

Bergen Community College
Board of Trustees
Section: GADM

Policy # GADM: 002-001: 2018

Effective Date:

Responsible Official:
Vice President of Facilities,
Planning, Operations and
Public Safety

Lost and Found Policy

Reason for Policy:

To have a clearly stated policy and procedure for lost and found items.

Entities Affected by this Policy: Students, Staff, Faculty and Visitors

Policy Statement:

Lost articles found on campus should be turned over to the Public Safety Department. The Public Safety Department shall maintain a log of all articles turned in, along with the name, address, etc. of the finder. The log shall further contain the signature of claimants and date on which claims are made. The claimants may be the rightful owner, the finder, or in the event the merchandise is disposed of by the procedure noted below, appropriate entry shall be made.

Definition of a Finder

Merchandise turned in by an employee of the College makes the College the finder and not the employee. Any person who is not an employee of the College is deemed to be a finder.

Procedures:

Procedures for Returning and Disposing of Merchandise Found

1. **Merchandise Claimed by Rightful Owner**
The rightful owner of a lost article, upon appropriate identification, has first claim on merchandise turned into Lost and Found. Upon satisfactory identification, merchandise shall be turned over to the rightful owner with an appropriate signature indicating receipt of merchandise.

2. **Merchandise Returned to Finder:**
Merchandise shall be held for a maximum of six (6) months and, if unclaimed by its rightful owner, shall be turned over to the finder with an appropriate signature indicating receipt of merchandise.
3. **Property turned in where College is Finder or the Finder is Unidentified:**
Property will be held for at least six (6) months to allow the rightful owner to make a claim, after which time it shall be disposed of in the following manner:
 - a. Articles of clothing will be turned over to a charitable organization.
 - b. Books will be sold to the Bookstore, and the proceeds will be deposited in the Sidney Silverman Scholarship Fund.
 - c. Jewelry and other miscellaneous items deemed to have value will be auctioned off by the College at a predetermined date and time. The task of auctioning this merchandise is to be handled by the Student Government Association. The proceeds from said sale are to be deposited in the Sidney Silverman Scholarship Fund.
 - d. Articles such as eyeglasses are to be turned over to an appropriate charitable fund.

Related Documents/Policies:

Policy History: (adopted/amended)

Section: I: IA

Adopted: 11/1/1979

Updated: 9/20/1996, 12/15/17

