

Topic	LOST AND FOUND PROPERTY – REPORTING & DISPOSAL	Procedure
Category	Miscellaneous Matters	Updated 12/2018

RELATED POLICIES, PROCEDURES AND FORMS

Policies	Procedures	Forms
Code of Conduct		Lost & Found Online Form
Security Policy		

LOST AND FOUND PROPERTY – REPORTING & DISPOSAL

1 INTRODUCTION

The purpose of this Guideline is to assist staff, students and the public in reporting, handling and the disposal of lost and found personal property on University premises. Items that have been stolen are to be reported directly to security at the location of the theft. Library staff cannot provide advice or report stolen property on behalf of the property owner.

When finding lost property, it is important for staff and students to be guided by the Code of Conduct and this includes maintaining a high level of personal integrity and respect for others. The management of lost and found property by Library and Learning Services remains a courtesy service for staff, students and the public.

This document has been written to inform procedures regarding:

- The finding of personal property on the University premises that is clearly lost or left behind;
- Handling property within the area it is lost and then forwarding items to campus libraries at each location;
- Returning items to the rightful owner; and
- Disposing of unclaimed lost property.

Definition ***‘Property’*** means a personal possession of any type that may or may not have intrinsic value to the owner (e.g. wallet, phone, credit card, USB stick, iPad, clothing, drink bottle, identification cards etc.)

‘Dangerous Item’ means something that is a safety risk or has the potential to cause harm such as a firearm, weapon or a dangerous or illegal substance.

2 FINDING PROPERTY ON THE UNIVERSITY PREMISES

Property that is found on the University premises (including roads, carparks and supporting facilities) should be handed to the campus library at the earliest convenience. If the campus libraries are unavailable or inaccessible due to opening hours, items should be handed to University security at the earliest convenience.

If neither the campus library or security office are feasible options for handing in the item at the time of discovery, items should be secured in a locked drawer or other secure location until it is feasible for the items to be handed to the campus library. Information on the date, time and location found should be noted and kept with the item to help identify and return items to the rightful owner.

Items found off University premises (public transport, bus and rail stations) should be handed to the authority operating those facilities or reported according to the operating authority's lost and found practises. Eg. Translink

Dangerous Items should be left where found and not touched and must be reported to the Security Office or in some cases directly to Police.

3 REPORTING LOST PERSONAL PROPERTY

Staff, students and the public can report personal items that they have lost on the University's premises by filling out the Lost Property reporting form on the Library and Learning Services website.

Reporting lost items can also be done by contacting lostproperty@griffith.edu.au and/or telephone 07 373 55555 (northern campuses) or 07 555 2555 (Gold Coast).

4 HANDLING LOST PROPERTY

Library and Learning Services will maintain a register of lost items (excluding perishable items) that have been handed in to campus libraries to help potential claimants of property to trace their items.

All perishable and all general stationery items will be disposed of immediately. This includes:

- water bottle
- any container designed or used for food storage

Library and Learning Services staff will attempt once to identify and contact rightful owners of lost property, if this information is easily accessible. All other items handed into campus libraries where owner details are not accessible will still be retained for one (1) month.

Personal items including wallets, purses and handbags will be inspected for personal details by two staff as a matter of practice (unless this is not reasonably feasible).

Personal items containing an individual's information or identification, cash, and/or organisationally issued cards with an intrinsic monetary value (i.e. credit cards, rewards cards or Go-cards) will be stored safely for the one (1) month holding period. All other items will be stored in compliance with Workplace Health and Safety policy.

Any unclaimed items will be disposed of as set out in section 5 - Disposal of Unclaimed Property.

RETURN OF VALUABLE ITEMS TO THE OWNER

Lost property claimants can complete the Lost Property Form available from the Griffith University, Personal and Property Security website, located at:

<https://www.griffith.edu.au/security/personal-and-property-security>

To claim the item, the owner must present to the Library on the campus where the item was found with:

- Proof of ownership and/or a description of the Property and its contents; and
- Personal identification being either student/staff card or other official photo identification.

At the discretion of Library and Learning Services, Library Campus Coordinators a claimant may also request a named delegate of the owner to claim lost items with a letter or statement of permission from the owner of the property being claimed.

Library and Learning Services takes no responsibility for the unclaimed items or uncollected claimed items that have been disposed of after the period specified in Section 4 – Handling Lost Property. It is the responsibility of the property owner to take appropriate and timely action in claiming lost items held by Library and Learning Services.

5 DISPOSAL OF UNCLAIMED PROPERTY

Where an item has not been claimed within one (1) month, it will be:

- Destroyed or put to waste as appropriate; or
- Given as a donation to sponsorship programs within the University; or
- Items with very high monetary value will be handed over to Police to be managed according to Queensland laws regarding lost and found property.

6 PRIVACY

Any personal information obtained during this process will be managed in compliance with Griffith University's Privacy Plan and the *Information Privacy Act 2009 (Qld)*.

7 FURTHER INFORMATION

For further information, contact lostproperty@griffith.edu.au and/or telephone 07 373 55555 (northern campuses) or 07 555 2555 (Gold Coast).