(Senate Resolution Dated 18.05.2017 no. 08)

**ATILIM UNIVERSITY**

**DIRECTIVE ON LOST AND FOUND ITEMS**

**SECTION ONE**

# (Purpose, Scope, Basis, and Definitions)

**Purpose**

**ARTICLE 1 -** This Directive aims to determine the procedures for lost items that are found and delivered to the Directorate of Security within the İncek campus of Atılım University.

# Scope

**ARTICLE 2 -** This Directive covers the procedures regarding the lost and found items delivered to the Security Unit.

# Basis

**ARTICLE 3 -** This Directive is based on Clause 7/h of Law no. 5188 on Private Security.

# Definitions

**ARTICLE 4 -** The definitions for this Directive are:

1. Security Unit: The unit undertaking registration, keeping, announcement, returning, destruction and other relevant procedures regarding lost and found items,
2. Lost and found items: Items, money, jewelry, and valuable documents and materials found within the İncek campus of Atılım University, and its buildings, and delivered to the Security Unit; or left at the checkrooms at the entrances of the Atılım University campus,
3. Report on lost and found items: The dated records of 2 copies that list the items found, prepared by the security personnel receiving a lost and found item.

**SECTION TWO**

# (Keeping and Receiving Items, Duties and Responsibilities)

# Receiving lost and found items:

**ARTICLE 5 -** (1) Lost and found items are received by the Security Unit, subject to a relevant report by unit officials.

1. The Security Unit officials receiving the lost and found item prepare a Report on Lost and Found Items in two copies. The person(s) finding, and delivering the item to the Unit, and the official receiving the item sign the report. The Security Unit keeps the original copy, and the finder receives the second one.
2. The Security Unit personnel are the only ones authorized to receive lost and found items.
3. Lost and found items of significant value are reported to the law enforcement, as well.

# Keeping and announcing lost and found items

**ARTICLE 6 -** (1) Lost and found items are kept for **two years** from when they are found.

1. Sifting, delivery, and sales are performed in the first month of July that follows the end of year one for the item.
2. In the events where the lost and found item in question has an odor, or is a perishable item, or where it is dangerous for humans and the environment, or where it is unfit to be kept considering the space it takes up, and its financial value; the item is destroyed with a relevant report.
3. Items of financial value that require high expenses to maintain may be sold with the condition to be kept for a year, becoming an item of resell value. If no one claims the item as its original owner by the end of Year Two, the revenue from the sales is logged as income to the University. The payment made for such sales is checked at the Accounting Unit for a year.
4. Lost and found items detected to have been the subjects of theft, mugging, or other criminal offenses; the law enforcement is informed accordingly, following the preparation of the Report on Lost and Found Items.
5. Lost and found items are announced on the Atılım University website, and lists are mailed to our Academic and Administrative personnel, and our students; as well as being posted on notice boards; every 3 months.
6. In cases where the personal information of the owner such as their name, address, and phone number may be recovered via the lost and found item; the Directorates of Administrative Personnel and Student Affairs are contacted for assistance; for a call to be made to the owner by the Security Unit officials, an e-mail to be sent by the University to the registered e-mail address of the owner, and if the owner may not be contacted through these methods, a registered letter be mailed to the residence address of the owner via the relevant units of the University, in order to inform the owner to collect their items as soon as possible.
7. Money that exceeds 500 TL, or money in different currencies is subject to a mail announcement to all personnel on the same day, once checked into the Security Unit. Money not claimed by its original owner for a year is transferred to the Directorate of Financial Affairs of the University with a report. If the owner fails to claim the money for a period of two years, the money is collected by the University as revenue.
8. Valuables not claimed by their original owner for a period of two years are exchanged for Turkish Lira via jewelry stores, with the approval of the President of Atılım University. This money is then transferred to the relevant unit under the Directorate of Financial Affairs with a report, to be collected as income on behalf of the University.
9. Notary papers, power of attorney papers, identity cards and family certificates, driver's licenses, vehicle licenses, passports, title deeds and similar documents are kept for one month. When these documents are unclaimed, or the owner of these documents may not be reached, the documents are sent to the relevant institutions with an official letter within one month.
10. For lost and found items not claimed for two years, Social Aid Institutions or public-benefit associations are contacted firstly, and if claimed by such institutions, these items are provided free of charge. This is stated in the Report on Lost and Found Items.
11. Lost and found items left unclaimed for two years by their owners, Social Aid Institutions, or public-benefit associations are sold every year in July via a commission of 3 people established by the Secretary General of the University, and the revenue garnered is delivered to the relevant unit of the Directorate of Finance of the University.

**ARTICLE 7 -** (1) During the examination, the person understood to be the original owner of the lost and found item receives their item by signature, and by their handwritten statement that they are receiving their item fully and intact; in addition to their identity and contact information, clearly written.

(2) If an expense was the case to maintain the lost and found item; the owner is required to cover the expense.

# Duties and responsibilities of the personnel

**ARTICLE 8 -** (1) The duties of the Security Unit officials are as follows:

1. Receiving lost and found items,
2. Preparing Reports on Lost and Found Items,
3. Keeping the items appropriately and delivering them to the Chief/ Coordinator of Security.

(2) Security Unit officials are responsible for receiving and keeping all kinds of goods, money, valuable documents and jewelry delivered to the Security Unit.

(3) Damages that may occur due to failure to act in accordance with these principles are to be covered by the relevant party with recourse.

**SECTION THREE**

# (Miscellaneous Provisions)

**Cases not included in the directive**

**ARTICLE 9 -** (1) Procedures regarding cases not included in this Directive shall be subject to the approval of the President.

(2) Lost and found items currently at the Directorate of Security are processed within the framework of the provisions of this Directive.

# Effective Date

**ARTICLE 10 -** This Directive shall take effect after its approval by the Atılım University Senate.

# Execution

**ARTICLE 11 -** This Directive is executed by the President of Atılım University.