Wesley College Lost and Found Policy

Overview
Robert H. Parker Library is committed to providing a physical environment which supports and encourages learning and research by students, staff and faculty members. It is imperative that all library users help us to maintain this environment.

Items Left Unattended
• Library staff will not take responsibility for items left unattended.
• Items which contain personal information will be taken immediately to security. This includes but is not limited to:
  o Drivers licenses and other ID cards
  o Wallets
  o Purses
  o Backpacks
  o Briefcases
  o Cell phones
• Other items will be kept in the lost and found box at the front desk for one week before they are taken to security or discarded.

Jump Drives / Thumb Drives
• Jump drives will be evaluated to determine ownership.
• Jump drives will be marked with the owners name and placed in the lost and found box.
• The owner will be emailed, at their Wesley College email address, once.
• Jump drives left in the lost and found for more than a month will be erased and sold or used by the library staff.

Policy Adopted: 6/11/15