



McFarland Student Union Policy 2000-0108

LOST AND FOUND

A. Purpose

To define operating procedures for securing and logging lost items found in the MSU.

B. Scope

Applies to all individuals who find or turn in, misplaced or lost items in the MSU.

C. Definition(s)

D. Policy and Procedure(s)

- The McFarland Student Union is not responsible for articles or personal property that is lost, forgotten, stolen or damaged.
- Lost and Found items will be kept at the Information Desk for one to two weeks, space permitting. Items not claimed will be transferred to Public Safety for storage and processing.
- Individuals may claim an item by contacting the Information Desk and:
 1. Identify the lost article in detail
 2. Present identification
 3. Sign for the item

E. Effective Date

- 2000-2001

F. Approved By

- MSU Advisory Board, Vice President for Student Services and Campus Life, & President of Kutztown University

G. Cross References