

**Classification:** Student Affairs

**Approving Authority:** President

**Responsible Authority:** Vice President of Enrollment Services & Student Affairs

**Implementing Authority:** Student Life

**Effective Date:** May 2025

**Review:** April 2028

## **Lost and Found – Procedures**

### **1.0 Purpose**

1.1 The purpose of this policy is to establish clear guidelines for reporting, handling, documenting, storing, and returning lost items found on the premises of the American University of Iraq – Baghdad (AUIB).

### **2.0 Scope**

2.1 This policy applies to all students, faculty, staff, and visitors within the AUIB community and governs the management of lost and found items on campus.

### **3.0 Definitions**

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

### **4.0 Policy**

#### **Safekeeping and Documentation**

4.1 AUIB is committed to ensuring the safekeeping and proper documentation of lost items to facilitate their return to their rightful owners through a transparent and efficient process.

4.2 Any item found on campus should be handed to the nearest BWE Security personnel. Security personnel will transfer the item to the BWE Security Office located on campus, where it will be officially recorded and securely stored.

#### **Storage and Disposal**

4.3 Found items will be stored securely at the BWE Security Office for a designated period, normally up to one academic semester, to allow owners sufficient time to claim their belongings.

4.4 Unclaimed items may be disposed of or donated to charity after the expiration of the designated storage period, in accordance with university procedures.

#### **Confidentiality and Security**

4.5 Personal information collected during the process of claiming lost items will be treated confidentially and used solely for the purpose of returning items to their rightful owners.

4.6 All lost items will be stored in a secure location to prevent theft, damage, or tampering.

#### **Communication and Awareness**

4.7 The University may promote awareness of lost and found procedures through official communication channels such as email announcements, student orientation sessions, and university communication platforms.

#### **Compliance and Review**

4.8 All members of the AUIB community are expected to comply with the provisions outlined in this

policy.

- 4.9 This policy will be reviewed periodically and updated as necessary to ensure its effectiveness and alignment with university procedures.

## **5.0 Procedures**

### **Reporting items**

- 5.1 Individuals who have lost personal belongings should report the loss to the **BWE Security Office located on campus** as soon as possible.
- 5.2 When reporting a lost item, individuals should provide a description of the item along with details such as the date, time, and location where the item was lost.

### **Submitting Found Items**

- 5.3 Anyone who finds a lost item on campus should deliver it to the **nearest BWE Security personnel**.
- 5.4 Security personnel will transfer the item to the **BWE Security Office**, where it will be logged and stored securely.

### **Documentation**

- 5.5 The BWE Security Office will maintain a central record of all found items, including details such as description, date, time, and location where the item was found.

### **Claiming Lost Items**

- 5.6 Individuals seeking to claim a lost item must provide reasonable proof of ownership, such as a detailed description of the item.
- 5.7 Once ownership is verified, the item will be returned to the rightful owner upon presentation of valid identification.

## **Related Policies and Documents**

Student Conduct and Community Standards Policy

Student Grievance and Complaint Resolution Policy