the item being claimed. Consequently they will also be asked to provide ID prior to the item being returned.

### **Disposal of unclaimed items:**

Items handed over to the College Caretakers will be stored in the Caretakers Office for a number of weeks.