

FACILITY POLICY
V. J. and Angela Skutt Student Center
Harper Center for Student Life and Learning

SECTION Facility Information			NO. 2.5		
ISSUED January, 1989	REV. January, 2003	REV. March 11, 2008	REV. January 2011	REV. December 2012	REV.
POLICY Damaged or Lost and Found Items			PAGE OF 1 1		

PURPOSE: To define responsibility for lost and damaged items.

SOURCE: Skutt Student Center Advisory Board and Harper Center Administration

POLICY: The Skutt Student Center and Harper Center are not responsible for lost or damaged articles of individuals and/or organizations using the building. However, the Skutt Student Center and Harper Center will temporarily store lost and found items as a service to its clients. The Skutt Student Center and Harper Center will hold these items for no more than one semester. In instances where identification is available, attempts will be made to locate the owner of the found property. Identification is needed when picking up a found item.

If lost and found items have not been claimed within one semester, then they will be stored until the first of the next calendar semester at which time the administrative staff will deliver items to a local shelter. Unusable items will be destroyed.

Lost and found items are located at the Information Desk on ground level of the Skutt Student Center and the Welcome Center located on the second floor of the Harper Center for Student Life and Learning.
