

LOYOLA MARYMOUNT UNIVERSITY
WILLIAM H. HANNON LIBRARY POLICIES AND PROCEDURES

DIVISION: Academic Affairs/William H. Hannon Library	
SUBJECT: Lost and Found	Page 1 of 1
Policy Number:	Supersedes: N/A
Effective Date: August 1, 2009	Previously Issued: N/A

1. Statement of Policy:

1.1 The intention of this policy is to establish guidelines for handling lost and found items in the library.

2. Policies/Procedures:

2.1. Any items found in the library should be immediately taken to the Circulation Desk. The Circulation Desk can be contacted by phone at (310)338-5709.

2.2. Circulation desk staff will tag found items with the current date.

2.3. Valuable items such as purses, wallets, iPods, and cell phones will be kept for approximately one hour in case the owner comes to claim it. All other items will be kept at the library's lost and found until the next Saturday (for a maximum of one week).

2.4. After the initial holding period, all unclaimed items will be turned over to the Department of Public Safety for safekeeping in the [LMU's Lost and Found](#). DPS can be contacted at (310)338-2893.