

Lost & Found Policy

The University of Nottingham Ningbo China (UNNC) establishes the following terms required for handling Lost & Found.

Principle

This Lost & Found Policy is intended to ensure the proper handling of Lost & Found items on campus. Lost item means any unattended, misplaced or forgotten item which is lost on campus. Found item means any unattended, abandoned, misplaced, or forgotten item which is found on campus, pending the identification of the rightful owner or appropriate disposal thereof.

This policy applies to all items found in university area. In addition, items found off campus but are believed to belong to a university community member may be accepted.

Locations to Retrieve Lost Items

The Lost & Found service is located at The Hub in Portland Building 120. Items found in or near Gym may be kept in Gym 103 until the end of the week. Unclaimed items will be moved to The Hub every Monday morning in the following week.

Lost & Found Items Logging

Found items are inventoried upon arrival and logged at The Hub, listing the item number, the date turned in, found area, item type, a description of the item and a picture and then placed in a secure location. Found information on The Hub WeChat Lost & Found page will be updated regularly.

Lost items will be logged with report date, item type, a description of lost item, lost area, reporter's name and contact information once The Hub receives any lost item report on site, via email or WeChat Lost & Found page. The Hub will contact the individual or relevant office via email or telephone if found items contain identification information.

Claiming of Found Items

Any item turned in to The Hub will be compared against the registered lost items. Claimant must describe the item as clearly as possible and provide identification such as University Card or Student ID booklet to ensure that all the lost items can be returned to the rightful owners. Claimant will be required to sign when retrieving their lost property. This record will include contact information and be archived for two months.

Disposal of Unclaimed Found Items

The Hub retains unclaimed found items for up to six months before disposal. The manner of disposal depends on the type of item and most falls into the following categories:

1. Unclaimed cards including but are not limited to University Card, Student ID booklet, PE Card, bank card, VIP card and coupon will be cut and handed over to Municipal Secrecy Bureau for disposal. Unclaimed Chinese citizen ID card and passport will be handed over to the police.

2. Unclaimed keys will be handed over to Municipal Secrecy Bureau for disposal.
3. Hazardous or perishable items will be discarded immediately to garbage bins due to safety and sanitary concern.
4. Unclaimed digital products contain data including but are not limited to mobile phones, laptops, USB flash drives or CD/DVDs will be handed over to the police.
5. Unclaimed clothes, accessories, backpacks, books, calculators and any items deemed to be of monetary value and no personal information contained will be moved to University Souvenir Shop for sale. The proceeds from the sale will be donated to Life Cycle project.
6. Unclaimed cash will be donated to Life Cycle project.