

Main Reception – Lost and Found Procedures

The official Lost and Found for the University of Limerick is located in Main Reception, block D, and level G in the Main Building of the University of Limerick.

Any found or unclaimed property can be turned in to the lost and found and kept in a secure location for up to 60 days until they are claimed.

Items can only be reclaimed Monday – Friday from 9am-5pm

PROCEDURE:

Logging of Items:

1. Items are inventoried upon arrival and logged into the Lost and Found database, listing the item; the date turned in, a description of the item and any details pertaining to the owner. The item is then placed in a secure location
2. Our Staff will make every effort to contact the individual as soon as possible if the item contains identification, such as an email, a phone number or an address.
3. To attempt to ensure lost items are returned to the rightful owners, persons claiming items must describe the item(s) as closely as possible and provide identification

Disposing of Items:

Items are held for up to 60 days and then disposed of in the following ways:

1. Monies Unclaimed will be donated to Milford Hospice
2. Identification cards, driver's license, age cards etc. will be destroyed if not claimed by the appropriate owner within 60 days
3. ATM cards will be destroyed within 12 hours if the owner cannot be contacted.
4. Identifiable University Keys/fobs are sent to Accommodations office immediately
5. Unmatched items, damaged items, perishable, or other non-resale items will be discarded or recycled immediately
6. All other items will be taken to the local charity store of choice if not claimed within 60 days

Please note:

- Other areas on campus that have a lost and found are; The Students Union, The Sports Arena
- Items taken in after 5pm Monday – Friday and at the weekends will be logged by campus security in the same manner.
- The University assumes no responsibility whatsoever for the care and/or protection of any personal belongings left unattended on University property and for loss, under any circumstances, including theft, vandalism, or malicious mischief of such belongings.