



Thurgood Marshall School of Law Library

Lost & Found Items Policy

Policy Statement

The Thurgood Marshall School of Law Library is not responsible for the security of any patron's personal items. All unclaimed or found items turned in to the staff will be placed in the Library's Lost and Found box at the Circulation Desk. As a courtesy to our patrons, the Library staff will make a reasonable attempt to determine and contact the rightful owner of the lost property if the property contains identifying information. Lost and Found items are managed in accordance with the following guidelines:

- Lost and Found items will be dated and stored for a maximum period of thirty (30) days. Reasonable attempts will be made to contact the owner (if the owner can be identified) either by phone or email to reclaim their lost item. After this 30 day period, all unclaimed items will be deemed as property of the Thurgood Marshall School of Law Library. Unclaimed items will then be donated to charity or discarded.
- If the owner of a lost and found item can satisfactorily identify the lost item to staff then the item will be returned.
- Perishable items such as food, beverage containers, etc. will be disposed of immediately.
- Sensitive or expensive types of property including government issued identification, credit and debit cards, wallets, laptops, tablets and cell phones will be forwarded to TSU Police if not claimed within 24 hours.
- Flash drives left in the library/ computer lab will be held for 30 days. The Library recognizes that lost and found flash drives or other electronics might contain sensitive and/or personal information. The Library staff may or may not access the device in order to locate the owner. After 30 days, flash drives will be wiped and Library staff will deem their appropriate use.
- Documents left on or near the scanner will be shredded after 7 days.
- Textbooks will be held for one semester and then will be either donated or catalogued by Library staff.
- The Library will not take the contact information of anyone who is trying to claim a lost item. The owner of the lost item must check back periodically in case the item has been found.

Questions or concerns please call the Thurgood Marshall School of Law Library at (713) 313-7125.