

# Student Resource Centre Lost Property Procedure

*The Student Resource Centre handles lost and found property. Found property can be handed in, and lost property can be collected from The Student Resource Centre between 8:00am – 6:00pm, Monday to Friday. Students and staff are encouraged to report any lost items to the Student Resource Centre.*

## **How do I claim lost property?**

Contact the Student Resource Centre staff to claim lost property. To collect your lost property you must present photographic identification ( e.g. student ID card) and provide an accurate description of lost item. At this time you will be asked to sign the lost property register acknowledging return of the lost property.

## **What is the retention time for lost property?**

Perishable items like food and liquids are not kept. They are disposed of immediately after they have been delivered to the Student Resource Centre. In instances where a lunchbox or cooler bag (or similar) has been left with perishable items inside, they are disposed of including the boxes, bag or bottle.

Non-perishable and valuable items are kept for 3 months in order to allow rightful owners time to claim their property.

After 3 months, if owner cannot be identified property can be:

- given to the JCUB Student Council (text books)
- given to charities
- destroyed

Please ensure that all valuable items are named, so we can contact you if your property is handed in.

If you have lost something, please submit a lost property form to the Student Resource Centre.

We will contact you if we have your missing item/s.