LOST AND FOUND POLICY

PURPOSE

The Leeward Community College Library provides an information-rich, learner-centered environment fostering discovery, critical thinking, and innovation in support of academic achievement, student success, and lifelong learning.

The Library is not responsible for any personal items that Library users lose or leave behind. Users are responsible for their own property and are expected to properly monitor their belongings.

POLICIES AND GUIDELINES

The following policies and guidelines shall govern the use of the Leeward CC Library for all users:

- UH System-wide Student Conduct Code
- Leeward CC Library Acceptable Behavior Policy

Lost Items

- All items will be held at the Library’s Lost and Found (located behind the Circulation Services Desk) and will be kept until the end of the current semester. Exceptions are food and beverage items, which will be disposed of shortly before closing of the day they are found / turned in, and unsanitary items, which will be disposed of immediately.
- Upon receipt, items will be logged and dated in an internal Library spreadsheet.
- If owner identification can be easily located on the found / turned in item, Library staff will attempt to notify the owner via the e-mail or phone number on-file in our system.
- The Library realizes that lost flash drives may contain sensitive information, and will not access files on the flash drive in an attempt to identify its owner.

Claiming a Lost Item

- Patrons may inquire about a lost item at the Library’s Circulation Desk and must reasonably identify it to staff and indicate when and where it was lost.
- Patrons will not be shown items or contents of the Lost and Found; they must be able to first describe lost items to Library staff.
- Library staff will check and verify the contents of flash drives with patrons before handing them over; patrons must be able to describe / identify files and/or folders that were on their flash drive at the time it was lost.
Disposal of Lost Items

- Dirty clothing and other unsanitary items will be disposed of immediately.
- Food and beverage items will be disposed of shortly before closing on the day it is found / turned in. Containers, such as hydroflasks, will be rinsed and kept in the *Lost and Found*.

**AT THE END OF THE CURRENT SEMESTER**

- Personal documents, including IDs, birth certificates, financial paperwork, credit cards, etc. will be shredded.
- Keys and key fobs will be discarded.
- Flash drives and other electronic devices will become Library property and will be completely wiped of all data.
- All other items (clothing, books, jewelry, etc.) will be disposed of or donated to non-profit organizations as appropriate.

**DATE OF ACCEPTANCE: JUNE 25, 2018**