

# TMU Library Lost and Found Policy

Trial implementation after approval in the library affairs meeting held on May 20, 2009

Approved in the library affairs meeting held on September 26, 2012

- Article 1 This policy is applicable to items and money found in the Taipei Medical University Library and delivered to the information desk.
- Article 2 The staff of the information desk shall register the items in details using a Registration Form for Items Found in the Taipei Medical University Library (hereinafter “the registration form”), after which the person who found the item(s) shall be asked to sign the form for confirmation.
- Article 3 On-duty staff who received the items shall first check the contents of the items. If they contain identity documents and contact information, the staff must inform the owner to collect their items from the information desk. A note containing the time and location of the discovery shall be included with the items to prevent confusion.
- Article 4 If no identity document or contact information is available, or if the owner cannot be contacted after initial verification, the lost item shall be announced through an announcement occasionally. However, the following items shall be collected and not included in the announcement after 1 week:
1. Collaborative notes
  2. Single-page notes
  3. Stationary
  4. Food and beverage
- Article 5 Important documents shall be sent to the Office of Student Affairs the day after the items are found. Other items that remain unclaimed within 2 months of being found shall be sent to the Office of Student Affairs and handled in accordance with the Taipei Medical University Lost and Found Rules.
- Article 6 When the owners come to claim their items upon receipt of the notification, the on-duty staff shall check the contents of the item on the spot, and the owners shall fill in the required information on the reclaim receipt after both parties have confirmed that the item is correct.
- Article 7 This policy is implemented following their approval in a library affairs meeting, and the same shall apply to any amendments.