

# Lost property guidelines for Rhine-Waal University of Applied Sciences

Dated 21/01/2020

## **Contents**

Section 1 Scope and legal basis

Section 2 Finding lost property

Section 3 Lost property report

Section 4 Notifying the rightful owner

Section 5 Returning lost property

Section 6 Long-term storage of lost property

Section 7 Reward

Annex 1: Lost property report

## **Section 1**

### **Scope and legal basis**

(1) “Lost property” is defined within these guidelines as any personal item which is found unattended in any buildings or spaces of Rhine-Waal University of Applied Sciences, including any adjacent outside staircases, hallways and courtyard areas. Buildings and spaces of Rhine-Waal University of Applied Sciences include all on-campus property in Kleve and Kamp-Lintfort as well as any off-campus properties leased by the University.

(2) The legal basis for the handling of lost property found in the aforementioned areas of Rhine-Waal University of Applied Sciences is provided by the German Civil Code (BGB), §§ 978 ff.

## **Section 2**

### **Finding lost property**

(1) Lost property found in Kleve should be turned over to security personnel at the campus service point, where a lost item report will be completed (see Section 3). Lost property found in Kamp-Lintfort should be turned over to maintenance staff in the campus post office, where a lost item report will be completed (see Section 3).

(2) In addition to the collection points in subsection (1), lost property can also be turned in at the library service desk. Library staff will turn in any items they have collected to the aforementioned campus collection point on the next day. Library staff are permitted to return any lost property still in their possession to the rightful owner upon request.

(3) Lost property not found on the premises of Rhine-Waal University of Applied Sciences (as defined by Section 1 (1)) cannot be accepted. These items must be brought instead to the municipal lost property office in Kleve or Kamp-Lintfort.

## **Section 3**

### **Lost property report**

(1) Every employee permitted to accept lost property must complete a lost property report (see annex for blank form) for any item estimated to be worth €10 or more, or for any data storage device; the report must contain the following:

- a) Date on which the lost property was turned over to the collection point by the finder
- b) Detailed item description
- c) Place it was found
- d) Date and time it was found
- e) Estimated value
- f) Indication of whether the finder wishes to claim a reward (for items estimated at €50 or more)
- g) The finder’s name, mailing address and signature if he or she wishes to claim a reward
- h) Other remarks (examples: item condition, length it will be held, disposal, finder’s preferred contact method)
- i) Name and signature of the employee who is receiving the lost property.

(2) When returning lost property to the rightful owner or an authorised proxy, the following information must be added to the lost property report:

- a) Date when the property was returned
- b) Name, mailing address and signature of the person in accordance with Section 5 (2)
- c) Signature of the university employee who is returning the lost property

(3) When lost property is forwarded to the municipal lost property office, the following information must be added to the lost property report:

- a) Date on which the lost property was turned over to the lost property office of Kleve or Kamp-Lintfort
- b) Signature of the municipal employee who is receiving the lost property

(4) Lost property reports are archived for 12 months at the campus service point.

#### **Section 4 Notifying the rightful owner**

If a person authorised to claim the lost property (usually the rightful owner) can be determined without unreasonable effort, then he or she should be notified immediately and requested to pick up the item within the time period defined by Section 6 (1) and (2).

#### **Section 5 Returning lost property**

(1) Lost property can only be collected from the collection points defined by Section 2 (1).

(2) Before collecting lost property, the alleged rightful owner must first credibly prove his or her claim to the item(s). At the very least, he or she must be able to give an exact description not only of the type and appearance of the item(s), but also, if possible, of the circumstances surrounding how, when and where the item(s) was/were lost.

(3) The rightful owner must show a valid form of ID. The full name and mailing address of the rightful owner, as well as the date of collection, must be noted on the lost property report. Furthermore, the rightful owner must verify via signature that he or she has received the item(s) in question.

#### **Section 6 Long-term storage of lost property**

(1) Lost property is stored at the collection points defined by Section 2 (1). They are kept there for a period of four weeks. This does not apply to identification documents, which will be stored on campus for a period of 3 working days after the owner has been notified: the first day at the collection point, and the second and third days at the service point.

(2) If storing an item for the full four-week period can be considered unreasonable or infeasible according to § 980 (2), BGB (for example: soiled clothing, perishable goods), a

shorter storage period will be set by the collection point based on the condition and/or other qualities of the item.

(3) After the storage period has expired, lost property will be turned over to the municipal lost property office of Kleve or Kamp-Lintfort. In accordance with § 973 BGB, the storage period for items held by municipal lost property offices is six months.

