

DCCC Lost and Found Process

03/23/2018

The college will collect all lost property in the Business Office, located in the Brooks Student Center. Lost items found in other buildings, should be turned into the Business Office at least once each day. The items can either be dropped off at the Business Office or security can be used for assistance. Items found at locations other than the Davidson campus should be sent once a week to the Business Office. A help desk ticket can be submitted for assistance.

Any lost or unclaimed item deemed unsafe or unsanitary will be discarded immediately.

IDs, driver's licenses, social security cards, birth certificates, credit and debit cards will be kept for 15 days and then those unclaimed will be shredded.

Personal items such as headphones, calculators, personal electronic devices, memory cards, Clothing, book bags, glasses & umbrellas will be kept for 30 days and then if not claimed, given to the Single Stop for redistribution.

USB drives will be wiped clean by the switchboard operator and donated to the Single Stop & used for the DCCC IT department as needed.

Cell Phones will be kept for 30 days and then if not claimed, donated to the local domestic violence shelter.

Books will be kept for 30 days and then sold back to the bookstore, or donated to the students in the bookstore student box.

Cash and money earned from books sold back to the bookstore will be given to the DCCC Foundation for students.

Prescription medicine will be donated to Davidson Medical Ministries after 30 days as long as it is not expired. Expired medication will be taken to Davidson Health Services, 420 North Salisbury Street, Lexington for disposal.

Keys are kept for 1 year and then given to a lock shop for recycling.

Weapons are reported to the College Resource Officer for current students. If the weapon is a gun, it is turned over for law enforcement disposal. If it is a knife, it is thrown in the trash, per Lexington Police Department recommendation.

Prescription eyeglasses/sunglasses will be turned over to the local Lions Club