1. Overview
The purpose of the Policy is to specify how lost and found property is managed at Bond University.

2. Definitions

Property This includes personal items such as electronic equipment, keys, sunglasses, mobile phones, bicycles, clothing, money and books.

3. The Policy
Campus Security staff are responsible for the handling and management of lost and found property at Bond University.

Any found property should be handed to Security staff for registration, safe keeping and to facilitate the return of property to its rightful owners.

3.1 Reporting Lost Property
A person reporting a lost item should provide Campus Security with the following information:

- Date reported to security
- Name and/or the name of the property owner;
- A contact address and telephone number;
- An accurate description of the item;
- Areas on campus where it is believed the item may have been lost;
- Date that it was noticed the item was missing.

3.2 Reporting Found Property
Found items delivered to the Campus Security Office will be registered and the person returning the item will be asked to provide the following information:

- Name;
- A contact address and telephone numbers;
- Location on campus where the item was found.

3.3 Reporting Stolen Property
All thefts must be reported to Campus Security immediately. Persons reporting thefts should be aware that Campus Security will ask a series of questions such as:

- Location where the item was last seen;
- Where there any persons present when the item was last seen;
- Description of the item
Campus Security may also recommend that the theft be reported to the Robina Police.

3.4 Claiming Property
Lost property can be claimed from the Campus Security Office at any time, 7 days a week. Claimants will be asked to show proof of identity and to demonstrate ownership of the item. Depending on the value of the item claimed, the claimant may be asked to sign a receipt to acknowledge that he/she have received his/her property.

3.5 Unclaimed Property
Any property which has not been claimed by its rightful owner at the end of an academic semester (14 weeks) will be disposed of in the following manners:

- Valuables will be handed to the Robina Police;
- Items such as bicycles are given to the Bond University Student Association (BUSA). BUSA runs a bike sale; the monetary benefits from these sales are used to fund worthy causes;
- Items such as textbooks are passed on to the HSA for the book sale.
- Clothing will be given to local charities;
- Destroyed.

4. Related Procedures

5. Related Guidelines and Forms
Campus Security Lost Property Register Form