

Student Services Manual (SSM)

SSM 801–05: Lost and Found Items

Effective: 1/5/1971

Revised: 3/1/2024

Purpose

To define responsibility for lost, found, or damaged items in Student Unions and Centers and lost or found items on campus.

Note—In all 801 policies, Student Unions and Centers include the following buildings: Memorial Union (Tempe); Student Pavilion (Tempe); Polytechnic Student Union (Polytechnic); University Center Building (West Valley); and the Student Center at the Post Office (Downtown).

Sources

Arizona Revised Statutes § 12–941 to –946

University policy

Policy

Student Unions and Centers are not responsible for lost, found, or damaged articles belonging to individuals and/or organizations using the building or for lost or found items on campus.

Items found on campus will be kept at the Student Unions and Centers Information Desk of the respective campus. To claim an item, individuals must present current photo ID and a physical description of the item.

It is the claimant’s responsibility to make all arrangements for the return of a lost item including the cost of shipping and handling. Items not claimed within 30 days will be donated to a charitable organization or disposed of in accordance with *Arizona Revised Statutes* § 12– 941 to –946.

Note: Some departments/buildings may keep lost and found items from their respective areas for a short amount of time before it is turned in to the MU Information Desk. One should also check with the department/building where the item(s) may have been lost.

The following items are kept for 30 days:

1. backpacks
2. bags such as purses, camera bags, and duffel bags
3. binders, folders, and notebooks
4. books such as textbooks and course readers
5. cell phones
6. clothing such as jackets, pants, shirts, skirts, and sweaters
7. electronics such as calculators, headphones, computer cords, and handheld radio/music players
8. eyeglasses including prescription and reading
9. flash drives

10. hats
11. identification cards and credit cards
12. jewelry such as bracelets, earrings, necklaces, rings, and watches
13. keys
14. sunglasses
15. wallets

and

16. any other items of value or importance.

Note: Due to limited storage, miscellaneous documents and photographs are disposed of.

For sanitary reasons, the following items are not accepted into the Lost and Found:

1. all undergarments and clothing of a personal nature
2. all personal hygiene items such as hair clips, hair brushes, make-up, lotions, and hair products
3. all footwear and items such as shoes, sandals, socks, and high heels
4. all contact lenses, contact lens solutions, and ear plugs
5. all towels or cloths of personal use
6. all edible items and items that contain food or liquids such as lunch boxes, bottles, and mugs
7. all chemical and medical items such as cleaning solutions and prescription drugs

and

8. any other items that area deemed unsanitary.