



Policies and Procedures Manual

Title: Hogan Center - Lost and Found Policy
Policy Administrator: Director of Auxillary Services
Effective Date: 1/4/2010
Approved by: Director of Auxiliary Services

Purpose:

This document is intended to inform the College community as well as visitors of the campus of the policies regarding items lost and found within the Hogan Campus Center.

Policy:

1.0 Lost Items

Any items lost within the Hogan Campus Center should be reported to the Copy/Business and Information Center located in Hogan room 128D, at (508) 793-2760.

2.0 Found Items

Any items found within the Hogan Campus Center should be turned into the Copy/Business and Information Center located in Hogan room 128D.

Procedures:

1.0 Logging in of Lost Items

Any items reported to the Copy/Business and Information Center as lost within the Hogan Campus Center will be logged into a master log book with a full description of the item and the contact information of the person to notify if the item is turned in.

2.0 Logging in of Found Items

Any items found and turned into the Copy/Business and Information Center will be logged into a master log book with a full description of the item and placed in storage in the Copy Center until claimed by the owner.

2.1 *Personal Items or Items of Value*

Any item of value found in the building such as a wallet or pocketbook, after being logged in, will be placed in the safe in Hogan, room 503 until claimed by the owner.

3.0 Notification of Found Items

Whenever it is possible to determine the owner of an item found in the Hogan Campus Center, the owner will be notified via a phone call or email and told where and during what hours they can pick up the item. When the item is claimed, the owner will sign for it in the master log book kept in the Copy/Business and Information Center.

Forms:

Title
URL
Title
URL

Related Information:

Title
URL
Title
URL

Policy # 320000-011
Date of Last Review 4/18/2012