PURPOSE: To define responsibility for lost and damaged items and to provide a clearinghouse for found items.

SOURCE: Harper Center for Student Life and Learning Administration

POLICY: The Harper Center for Student Life and Learning is not responsible for lost or damaged articles of individuals and/or organizations using the building. However, the Welcome Center, located on the second level of the building, will operate a Lost and Found to temporarily hold items found in the building. In situations where identification is available, attempts will be made to locate the owner of the property; identification will be required to claim a lost item.

Items in the Lost and Found will be held for 60 days. Items that have not been claimed after 60 days will be donated to the annual Skutt Student Center Advisory Board silent auction. Items not sold during the auction will be donated to a charitable organization or destroyed.

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