University Union Lost and Found Policy and Procedures

The official lost and found for the University Union is located at the University Ticketing & Information Center. Any found or unclaimed property can be turned in to the lost and found located in the University Ticketing & Information Center and kept in a secure location for up to 60 days until they are claimed.

PROCEDURE:

Logging In:

1. Items are inventoried upon arrival and logged into the Lost and Found database, listing the item number; the date turned in, a description of the item and then placed in a secure location. A log is available to individuals missing items. We will list the lost items with their names, email or phone number and contact them if their item is turned in.

2. Our Staff will make every effort to contact the individual as soon as possible if the item contains identification, such as an email, a phone number or an address.

3. To attempt to ensure lost items are returned to the rightful owners, persons claiming items must describe the item(s) as closely as possible and provide identification. Claimants must sign for items before the items will be released to them.

4. Items containing cash, or items with an estimated value of $100 or more will be verified by a second person, logged in and given to a staff personnel; Coordinator, or Building Manager (after 4:30 pm or on weekends to be secured).

Disposing of Items:

1. Items are held for 60 days and then disposed of in the following ways:
   - Unclaimed cash, or other items of value may be returned to finder. Finder must identify themselves at time of submitting lost item and indicate they would like to claim the item if it goes unclaimed for 60 days. Finder must contact University Ticketing & Information Center 60 days after item is dropped off to arrange for pickup.
   - Drivers License will be destroyed if not claimed by the appropriate owner.
   - Identification card (credit, debit, ATM, telephone) will be destroyed if not claimed by the appropriate owner.
   - Cell phone will be donated to a non-profit organization that has a cell phone donation program.
   - Prescription eyeglasses/sunglasses will be turned over to the local Lions Club.
   - Identifiable University Keys are sent to the Office of Public Safety immediately.
   - Any other keys will be discarded
   - Unmatched items, damaged items, perishable, or other non-resale items will be discarded or recycled.
   - All other items will be taken to the local Thrift Store deposit location. A Staff member will organize, inventory and pack the items for delivery.
• Employees are not allowed to use, borrow, or keep items even after the 60 days period has passed.

**Other areas on campus that have a lost and found program are The Kress Event Center, The Office Residence Life, The Office of Public Safety and The Weidner Center **

Contact Information/Hours of Operation:

**University Information Center:** 920-465-2400  
Hours: Mon – Fri 7:30am - 10:00pm, Sat-Sun 10:00am - 10:00 pm

**Public Safety:** 920-465-2105  
Hours: Mon - Fri 7:30am - 4:30pm

**Residence Life:** 920-465-2040  
Hours: Mon – Fri 8:00am - 4:30pm

**Weidner Center:** 920-465-2726  
Hours: Mon – Fri 8:30am – 4:30pm

**Kress Event Center:** 920-465-2449  
Hours: Mon - Fri 6:30am – 11pm, Sat 8:00am – 5:00pm, Sun 2:00pm – 8:00pm