



## **MISU Lost and Found Policy**

*MISU operate a lost and found facility, however students should also check at other campus locations including Campus Security, located in the Lime Tree Box office (061-774736), Main Reception (061-204300) in the Foundation Building and the MIC Library (061-204370).*

### **Found Items:**

Any item which has been found can be handed in to the MISU Reception Desk between the hours of 9am -5pm. Outside of these hours items can be handed in to Security Office/Lime Tree Theatre Box Office

All items which have been handed in to the MISU Reception Desk will be logged and the following details noted: date handed in, date and time found and location where found.

Items will be stored by MISU for a period of 30 days unless they are claimed prior to the 30 day period.

### **Lost Items:**

If the item contains identification, such as an email, a phone number or information on a course and year, MISU staff will make every effort to contact the owner as soon as possible

To claim an item, please call to the Students' Union Reception desk. The owner of the item must call in person to MISU. Depending on the item, a detailed description or other identifying information may be needed. If we have an item in our possession that matches the description, we will return it to you after you have signed off on the item.

If your item has not been handed in you may leave your name and contact details in our log book and if item is returned you will be contacted.

### **Student Cards & Bank Cards:**

MISU Staff will email a student when a student card is handed in to Students' Union. MIC ID Cards will be kept at the Students' Union for a period of one week at which point they will be returned to the Student Services Office.

Lost Bank Cards will be stored securely at the Students' Union for a period of one week at which point they will be securely disposed of through shredding.

### **Passports/Drivers' Licenses:**

Passports or Drivers' Licenses which have been handed in to the Students' Union will be logged and stored securely for a period of 30 days.

If unclaimed after 30 days, Passports will be forwarded to the Regional Passport Office (Cork).

If unclaimed after 30 days, Drivers' Licences will be forwarded to the local branch of the NDLS (Parkway Shopping Centre).

**Note: MISU has a 30 day Lost and Found holding policy. After thirty days if an item (excluding MIC Cards, Bank Cards, Passports & Drivers Licence) remains unclaimed, it will be destroyed or donated.**

**MISU cannot accept responsibility for any lost and found items in our possession**

MISU Opening Hours: 9am – 5pm, Monday to Friday

To contact us:

Phone: 061-400013 or 061-204907 or Email: [misureception@mic.ul.ie](mailto:misureception@mic.ul.ie)