

 HEALTH SCIENCES LIBRARY & INFORMATICS CENTER	Policy: Lost and Found External <input checked="" type="checkbox"/> Internal <input type="checkbox"/>	Policy # 004 Date Approved: 03/28/2009
	Submitted by: Jim Bynum Approved by: OMT	Date Reviewed: 05/15/2014, 10/24/2016
		Date Revised: 05/15/2014, 10/24/2016

Purpose/Objectives:

The University of New Mexico Health Sciences Library and Informatics Center (HSLIC) has a commitment to serving its patrons and the Health Sciences Center community. People sometimes lose items in and around the library. The Service Point maintains a Lost and Found. Library employees stationed at the Service Point will attempt to match found items with their owners while maintaining the owner’s confidentiality. In addition, these employees will inform people who ask about lost items about other campus Lost and Found locations.

Policy/Procedure:

To maximize convenience for the primary users of the Health Sciences Library and Informatics Center, and to comply with University of New Mexico policy, found items are stored in the Service Point or in the combination safe for a reasonable period of time before they are taken to the Campus Police Lost and Found. Because of space limitations, most items can only be held for a maximum of one week, with some items being held for a period of three days.

Handling Found Items:

Employees stationed at the Service Point attach a note to the item saying when and where it was found.

If the item has a name and or other contact information, or if an employee recognizes the item as belonging to a patron, attempts will be made to contact the owner. Contact attempts will be recorded, including the date, time, type of contact (email, telephone) and HSLIC employee initials.

Items containing Protected Health Information (PHI) should be turned over immediately to the Privacy Officer.

Following are some general categories of lost items, grouped by the maximum time held in the Library after being turned in to the Lost and Found. The Day or Nighttime Manager arranges for sending unclaimed items to Campus Police following the guidelines below.

Items held for three days:

Water Bottles and Coffee Mugs: Drinking utensils such as water bottles and coffee mugs will be emptied of all contents and held in the Lost & Found drawer for **three days**, after which time, if still unclaimed, they will be taken to Campus Police Lost & Found or discarded.

Items held for one week:

Books: Books not claimed after **one** week, and not considered potentially valuable collectors’ items, are taken to the Resource, Archives and Discovery department to consider for inclusion in the HSLIC collection; if added to the collection, the WorldShare item record

University Hospital Security Lost and Found
Family Practice Clinic Front Desk
HSC Privacy Officer

272-1757
272-1722
272-1493

References:

Internal Reference(s):

- University of New Mexico Campus Police and Security:
<https://police.unm.edu/>
- University of New Mexico Pathfinder
<http://pathfinder.unm.edu/>
- University of New Mexico General Library (elibrary): Services and Assistance
<http://library.unm.edu/help/docs/services-for-community-users.pdf>