



Lost & Found Property Guidelines

Overview

University users often leave their property behind on campus and then return at a later date to attempt to recover it. While the University is not responsible for personal items left on campus, a reasonable attempt will be made to return any lost item to its rightful owner and to hold the particular item for a specified period of time before disposal. This policy provides guidelines for addressing this issue.

Purpose

To ensure items of property found on any University campus or left within University Student Accommodation premises are dealt with consistently and in accordance with internal service standards.

Applicability and Scope

This policy applies to anybody entering University premises and should be used when property is found or has been left behind. The property may belong to students, staff, their guests, contractors or members of the public.

Definitions

Lost Property is anything not belonging to the University left on university premises.

The Security Service within each campus serves as a repository of university-wide lost and found items. Monthly, found property is removed from each campus to Security Control situated in Merchiston campus.

Reasonable efforts will be made to determine and notify the owner.

Depending on the type of item, the property may be held for up to 30 days before disposal. While the retention periods and manner of disposal depends on the item, most fall into the following table:

- Identity items such as Passports, National ID cards & International drivers' licenses will held for 7 days, if unclaimed after this time, the items will then be handed over to Police Scotland.
- UK drivers' licenses will be posted to the DVLA after 7 days.
- Bank ATM cards or credit cards will be **destroyed** after 7 days.

- Student matriculation cards will be **destroyed** after 30 days.
- Staff ID cards will be returned to Human Resources after 30 days.
- All Medications will be **destroyed** after 7 days.
- All keys will be **destroyed** after 30 days.
- All books, which are unclaimed after 30 days, will be **donated** to the University Library.
- Items, which may hold personal data (mobile phones, USB flash drives, laptop computers, portable music players, tablets etc.), may be held for a maximum of 30 days before being **destroyed**.
- All other items including clothing, eyeglasses, bags, backpacks, wallets, purses, handbags, cameras, electronics, umbrellas and jewellery may be held for up to 30 days, and then **donated** to charity.
- All hazardous and perishable items will be **discarded** or **destroyed** immediately due to Health & Safety.
- All unclaimed monies will be **donated** to charity.

(This is an indicative but not exhaustive list).

Collection of Lost Property

Anyone wishing to collect lost property needs to arrange this directly with the University Security Service.

Claimants can email Securitycontrol@napier.ac.uk or call 0131 4556119 for information on lost property.

Alternatively, you can visit the campus Security offices.

- Security Control is located in office B/05, Merchiston campus.
- Merchiston Security office is located at the main entrance in office B/07
- Craiglockhart campus security office is located alongside the iPoint at the main entrance.
- Sighthill Security office is located at the main entrance in office 1.C.01.

When claiming any item, ownership may be proven by any means which would convince a reasonable person that the claimant is the owner of the property (e.g., detailed description or by any other personal identification).

Please note: Security will not issue property to anyone other than the item's owner