

Rules of Management of Lost and Found Items at I-Shou University

Legal Basis	The Rules are enacted as per Articles 803-807 and 1203 of the Civil Code by taking into consideration the University's characteristics.
Procedures	<ol style="list-style-type: none"> 1. Notify the Student Campus Life Guidance Section of the Office of Student Affairs in case of losing something on campus. 2. Turn in the found item to the Student Campus Life Guidance Section of the Office of Student Affairs. 3. If it is possible to identify the owner of the lost item, the Section will request the department concerned to pass the lost item on to its owner, or the Section will directly contact the owner. 4. If it is hardly possible to identify the owner of the lost item, the following rules shall be complied with: <ol style="list-style-type: none"> a. Found items will be announced on the Section's website, including the name of the item, the model, and the date and place on which they are found. At the end of every academic year, the Section will pass all unclaimed items on to dormitory cadre members to sell on a flea market. The sale proceeds will go to the Dormitory Autonomy Committee for charity purposes. Those not sold on the flea market will be donated to charitable organizations. b. Found valuables, such as cash and gold, will be announced on the Section's website, but only the date on which they are found is made public. As per Article 805 of the Civil Code, unclaimed valuables will be kept for a maximum of six months before returned to the finders. If the finders decline to accept the unclaimed valuables, such valuables will be sold, and the sale proceeds will go to the Dormitory Autonomy Committee for charity purposes. 5. Finders will be commended at the end of every semester according the value of the items they have found.
Notes	<ol style="list-style-type: none"> 1. The Section must request every finder to make a clear registration of the found item, and paste a serial number slip onto the found item in the presence of the finder. 2. When an owner wishes to retrieve his/her lost item(s), he/she must present identity documents to the Section and make a clear receipt registration.

Note: In the event of any disputes or misunderstanding as to the interpretation of the language or terms of these Rules, the Chinese language version shall prevail.