**Code: QA285**

**Title: Lost and Found**

**Date: 20th October 2016**

**Approval: Director of Academic Administration**

1. **Purpose**

**Student Information Desk** **operates a Lost and Found service to help reunite lost property with its owner.**

1. **Description**

**All lost or found property are logged on the Lost & Found Tracking database .**

**All Students & Staff can submit a lost & found request online as the system is hosted on our service website.**

1. **Definitions**



1. **Requirements**

**All Lost & Found cases are logged and kept open until successfully returned or claimed.**

**If you find anything around campus, please, bring it** **or post it** **to:**

**Student Information Desk, Aras Uí Chathail, NUI Galway**

1. **Responsibilities**

**1.    Never leave your personal property unattended. It’s worth remembering if you don’t want to be out of pocket to replace expensive items**

**2.    If you have parked your Car on Campus remember to keep your Keys on you at all time as they are an expensive item to replace**

**3.    If you lose your Student ID Card, the replacement Fee is €20 and once reprinted it activates after 6 hours on all systems i.e. room access, printing, Library Turnstiles etc.**

**4.    Please remember to write your Student ID on your College Textbooks to ensure successful return in the case of loss.**