

Lost & Found Guidelines

The Miguel de Benavides Library is not responsible for items left behind by the library patrons. However, library staff will take reasonable effort to determine and notify the owner having proper identification to ensure lost item/s are returned to its rightful owner.

1. All items turned over to the Reference and Information Section must be properly documented by the Reference staff in an audit trail that shows the process, including the identification of item, date, section or the name of person who surrender the item.
2. All items that are found by the section must be documented in the sections' record and must be handed over and properly received by the Reference and Information Section before the day ends.
3. Cellphones, wallets, bags, purses will be searched to identify the owner of the item.
4. Once identified, Reference Section will check the Library Database to get the contact details of the owner and will be directly notified.
5. All valuable items will be kept in secured location.

While the retention period and manner of disposal depends on the item, most fall into the following categories:

Found Items:

I. IDENTIFICATION

1. Unclaimed UST IDs will be surrendered at the end of the month at the ID Room, Tan Yan Kee Building.
2. Other unclaimed identification cards (including license, School ID, etc.) will be held up to 101 days or equivalent to one semester, and then disposed.

II. Food, clothes, books, etc.

1. Clothing, eyeglasses, and umbrellas will be held up to 60 days or equivalent to two months, and then donated to adopted community of the Miguel de Benavides Library.
2. Book/s, bags, calculators will be held up to 101 days or equivalent to one semester, and then donated to adopted community of the Miguel de Benavides Library.
3. Broken umbrella, Biodegradable and perishable items will be disposed immediately.
4. Hazardous waste and materials used for experiments must be disposed immediately.

III. Valuables

1. Items found of value such as electronic devices including laptops, personal digital assistants (PDA's), iPods (or equivalent), cellular phones, jewelry, watches, will be held up to 101 days or equivalent to one semester, then donated to adopted community of the Miguel de Benavides Library.
2. Keys, Credit cards and medications will be disposed and or destroyed.
3. Unclaimed money will be turned over to the cashier and will be entered under the Miguel de Benavides Library fund.