(4) As an exception to subsection (3), damaged items or items valued at less than €10 will be disposed of immediately after the four-week storage period. Irreparably damaged items will be disposed of immediately after being turned over to the collection point.

(5) Instead of disposal, items valued at less than €10 can also be donated to a charitable organisation.

(6) Information on how an item was submitted, its condition and its disposal will be documented by collection point staff in a lost item report (see Section 3).

## **Section 7**

### **Reward**

(1) In accordance with § 978 (2), BGB, the finder of an item valued at €50 or more is entitled to a reward from the rightful owner. This entitlement does not extend to employees of Rhine-Waal University of Applied Sciences, campus security staff, or cleaning contractors.

(2) The finder of an item valued at €50 or more must be notified when the item is returned to the owner, unless he or she explicitly does not wish to be contacted.

## **Section 8**

### **Publication and entry into force**

These guidelines enter into force on 2 March 2020 and will be published on the homepage of Rhine-Waal University of Applied Sciences.

Annex 1: Lost property report



Date: .....

LOST  FOUND

Description:	Estimated value:

Date \_\_\_\_\_ Time: \_\_\_\_\_  
 Found at: Building/area: \_\_\_\_\_ Room:r \_\_\_\_\_  
**Finder:** First name: \_\_\_\_\_ Surname: \_\_\_\_\_  
 Matriculation no.: \_\_\_\_\_ Telephone: \_\_\_\_\_  
 City: \_\_\_\_\_ Street: \_\_\_\_\_

The finder

- wishes to claim a reward in accordance with § 978 (2) BGB.
- wishes to take possession of the item if the rightful owner cannot be identified.
- wishes to be contacted again.

\_\_\_\_\_  
 Signature of finder Name/signature of receiving employee

**Owner** Surname, first name: \_\_\_\_\_

Telephone: \_\_\_\_\_ Matriculation no.: \_\_\_\_\_

City: \_\_\_\_\_ Street: \_\_\_\_\_

- The lost property has been returned. The owner confirms that it is without a doubt his or her property.

\_\_\_\_\_  
 Date / signature of owner Date / signature of employee

The lost property has been

- turned over to the lost property office of Kleve / Kamp-Lintfort.
- destroyed. The standard storage period was observed.

Confirmation of receipt: .....  
 Date / Signature

## External contacts:

Municipal lost property office of Kleve: <https://www.kleve.de/de/dienstleistungen/fundbuero/>

Municipal lost property office of Kamp-Lintfort: <http://m.kamp-lintfort.de/app/dienstleistungen/fundsachen/>

For property lost in train to/from Kleve (Nordwestbahn):  
<https://www.nordwestbahn.de/de/niederrhein-ruhr-muensterland/service/fundsachen>

For property lost in a bus in Kleve/Kamp-Lintfort: NIAG:  
<https://www.niag-online.de/kontakt/kontakt/bus-bahn/fundsachen/>

## Quick reference

Lost item	First steps	Storage period	Final step
Library ID	Determine owner's identity if possible, then contact owner; notify library staff		Give to library staff
Student ID card / lab card	Determine owner's identity if possible, then contact owner; notify ZSB		Give to ZSB
Wallets, purses, mobile phones	Determine owner's identity if possible, then contact owner	4 weeks	Give to lost property office Kleve/Kamp-Lintfort
Identification documents	Determine owner's identity if possible, then contact owner	3 days	Give to lost property office Kleve/Kamp-Lintfort
Documents for immigration office	Determine owner's identity if possible, then contact owner	3 days	Give to lost property office Kleve/Kamp-Lintfort
USB flash drives	Give to IT for testing	4 weeks	Give to IT
Bank cards	Determine owner's identity if possible, then contact owner	3 days	Give to bank
Keys	Store temporarily	3 days	Give to lost property office Kleve/Kamp-Lintfort
Charging cable	Store temporarily	4 weeks	Give to IT
Copy cards	Determine owner's identity if possible, then contact owner	4 weeks	Give to IT
Clothing	Store temporarily	4 weeks	Donate
Paper notebooks	Determine owners identity if possible	4 weeks	Shred
Water bottles	Store temporarily	4 weeks	Donate / dispose of

Jewellery (genuine)	Store temporarily	4 weeks	Give to lost property office Kleve/Kamp-Lintfort
Glasses and (fake) jewellery	Store temporarily	4 weeks	Dispose of
Canteen cards		4 weeks	Give to Studierendenwerk