

LOST AND FOUND POLICY

PURPOSE

The mission of the James and Abigail Campbell Library at the University of Hawai'i - West O'ahu (UHWO) is to provide excellent, user-centered service in meeting the information needs of students, faculty and staff. Our goal is to provide users with access to knowledge and to maintain a comfortable and safe learning environment.

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 Library for all users:

- [UH Systemwide Student Conduct Code](#)
- [James and Abigail Campbell Library's Acceptable Use Policy](#)

LOST ITEMS

- All items will be held at the Library's *Lost and Found*, located behind the Reference Desk, and will be kept for 60 days. The exceptions are food and drink items, which will be disposed of shortly before closing, and unsanitary items, which will be disposed of immediately.
- Upon receipt, items will be logged and dated in an internal spreadsheet.
- If owner identification can be easily located on the item that's turned in, Library staff will attempt to notify the owner via the email or phone number on-file in our system.
- The Library realizes that lost flash drives may contain sensitive information; we 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 it was lost.

DISPOSAL OF LOST ITEMS

- Dirty clothing and other unsanitary items will be thrown out immediately.
- Food and drink items will be disposed of shortly before closing on the day it's turned in. Containers, including Hydro Flasks, will be cleaned and kept in the *Lost and Found*.

After 60 days

- 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 become Library property. Staff will then decide whether to donate it to a non-profit organization, re-purpose it for use in the Library, or discard it.

REVISED: MAY 17, 2018