

LOST AND FOUND

The collection and disposal of lost and found items is the responsibility of the College Security Office.

Reports of lost items should be directed to Campus Security personnel located in the building or area in which the item was found.

Items are recorded, labeled and secured and an effort made to identify the owner.

Individuals claiming items will be required to present a photo ID and sign for the item.

Items will be disposed of in accordance with the following procedure:

- Weapons, controlled substances – Handed over to police same day or asap
- ID Cards – End of Semester (destroyed, shredded)
- Clothing, umbrellas, footwear, etc. – End of Semester (SGA rummage sale donation or thrown away)
- Tangible Items – End of Semester sent to PA Treasury

Tangible items are:

- Monies
- Jewelry (fine and costume)
- Collectibles (sports memorabilia, coins, etc.)
- Antiques, Rare items (including firearms, etc.)
- Bullion, silver, gold, platinum, other precious metals
- New video games, CDs & DVDs
- New toys (balls, games, dolls, etc.)
- Musical instruments
- Gift cards with a balance remaining
- Papers with monetary value (money orders, travelers cheques, cashier's checks, etc.)