

# University Policies

<b>Policy Name:</b> Lost and Found	<b>Effective Date:</b>
<b>Custodian of Policy:</b> Associate Vice President for Student Affairs	<b>Last Review:</b> July 2000
	<b>Next Review:</b> September 2018

## INFORMAL REVIEW

### Policy

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 weekly during the academic school year and every two weeks during the summer. An attempt is made to notify the known owners of found property.

### Procedures

If you wish to claim or have questions on a lost item contact the Security office.

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

Summer Hours  
7:30 a.m. to 4:00 p.m.

Owners will need to identify and provide picture identification upon claiming. You may also fill out an **ONLINE LOST AND FOUND REPORT** by going to the Security office web site.

Lost & Found Sites		
Building Name	Ph. # 507-389-	Location
Wiecking Center	2111	WC222
Alumni Foundation	2021	AF 224
Armstrong Hall	1712	AH 226
Campus Hub	1866	SU 117(Hub)
Crawford Complex	6711	Front Desk
Gage Complex	1021	Front Desk
Julia Sears	5620	Front Desk
McElroy Complex	6717	Front Desk
Memorial Library	5759	Front Desk
Morris Hall	2963	MH 151
Myers Field House	6111	MF 135
Nelson Hall	6412	NH 136
Otto Arena	2796	Front Desk
Performing Arts	2118	PA 201
Student Union	2224	SU 220
Taylor Center	1822	TC 122
Trafton Science Center	5998	TR N131
Wissink Hall	6210	WH 117
Bus Co.- Heartland Express L&F	507-625-7433	