

- 1) Lost Property (LP) for the University campus (Whiteknights) is stored at the Palmer Building reception. This excludes LP found in RUSU, and tenanted buildings.
- 2) Lost Property retrieved at the London Road campus is stored at the London Road reception.
- 3) Lost Property retrieved at the Greenlands Campus is stored at the Greenlands reception.
- 4) Lost Campus Cards are handed (via Palmer) to Security for collection. Campus Cards are held by Security for 2 weeks before being destroyed.
- 5) Items found must be deposited at the appropriate reception in a timely fashion, no later than 2pm on the second day after the item has been retrieved, or within 48 hours after the item has been found, whichever is earlier. Full details of where the item was found must be reported at the same time.
- 6) Items lost must be reported as such in a timely fashion, no later than 48 hours after the item has been lost.
- 7) Lost Property items can be reported to reception@reading.ac.uk, or through the online form

