



VCU Libraries' Lost and Found

VCU Libraries provides a lost and found service in James Branch Cabell Library on the Monroe Park Campus and in the Health Sciences Library on the medical campus. The Code of Virginia § 23.1-104 ([Disposition of lost or abandoned property](#)) requires that most items accepted into the university's Lost and Found be kept for a minimum of 120 days if not claimed. Exemptions are specified below.

Lost and Found Items in Cabell Library:

All items brought to the Information Desk in Cabell Library will be placed in a secure location with a note attached indicating the date and location where the item was found (if known). If the owner is known, library staff will send an email to their VCU email address to inform them about the lost item.

Looking for an Item?

To inquire about a lost item that may be in our lost and found:

- 1) Visit the Information Desk in Cabell Library to inquire if the lost item has been turned into the library.
- 2) Call the Cabell Library Information Desk at (804) 828-1111
- 3) Contact us via our [chat/text service](#)
- 4) Submit a [lost item request form](#)

Note: Individuals may describe the item that they have lost to a staff member at the Information Desk who will then check the lost and found inventory. Patrons can also submit information about their lost item to the online form so that staff can contact them if their item is turned in.

Items of value that will be kept for 48 hours and then picked up by VCU Police Department:

- Computers and other electronics
- Wallets

Items that will be picked up by VCU Police Immediately

- Weapons
- Prescriptions, over-the-counter medications, or other controlled substances
- Jewelry (not including costume jewelry)

Items Not Accepted by Lost and Found:

- Wet or soiled clothing
- Alcohol, tobacco, e-cigarettes, etc., of any kind
- Food items
- Toiletries
- Anything that could cause potential harm or pose a health risk to staff members and/or property

Lost and Found Items in the Health Sciences Library

To inquire about a lost item that may be in lost and found at the Health Sciences Library:

1. Call the Service Desk at (804) 828-0636;
2. Email askhsl@vcu.edu; or
3. Come to the Health Sciences Library Service Desk in person.

Claiming an Item at the Health Sciences Library:

Individuals who have lost an item may describe the item and library staff will check to see if there are any items matching that description.

To attempt to ensure that lost items are returned to the rightful owners, persons claiming items must describe the item(s) as closely as possible. Items will not be shown to claimants until an adequate item description is provided.

If found, claimants may pick up their item(s) at the Service Desk on the first floor of Health Sciences Library.

Items Containing Cash or Identifying Information:

Items, such as wallets, containing cash, bank cards, identification cards, passports, etc. are delivered to VCU Police Department on the MCV Campus within one business day.

Items of Value that will be Picked Up by VCU Police Department:

- Computers
- Other electronics
- Weapons
- Prescriptions, over-the-counter medications, or other controlled substances
- Jewelry (not including costume jewelry)

Items Not Accepted by Lost and Found:

- Wet or soiled clothing or undergarments
- Alcohol, tobacco, e-cigarettes, etc., of any kind
- Food items
- Toiletries or powders
- Full water bottles, coffee mugs or other liquid filled containers (must empty the container prior to bringing the item to Lost and Found)
- Anything received that could cause potential harm or pose a health risk to staff members and/or property