

1. Purpose

The following policy is intended to ensure that items reported 'lost' or 'found' are properly accounted for and, in the case of items found, returned to their rightful owner, if possible. If the owner of the property cannot be identified within a predetermined timeframe in accordance with this policy, the property must be appropriately disposed of.

2. Definitions

In this policy, "lost property" means any unattended, abandoned, misplaced, or forgotten item including, but not limited to, computer equipment, mobile phones, money, jewelry, books, documents, or personal identification papers (i.e., Iqama, Government ID's, Passports) that are found within the boundaries of the University's Campus and Community.

3. Policy

The University assumes no responsibility for the care and/or protection of any personal belongings left unattended on KAUST property or for the loss of property under any circumstance, including theft, vandalism, or malicious mischief, of such belongings. KAUST community members are expected to keep their belongings, especially valuables, within their sight or secure at all times. The University can provide no assurances that any item a community member loses will be found.

Members of the KAUST community, whether faculty, staff, students, visitors, contractors, suppliers, or others who find abandoned/unattended property, must not take possession of the item unless the item can be handed over to KAUST Security or the Housing Office without delay. KAUST Security can be contacted via their Command and Control Center at 922 (non-emergency contact number).

KAUST Security is responsible for the safekeeping of items that have been found either by Security or turned into Security by a finder, up and until they are transferred to the relevant entity responsible for disposal.

4. Claiming, Storage, and Disposal of Found Items

Found property of low value, as determined by the Director of Community Services, will be kept for a period of 90 days. If the owner is not identified or does not come forward, KAUST will donate the lost property to government approved charities. For valuable items, the hold period is extended to one year, after which time, the item will also be donated to government approved charities except as otherwise noted below. Certain items, such as cameras, mobile computing devices, mobile phones, and other data storage devices that may contain sensitive information, after one year, will be handed over to KAUST IT for 'cleaning'. On completion, KAUST may recycle and redistribute the item within the University, its businesses or internal KAUST volunteer groups.

Housing Services will be responsible for the administration of the Lost and Found service and will make a reasonable effort to return lost items to their owners in a timely and efficient manner.

5. Helpdesk

housingresident.relations@kaust.edu.sa