

## Found

## Lost

# Lost & Found

### If you find an item on campus

- All found items should be turned in to Lost & Found.

### Locations

- **Most items:** Turn in at the Check-Out Desk in the Sherratt Library. Let us know where you found it.
- **Bikes** at SUU Facilities Management (FM) 435-865-8735.

### If you lost an item

- Ask at the Check-Out Desk in the Library.
- If we DO have it, identify/describe it WITHOUT the item being shown.

### If we DO NOT have it

- Submit Lost Form found at [libguides.suu.edu/lostfound](http://libguides.suu.edu/lostfound), or
- Call in at 435-865-8240, or
- Complete form in person at the library.

## We Keep

### We keep items

- OVER \$50 value: **90** days, then sent to the campus surplus.
- UNDER \$50 value: **30** days, then donated to an appropriate organization.
- Student ID's: **Three** days, then sent to the SUU Cashier's office.
- Keys: **30** days, then recycled.
- Drivers licenses: **One** week, then mailed to address on license.
- Credit and debit cards: **30** days, then shredded.

## We Don't Keep

### We don't keep

- Perishable items/food
- Flammable items (lighters, etc)
- Personal grooming items
- Intentionally abandoned property, (i.e., inoperable or obviously damaged electronics)
- Furniture or items placed by trash containers for disposal, etc.
- Unsanitary items (i.e., earplugs, undergarments, contact lenses, socks, towels, chemical or medical items, etc.)

## Contact

Library Phone: 435-865-8240

FM Phone: 435-865-8735

Email: [lostandfound@suu.edu](mailto:lostandfound@suu.edu)

FM Address:  
385 South 1275 West  
Cedar City, UT.

Lost & Found form:  
<http://libguides.suu.edu/lostfound>