



AMERICAN
UNIVERSITY
OF BEIRUT

University
Libraries

LOST AND FOUND

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SCOPE

This policy applies to all users of the University Libraries and covers personal belongings found or left unattended in any University Library facility, including reading areas, study spaces, computer labs, and other Library spaces.

The policy covers the handling, storage, return, and disposal of lost and found items. Items belonging to the University Libraries are excluded from this policy and are handled in accordance with the applicable Library procedures.

POLICY STATEMENT

Library users are responsible for keeping their personal belongings, particularly valuable items, secure and within their sight at all times. The University Libraries are not responsible for lost, stolen, or unattended personal belongings.

Items found in the Libraries will be handled in accordance with the University's [Protection Office, Lost and Found Policy](#).

PROCEDURES

- a. Valuable items found in any University Library should be turned in by the person who finds them to the AUB Protection Office. Valuable items include, but are not limited to, laptops, mobile phones, backpacks, keys, personal identification documents, wallets, and other items of significant value.
- b. Unattended personal items such as stationery, notebooks, textbooks, clothing, and umbrellas will be placed on a designated table in the Library's reading areas for collection by their owners.
- c. Unclaimed items remaining at the end of the semester may be discarded. Unclaimed books may, at the Library's discretion, be added to the University Libraries' collections, donated, or discarded.
- d. Library staff are not responsible for identifying or contacting the owners of lost items. Users are responsible for checking the designated lost-and-found area or contacting the AUB Protection Office regarding valuable items.