

Procedures

Lost & Found/Loading Dock Office: SC2354 (located on the 2nd floor in the loading dock area)

Phone number: 410-704-3487

PROPERTY: Clothing, Water Bottles, & Miscellaneous Items

Items of low value such as: clothing, water bottles, notebooks and other miscellaneous items will be cataloged and housed in the lost & found/loading dock office, SC2354. Food/drink items may be disposed of if deemed necessary.

CELL PHONES, COMPUTERS, WALLETS & KEYS

All items of high value such as: cell phones, computers, wallets & keys, will be cataloged and remain securely in the department/dean's offices or with the building manager. If ownership is determinable then an email will be sent, if the property isn't retrieved by the next business day, it will be turned in to the University Union, 2nd floor Information Desk.

ONE CARDS

All One Cards turned in will be secured in the loading dock office, SC2354 and may be retrieved during regular business hours.

WEAPONS

ANY weapon found within or outside of the building may not be touched, TUPD must be called immediately 410-704-4444 (for emergencies) or 410-704-2134 (for non-emergency items).

While fall & spring classes are in session items may be dropped off, reported, or retrieve during regular business hours in the Lost & Found Office located in the loading dock area, SC2354.

Reporting of lost items will be logged on the "LOST Items Forms", found items will be logged in the "FOUND Items Form", which are maintained & shared by the Building Manager/Dean's Office.

During winter/summer all items, (except for computers, cell phone, wallets and One Cards) may be placed in the lost & found box outside of the SC2354. Please place water bottles on the grey shelf to the left of the door.

To retrieve an item during winter/summer break please stop by any department office in the building, SC4101, SC4301, SC3150, SC4204 or SC2131 and someone will be able to assist you. A "PICK UP FORM" must be completed to retrieve any item. Completed pick up forms will be housed in the Lost & Found Office.

For questions pertaining to this policy please email FCSM@towson.edu; all items will be donated or disposed of July 1st of each year.

Updated: 11/14/2023