



"Creating an excellent
college experience"

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Section:
Human Resources

Subject:

Dining Services Lost and Found

Dining Services Lost and Found:

Dining Services wants to ensure all customers lost items are kept in a safe place for a short time period to be claimed by the customer. Dining Services doesn't have storage to keep all items until found, so it's the responsibility of the owner to claim items in a timely manner. Control of lost and found is ultimately a management responsibility.

Procedure:

The Junction (Central Campus) - Personal items (coats, hats, backpacks, etc.) will be kept in the Junction until close of business day. After that time the item will be taken to the Mountain View Tower (Central Campus) Lost and Found. Credit Cards or ID cards will be kept until the end of business day and then turned over to the USU Police. They may also be turned into the USU Card Office in the TSC.

The Quadside Cafe (Merrill-Cazier Library) – All items will be taken to one of two locations in the Merrill-Cazier Library.

1. The Circulation Desk collects non- electronic items such as coats, sunglasses, wallets, jewelry, books and umbrellas. Circ Desk Phone 797-2601.
2. The Information Desk at the South end of the information commons collects electronic items like thumb/jump/flash drives, iPods, cell phones, calculators, and cameras. Info commons desk south phone 797-3556.

Credit Cards or ID cards will be kept in the Quadside Cafe safe and turned into the USU Police at the end of the business day. They may also be turned into the USU Card Office in the TSC.

Marketplace, Hub, Quickstop, Skyroom, Catering and Luke's Café on the Quad (TSC) – All items, including Personal Items, Credit Cards or ID cards will be turned into the USU Card Office upon finding the item.

Artist's Block Café - Any and all Personal items will be kept in the Café until the end of business day. After that time the items will be taken to the lost and found office in the Fine Arts Building, which is located in the room of Production Services (127). The room is in South when walking from the Artist's Block Café.

Any items taken to the USU card office will be stored for 30 days, and then donated to charity.

To turn items into the USU Police Department you can either call 435-797-1939 and an officer will pick them up or bring the items to the Police Department.