

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 the lost item to its rightful owner and to hold the particular item for a specified period of time before disposal. These guidelines are used by the University in its approach to addressing the issue of lost & found property.

Guidelines

The Security Service within each campus serves as a repository of university-wide lost and found items. Weekly, found property is removed from each campus and moved to Security Control, Sighthill Campus* where it is stored securely. All reasonable efforts will be made to determine and notify the owner (including phone calls, email, or a letter to the person's last known address, if possible).

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

- "High-Value" identity items such as passports, international/ overseas ID cards, drivers' licences, etc will be held for 7 days and then handed over to Lothian & Borders Police.
- Other items such as mobile phones**, USB flash drives**, wallets, purses, handbags, cameras, portable music players, electronics, umbrellas, watches, keys and medications will be held for 30 days and then donated to a local charity, with the exception of medications which will be returned to an NHS facility and keys, which will be destroyed.
- Student Matriculation cards will be held for 30 days before being returned to Student & Academic Services.
- Clothing, spectacles, bags, backpacks, books and calculators will be held for 30 days and then donated to a nominated local charity. If the item is of no use to them it will be disposed of as waste. Books may be donated to the University's Library Services.
- Large items, such as bicycles, may be sent for recycling after being held for 30 days.
- Hazardous and perishable items will be disposed of immediately in the appropriate manner.
- All unclaimed money will be provided to a nominated local charity

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, other personal identification, etc).

It is the policy of Edinburgh Napier University to retain items of lost property for a minimum of 30 days. In practice, we may hold items longer than this depending on available storage space.

*Should an item be removed to our Sighthill Campus, it is the owner's responsibility to collect it from Sighthill Campus. Security will not return the item to the "found location".

**All mobile phones & USB flash drives will be "*cleaned*" of data before being sent to charity. Sim cards will be removed & destroyed.

Please note: Security will not return property to anyone other than the identified owner.