

# LOST AND FOUND POLICY

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For any comments, feedback, or query, please contact: [policies@aub.edu.lb](mailto:policies@aub.edu.lb).  
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## **Section 1 - Purpose and Definitions**

1. The following policy and procedures are intended to ensure that items reported lost or found are properly accounted for and, in the case of items found, returned to their rightful owners, or disposed of by the University.
2. In this policy, “lost property” means any unattended, abandoned, misplaced, or forgotten item – including, but not limited to, equipment, cash, jewelry, books, documents, or personal identification paper - which is found within the boundaries of the University, pending the identification of the rightful owner, or appropriate disposal thereof.

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## **Section 2 - Policy**

1. The University assumes no responsibility whatsoever for the care and/or protection of any personal belonging left unattended on the university property and for loss, under any circumstance, including theft, vandalism, or malicious mischief, of such belonging.
2. The Protection Office shall administer the lost and found service, as provided for in this policy.
3. Members of the AUB community, whether faculty, staff, students, patients, visitors, contractors, suppliers, etc., are required to turn in to the Protection Office, directly or through the protection supervisor at AUBMC, any items of value, whether cash, documents, personal possessions, or university assets that they may find unattended anywhere on campus or at AUBMC. Misappropriation of such items may be treated as theft or fraud under the university policies and the relevant laws\*.
4. The Protection Office is responsible for safekeeping items that have been found and will return them to the rightful owner(s) upon presentation of reasonable proof of ownership.

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**\*The Lebanese Penal Code provides that any person who appropriates and refuses to retribute or dissimulates a lost item shall be liable to a year imprisonment in addition to a fine.**

### **Section 3 - Lost Items Procedures**

Persons losing personal or university property items should report the details to the Protection Office at the Main Gate or the protection supervisor at AUBMC (who shall immediately report same to the Protection Office) as soon as they become aware of the loss. Losses may be reported by phone (extension 2400), e-mail ([ss00@aub.edu.lb](mailto:ss00@aub.edu.lb)) or in person, and must be followed up with an official [Report of Loss, Theft, or Disappearance](#).

The Protection Office will record the details of items reported lost in a register kept at the Main Gate. Items found will be compared to the register of items reported lost.

The Protection Office may investigate a loss when the person reporting it mentions, either implicitly or impliedly, that the loss is not accidental and may be the result of an intended act. In this case, the relevant university policy will apply.

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#### **Section 4 - Found Items Procedures**

1. Persons finding any lost property shall, within 24 hours from the time of finding them, turn them in to the Protection Office at the Main Gate or to the protection supervisor at AUBMC (who will remit them immediately to the Protection Office), and said persons shall be required to provide the following information:
  - a. Their name and contact number.
  - b. Description of the items found.
  - c. Date and hour found.
  - d. Precise place where found.
  - e. Any witness to the findings.
2. The Protection Office or the protection supervisor at AUBMC will issue a receipt for the items turned in. The Protection Office will keep a copy of the receipt issued and record the items found in the register of items found, with all relevant details.
3. Once the found items are turned in to the Protection Office, reasonable efforts will be made to ensure that they are returned to their rightful owners.
4. When the found item contains the identification of its owner, an attempt to reach said owner shall be made the same day. When a passport is not claimed within 24 hours of its loss and/or remittance to the Protection Office, the concerned embassy/Lebanese General Security will be contacted for instructions, and arrangements will be made for its return.
5. If the found item is an AUB identification card, the Protection Office shall immediately send it to the ID Center and keep a photocopy for its files.
6. Items found will be advertised on bulletin boards on campus and at AUBMC within 48 hours of being turned in.

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## **Section 5 - Claiming, Storage, and Disposal of Found Items**


When persons claim that items which have been found belong to them, the Protection Office shall:

1. Obtain from the claimants: proper identification, precise description of the items lost, probable location of the loss, the approximate time of the loss and, where applicable, proof of ownership.
2. Compare the claim to the register of items found.
3. If satisfied that the claimant is the owner of a found item, hand over the item.
4. Have the claimant sign the Found Register as having received the item.
5. Items deemed to have no intrinsic or significant resale value, (e.g. books, clothing, and sundry personal possessions) shall be disposed of at the discretion of the vice president for finance. In all cases, the date and means of disposal shall be noted in the register of found items.
6. Items, such as cash or jewelry, shall be kept in a safe in the Protection Office until claimed, or until the lapse of three (3) years from the day they were found. Unclaimed items will be disposed of under the supervision of the vice president for finance, as follows:
  - a. Cash money will be turned over to university scholarship funds.
  - b. Items having resale value will be sold in a restricted public auction, and the proceeds of the sale will be turned over to university scholarship funds.

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## APPENDIX I REPORT OF LOSS, THEFT, OR DISAPPEARANCE

(To download this form in Word format, [click here](#))

 <b>AUB</b> American University of Beirut الجامعة الأمريكية في بيروت	<b>REPORT OF LOSS, THEFT, OR DISAPPEARANCE</b>	<b>REF #</b> (In Lost & Found Register)
Department Name: _____		Date: _____
Contact number of person filling this report: _____		Signature: _____
Report of Theft <input type="checkbox"/> Disappearance <input type="checkbox"/> Loss <input type="checkbox"/>  University assets <input type="checkbox"/>  Personal Effects <input type="checkbox"/> for: Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Patient <input type="checkbox"/> Student <input type="checkbox"/> Visitor <input type="checkbox"/> Other (Specify) _____		
Description of item(s)  Value (USD): _____ Tag No.(s)- If University Property: _____		
Location: Building: _____		Room No.: _____
Loss or Disappearance first noted Date: _____		Time: _____
Remarks:		
Prepared By: _____		Approved By: _____
Distribution:		
Original Protection Office <input type="checkbox"/>		
Copy Originating Dept <input type="checkbox"/>		
1. This form is used to report the loss, theft, or disappearance of either university, or personal property. 2. A report must be filled within 24 hours from the time the disappearance or loss was first noticed. 3. Complete the form carefully and include all details that will help and assist the various parties in investigating the loss. 4. Provide a detailed description of the items missing, including tag numbers, if applicable. 5. The person who first notes the loss has responsibility for submission of this form, which should also be signed by the department head in case of loss of university assets. 6. Applicable university policy: <a href="http://pnp.aub.edu.lb/general/lostandfound/index.html">http://pnp.aub.edu.lb/general/lostandfound/index.html</a>		

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