



One University. One World. Yours.

Name:	Lost or Damaged Personal Property
Policy Number:	3-1055
Origin:	Facilities Management
Approved:	February 17, 2014
Issuing Authority:	Senior Director, Facilities Management
Responsibility:	University Security Manager
Effective Date:	February 17, 2014

Policy:

The University is not liable for the loss of, or damage to, personal property occurring on University premises unless such loss or damage is a direct result of University negligence and not the result of fault or negligence on the part of the owner.

When possible, the University will endeavour to return lost property to the owner.

Guidelines:

The University is not liable:

- for the theft of personal property left in a vehicle parked in a University lot, nor for the loss of or damage to a vehicle
- for the theft of money or valuables left in any public area on campus, classroom, desk, office, or work area

Lost and Found Procedures:

1. To report a lost item, please report to University Security and complete a Lost and Found Report. Note: items often take time before they are delivered to the security office as there are several unofficial collection points (e.g. Library, Homburg Centre).
2. All found items will be turned into University Security (MM020)
3. University Security will endeavor to return found property to the owner whenever possible.
4. Library books or other identifiable University property shall be returned to the appropriate department as soon as possible

5. Found items are stored in a secure location for 90 days. Perishable articles will be disposed of daily in whatever manner is appropriate.
6. Items that remain unclaimed after 90 days will be disposed of. Any items containing personal information that are not claimed will be destroyed.
7. Students, staff, faculty, and visitors can collect their found items at University Security (MM020). SMU identification or valid Government identification must be presented when collecting an item.
8. The following found items are not accepted by University Security:
 - Wallets and Purses; Please call 902-490-5232, Halifax Regional Police Lost and Found
 - Cash
 - Clothing
 - Drink bottles and mugs