

KSU LOST & FOUND POLICY



Purpose:

The Lost and Found Policy at University of Malta is designed to efficiently and effectively manage lost items within the university premises. The primary goal is to ensure that lost belongings are promptly reunited with their rightful owners while maintaining a secure and organised system for handling found items.

1. Lost Item Reporting and Collection:

- 1.1.** Any member of the university community who finds a lost item or loses a personal belonging should report it to the designated Lost and Found office or personnel as soon as possible.
- 1.2.** The Lost and Found office will be located at the KSU Office, Student's House and will be open from 09:00 till 17:00.
- 1.3.** Lost items can be claimed by the rightful owners during the designated office hours. Owners may be required to provide adequate identification or description of the item to claim it.

2. Identification and Registration of Found Items:

- 2.1.** Any individual who finds a lost item should immediately turn it in to the Lost and Found office or personnel.
- 2.2.** The Lost and Found office will thoroughly document all found items, including a detailed description, date, time, and location where the item was found.
- 2.3.** If the found item contains any identifiable information about the owner, the office will make reasonable efforts to contact the owner directly.

3. Storage and Handling of Lost Items:

- 3.1.** The Lost and Found office will store all found items in a secure and locked area to prevent theft or damage.
- 3.2.** Items with potential health or safety risks, such as perishable goods, hazardous materials, or weapons, will not be accepted as lost items.
- 3.3.** Valuable items, such as electronics, wallets, or jewelry, will be held securely and may only be released to the rightful owner.

4. Retention Period:

4.1. Found items will be kept in the Lost and Found office for a maximum period of 90 days.

4.2. After the retention period, unclaimed items may be donated to charity or disposed of.

5. Promotion and Awareness:

5.1. The Student Council will actively promote the Lost and Found service through posters, social media, and other relevant communication channels to increase awareness among the university community.

5.2. Regular reminders will be sent to students, staff, and faculty about the Lost and Found service during the academic year, especially during peak periods like orientation week and exam periods.

6. Lost and Found Online Database:

6.1. The Student Council will maintain an online database of found items to increase accessibility and help owners identify their lost belongings more easily.

6.2. The online database will be updated regularly and will include descriptions and photographs of found items without revealing sensitive or personal information.

7. Collaboration with Campus Security:

7.1. The Lost and Found office will collaborate with campus security to ensure that any lost item related to criminal activities is handled appropriately and reported to the relevant authorities.

7.2. If any lost item is suspected to be stolen property, the university's security department will be informed immediately.

8. Policy Review:

8.1. This Lost and Found Policy will be reviewed annually by the Student Council to ensure its effectiveness and relevance.

8.2. Feedback from the university community will be considered during the policy review process.

9. Liability:

9.1. The Student Council shall not be responsible for any damage, theft, or loss of personal belongings that are turned in or claimed through the Lost and Found service.

9.2. The Student Council shall not be liable for any delay in the return of lost items or any failure to locate or identify the rightful owner of lost items.

By implementing this Lost and Found Policy, the Student Council aims to create a more responsible and caring environment within the university community, where lost items are promptly returned to their owners, and individuals feel supported in the event of losing personal belongings.