

## Lost and Found



The College, through policy and procedures, will make an effort to return property to the owner, but assumes no liability or responsibility for the care and/or protection of any personal belonging left unattended on College property.

### Found Procedures

- a. Iola Campus Services/Mail Room or Burlingame Campus Front Office will be the central collecting point for all found properties.
- b. College employees, and other finders of lost property, should take found items to Iola Campus Services/Mail Room or Burlingame Campus Front Office on the campus the item was found.
- c. Iola Campus Services/Mail Room or Burlingame Campus Front Office staff will make every effort to contact the owner, if identification is available.

### Lost Procedures

- a. Any person who has lost property should contact the Iola Campus Services/Mail Room or Burlingame Campus Front Office staff.
- b. Claimant must describe the item lost, where it was lost, and when it was lost, to help ensure proper return of property.
- c. Claimants must sign for items before they are released to the owner.

### Disposal Procedures

Depending on the type of item, the property may be held up to 3 months before disposal.