

UNIVERSITY POLICIES & PROCEDURES

POLICY NAME: LOST AND FOUND POLICY	TEMPORARY REVIEW NUMBER:
CLASSIFICATION: STUDENT AFFAIRS	SUPERSEDES:
AUTHOR:	LAST REVIEW:
AUTHORITY:	NEXT REVIEW:
APPLICATION: <input type="checkbox"/> Undergraduate only <input type="checkbox"/> Graduate only <input checked="" type="checkbox"/> All University	EFFECTIVE DATE: JULY 2000
DISTRIBUTION (IDENTIFY AUDIENCE/PUBLICATION):	CUSTODIAN OF POLICY: UNIVERSITY SECURITY DIRECTOR

POLICY STATEMENT:

MSU Security is the main Lost and Found for all of MSU. Each building has a satellite area which is picked up by security staff on Tuesdays. An attempt is made to notify the known owners of found property. If you wish to claim or have questions on a lost item contact the Security Office.

Monday to Friday
8:00 a.m. and 4:30 p.m.

Summer Hours
07:30 a.m. and 4:00 p.m.

Owners will need to identify and provide picture identification upon claiming. You may also fill in an [ONLINE LOST AND FOUND REPORT](#).

Lost and Found Satellites

Building	Room	Phone
Alumni Foundations	224.....	.2021
Armstrong Hall	226.....	.1712
Crawford Complex.....	Front Desk	6711
Gage Complex	Front Desk	1021
Highland Center	212.....	2796
Memorial Library.....	Circulation Desk ...	5759
McElroy Complex	Front Desk6717
Morris Hall.....	151.....	.2963
Nelson Hall	136.....	.6412
Performing Arts	201.....	.2118
Taylor Center	Admissions1822
Trafton Science Center	TN1315998
Wiecking Center.....	2222111
Wissink Hall	121/ACC6766
Centennial Student Union (Campus Hub) ..	SU 117.....	.1866