Lost and Found Policy

This Lost and Found Policy applies to the Library and Learning Center located at 645 E. 7th Street, St. Paul, Minnesota 55106.

Location

The Lost and Found is located at the Computer Help Desk on the first floor of the Library and Learning Center.

To inquire about a lost item, contact the Help Desk by phone: 651-793-1634 or by email: library.computerdesk@metrostate.edu.

Policy

The Metropolitan State University Library is not responsible for the security of personal items brought into the library. Patrons are expected to keep their belongings and valuables within their possession at all times.

Lost and Found items will be stored at the Help Desk until they are claimed by their owner for up to 4 months. If possible, Computer Help Desk staff will attempt to contact the owner via phone or University email. Unclaimed items will be discarded, properly recycled or donated to local charitable organizations.

The above policy does not apply to Dayton’s Bluff Public Library or to the Founders Hall Lost and Found (located at the Founders Hall Safety & Security Desk: 651-793-1717)