TITLE: Lost and Found Policy

RATIONALE: To establish a procedure for lost and found items. To establish one location at each campus for lost items to be collected and attempts made to locate the proper owner.

POLICY STATEMENT

1. All items that have been found on each campus are to be turned in to the following locations within the following business day:
   
   Bluefield Campus: Office of Public Safety
   Beckley Campus: Main Office
   Greenbrier Valley Campus: Front Desk
   Nicholas County Campus: Student Services Desk

2. All recovered items are tagged and logged for identification purposes.

3. Each Campus Director (or in Bluefield Director of Public Safety), will use all available methods of communication including the student newspaper, The Bulletin, and the posting of a list of recovered items periodically in an attempt to locate proper owners.

4. All unclaimed items will be disposed of at the end of the academic year. The method of disposal will be with administration approval.

RELATED POLICIES: None

RESPONSIBLE OFFICE: Campus Directors
                    Office of Public Safety

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Approved by President                              Date

March 3, 2005