Subject: Lost and Found Items

Title: ALS Lost and Found Procedure

Operational Procedure - Dated Adopted
by the Library Services Faculty

Administrative Procedure - Date

Issued by Administration: September 1994

Director: Kenneth Marks

Date Revised:

Academic Library Services will collect personal belongings left in Joyner Library and temporarily hold them for claiming. Library Security is responsible for all lost/found items, including ID cards. If the owner of a lost/found item can be identified, then the Library Security personnel will attempt to make contact with that person. Unclaimed items are held until Monday of each week, and then routed to the Lost and Found Department administered by the East Carolina University Police.