

Southern Illinois University Edwardsville  
Morris University Center's Lost and Found Policy

Effective August 1, 2019

I. Purpose

The purpose of this policy is to define the regulations surrounding lost and found items at the university that are turned in at the Morris University Center Welcome Desk.

II. Lost and Found Guidelines

The Lost and Found Policy is intended to ensure that items reported lost or found on Southern Illinois University Edwardsville's campus are properly accounted for and, in the case of found, are returned to their rightful owners or disposed of by the Morris University Center Staff. "Lost Property" means any unattended, abandoned, misplaced, or forgotten item, including but not limited to cash, jewelry, personal devices, books, keys, clothing, or items with personal identification (driver's license, credit cards, etc.), which are found within the boundaries of the University, pending the identification of the rightful owner or appropriate disposal thereof.

The University assumes no responsibility whatsoever for the care and/or protection of any personal belonging left unattended on University property, and for loss, under any circumstances, including theft, vandalism, or malicious mischief of such belonging. The Welcome Desk, located inside the Morris University Center, has been designated as the central repository and controlling agency responsible for lost and found property for the University. All found items should be turned into the MUC Welcome Desk for identification of the rightful owner if possible.

A. Disposition of Lost and Found Items

All unclaimed items will be held for thirty (30) days, with the exception of items of personal identification and items valued at \$100 or more, which will be immediately released to Southern Illinois University Edwardsville Police Department, and items containing perishable goods, which will be disposed of by the end of the business day it was received. Final disposition of items is listed below:

1. Clothing: Must be in clean and hygienic condition. If not claimed will be discarded after thirty (30) days. Not Accepted: Clothes with an odor or bodily fluid present, dirty, and undergarments (single socks, underwear, etc.)
2. Textbooks: Will be released to Textbook Service to contact owner.
3. SIUE ID Cards: Email owner at SIUE email address, and kept at Welcome Desk until collected by the University Service Center.
4. Driver's License: Released immediately to SIUE Police Department.

5. Bank/Credit Cards: Released immediately to SIUE Police Department.
6. Cell Phones/Personal Devices (Laptop, Tablet, etc.): Released immediately to SIUE Police Department.
7. University Keys: Contact University Key Control and they will provide ownership information to the Morris University Center staff who will then contact the owner. The keys will be held at Welcome Desk for 30 days. After 30 days the keys will be deemed abandoned and will be signed over to University Key Control.
8. Items with Perishable Goods (Water bottles, lunch boxes, etc.): Will be disposed of by the end of the business day it was received.
9. All other items: Items will be held for thirty (30) days and then depending on the nature of the item will either be donated, discarded, or re-utilized.

#### B. Process of Item Retrieval

To retrieve a lost item from the lost and found, a patron must visit the Welcome Desk located inside Morris University Center. The patron must present a photo ID and substantial evidence that they are the rightful owner of the item. Substantial evidence is categorized, but not limited to, the following:

1. A Photo ID (Required for All Retrievals)
2. Detailed description of the item
  - a. Verification of 800# or address if ID is the lost item.
3. Time/Date when the item was lost
4. Location the item was lost
5. Contacted by SIUE Police Department
  - a. Verification of item/ID still required.
6. Photographic proof of ownership of item

Once item ownership has been verified, the recipient must sign out the item on the Found Item Release Form. The signature provided signifies that the item is no longer in the possession of the Morris University Center at Southern Illinois University Edwardsville.

#### C. Update of Policy

The University Center reserves the right to update the current Morris University Center Lost and Found Policy and procedures at any time to carry out the purposes and objectives of the University.