
Category	Miscellaneous Matters	Updated	12/2018
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RELATED POLICIES, PROCEDURES AND FORMS

Policies	Procedures	Forms
Code of Conduct		Lost & Found Online Form
Security Policy		

LOST AND FOUND PROPERTY – REPORTING & DISPOSAL

1 INTRODUCTION

The purpose of this Guideline is to assist staff, students and the public in reporting, handling and the disposal of lost and found personal property on University premises. Items that have been stolen are to be reported directly to security at the location of the theft. Library staff cannot provide advice or report stolen property on behalf of the property owner.

If neither the campus library or security office are feasible options for handing in the item at the time of discovery, items should be secured in a locked drawer or other secure location until it is feasible for the items to be handed to the campus library. Information on the date, time and location found should be noted and kept with the item to help identify and return items to the rightful owner.

Items found off University premises (public transport, bus and rail stations) should be handed to the authority operating those facilities or reported according to the operating authority's lost and found practises. Eg. Translink

Dangerous Items should be left where found and not touched and must be reported to the Security Office or in some cases directly to Police.

3 REPORTING LOST PERSONAL PROPERTY

Staff, students and the public can report personal items that they have lost on the University's premises by filling out the Lost Property reporting form on the Library and Learning Services website.

Reporting lost items can also be done by contacting lostproperty@griffith.edu.au and/or telephone 07 373 5555 (nort2.3 02 (Td()T /Hnt)(m)-24.5 pu0ht0 honGi2.3 h(/Hnt)(m)-HI8 (ont)-13.-a old Coast3.

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At the discretion of Library and Learning Services, Library Campus Coordinators a claimant may also request a named delegate of the owner to claim lost items with a letter or statement of permission from the owner of the property being claimed.

Library and Learning Services takes no responsibility for the unclaimed items or uncollected claimed items that have been disposed of after the period specified in Section 4 – Handling Lost Property. It is the responsibility of the property owner to take appropriate and timely action in claiming lost items held by Library and Learning Services.

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