

## National Cheng Kung University Library Guidelines for Handling of Picked Up Lost Properties

Approved by Library Affairs Meeting on Mar. 12, 2020

1. The National Cheng Kung University Library (hereinafter referred to as the “the Library”) has specially formulated these guidelines for the proper handling of lost properties picked up in the library.
2. For lost properties picked up by the staff of the Library who is performing official duties, the lost properties are deemed to be picked up by the Library. The same applies to lost properties picked up by readers who do not leave any identification documents and other information.
3. The lost properties picked up by the Library shall be handled by the Circulation Desk of the library.
4. Advertisement procedure of lost properties:
  - (1) The Library should register the lost properties and their related information in the "Registration Form for Accepting Picked Up Lost Properties" and indicates the time and place of the pick-up, and the basic information and contact information of the persons who picked up the lost properties.
  - (2) If the Library knows the person who lost the property, its owner, or other person who is entitled as a receiver, the Library should notify them the soonest. If the owner cannot be identified, all found items will be posted on the Library’s website.
5. If the person who is entitled to receive the lost property does not identify and claim the lost property one month after the advertisement of the Library, the Library shall deposit the property with the police or the local autonomous institution. However, when the value of the lost property is below NT\$500, the Library shall handle it in accordance with Article 807-1 of the Civil Code.
6. When claiming for lost property, the owner should provide his/her Identification Card or other proper identification documents and fill out the "Lost Property Collection Receipt".
7. If the lost property has not been claimed by a person who is entitled to receive it within the advertisement period, and the Library has obtained its ownership according to law, the follow-up handling procedures are as follows:
  - (1) If the lost properties are cash, the responsible unit will handle the treasury transfer.
  - (2) Other lost properties shall be listed and then sold or disposed by the responsible unit according to their natures.
8. Matters not mentioned herein shall be handled in accordance with relevant laws and regulations.
9. The guidelines shall be implemented upon approval by the Library Affairs Meeting.

Any amendments shall be processed accordingly.

**\* These rules were translated from the original Chinese. In the event of any discrepancies between the two versions, the Chinese always takes precedence.**