1. Login
There are two levels of access to the Lost and Found database, based on your login. The majority of users will only be able to search the database and determine if an item is being held at a public service point. The second level of access will allow staff to add lost items to the database, edit the descriptions and status of current lost items, and change the status of an item from found to claimed.

2. Search
There are three ways to search the database. You can search by category, by keywords and by the date found. You can also combine any or all of these search categories.
To search by category (Books, Clothing, Glasses, Keys, Phone, Wallet, ID (Cal or Driver’s License), MP3 Player, Other, Ipod, Electronics), click the drop down menu, select a category and click the search button.
To search by keyword, type any keywords and click the search button.
To search by date found, select a date, and click the search button.
The following page with will display all items matching the search criteria entered, including where and when the item was found, and where it is currently being held (items will be transferred to the South Security Desk every day).
3. **Inserting a lost item**

If your login allows you to create records for lost items, click **Insert Form**. Use the drop down menus to complete the date and time found, and category of the item. Under item description, describe the item as concisely as possible. Avoid descriptions indicating the value of items (i.e. describe the item as a blue sweater instead of wool sweater, and a white ring instead of diamond ring). Indicate where the item was found, and where the item is currently being held.

You may edit this listing at any time.

If you are able to determine the owner of the lost item, please contact the owner by phone or email. Contact information can be found at [https://calnet.berkeley.edu/directory/](https://calnet.berkeley.edu/directory/) or the Main Circulation Desk.

4. **Transferring items to the Security Desk**

Every morning, security staff will pick up lost items from each public service desk. Clothing will be wrapped in plastic bags and dated with the semester found to ensure an orderly security cabinet. Once the item is relocated to the South Security Desk, Security Staff will change the status of each item. To do this, use the edit function and drop down menu to modify the new “item location”.

5. **Changing an item to claimed**

Locate the found item using the search function. Click the edit link, and modify the “item status” using the drop down menu to **Claimed**, and fill in the name of the patron who claimed the item. Setting an item as claimed will remove the item from further search results.

6. **How long items will be held.**

Items will be held at the South Security Desk until the end of the Semester. After one week at the South Security Desk, valuable items (other than UC IDs) will be taken by security staff to the campus lost and found managed by UCPD ([http://police.berkeley.edu/programsandservices/lost-and-found/index.html](http://police.berkeley.edu/programsandservices/lost-and-found/index.html)). Patrons can contact UCPD’s lost and found at found@berkeley.edu.

UC IDs will be taken to the CalNet1 Office on the same cycle. Cal 1 Photo can be contacted at [http://services.housing.berkeley.edu/c1c/static/index.htm](http://services.housing.berkeley.edu/c1c/static/index.htm) or (510) 643-6839.

Any remaining unclaimed items (clothing, umbrellas, etc) can be donated and cleared from the security storage cabinet before the start of the next semester.