

Lost and Found Policy & Procedures

1.0 Purpose

- 1.1 The purpose of this policy is to establish guidelines for the handling of lost items.

2.0 Scope

- 2.1 The scope of this policy is to facilitate the management of lost items within the AUIB community.

3.0 Definitions

- 3.1 Lost items - any unattended personal belongings discovered on AUIB premises.

4.0 Policy

- 4.1 A fundamental principle is to ensure the safekeeping and proper documentation of lost items, facilitating their return to their rightful owners through a transparent and efficient process.

4.2 Storage and Disposal

- 4.2.1 Found items will be securely stored in the Office of Student Life, Department of Student Affairs, for a specified period, usually one semester, to provide owners with the opportunity to claim them.
- 4.2.2 Unclaimed items may be disposed of or donated to charity at the discretion of the Director of Student Life, following the expiration of the designated storage period.

4.3 Confidentiality and Security

- 4.3.1 Personal information obtained during the process of claiming lost items will be treated with the utmost confidentiality and used solely for the purpose of returning items to their owners.
- 4.3.2 Lost items will be stored in a secure location to prevent theft, damage, or tampering.



4.4 Communication and Awareness

- 4.4.1 Office of Student Life will promote awareness of the lost and found policy through emails, word of mouth, and social media.
- 4.4.2 Regular reminders and updates will be provided to staff and students regarding lost and found procedures.

4.5 Compliance and Review

- 4.5.1 All staff and students are expected to comply with the provisions outlined in this policy.
- 4.5.2 This policy will be subject to periodic review and revision as necessary to ensure effectiveness and compliance with relevant laws and regulations.

5.0 Procedures

5.1 Reporting items

- 5.1.1 Individuals who have lost personal belongings are encouraged to email student.life@auib.edu.iq as soon as possible describing the items along with providing details of the day/time, and when the item went missing.
- 5.1.2 Lost items may also be reported by anyone who finds them and wishes to turn them in. Lost items must be taken to the office of Student Life to be recorded and secured as soon as possible.

5.2 Collection and Documentation

- 5.2.1 Student Life Center is responsible for collecting, cataloging, and securely storing all lost items.
- 5.2.2 Each found item will be logged into a central database or record system, documenting details such as description, date, time, and location found.

5.3 Identification and Claim Process

- 5.3.1 Owners seeking to claim a lost item must provide satisfactory proof of ownership, such as a detailed description or proof of purchase.
- 5.3.2 Once ownership is confirmed, the item will be returned to the rightful owner upon presentation of valid identification.



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Related Policies and Documents

Student Code of Conduct Policy & Procedures

Student Grievance Policy & Procedures