



XAVIER UNIVERSITY OF LOUISIANA
Office of Auxiliary and Support Services ♦ Campus Card Office
1 Drexel Drive
New Orleans, Louisiana 70125-1098

Lost and Found Office

<http://www.xula.edu/admin/lostfound.php>

The Office of Auxiliary and Support Services/Campus Card Office serves as the official Lost and Found Office for Xavier University of Louisiana.

Hours of Operation

Monday – Friday
08:30 A.M. – 04:30 P.M.
Closed on weekends and
designated University
holidays/closures.

Contact Information

Office Location: University
Center, Room 122
Phone: (504) 520-7501 or
(504) 520-5780
E-mail: lost@xula.edu

Mailing Address

Lost and Found Office
c/o Campus Card Office
1 Drexel Drive
New Orleans, LA 70125

Inquiring About Lost Items

Inquiries can be made by calling, e-mailing, or visiting the Lost and Found Office.

All items received by our office are recorded in an Items Found Logbook where office personnel can quickly check if a specific item has been received.

If an item has not been received as of the inquiry date, office personnel will record the required information (i.e., the person's name, contact information, item name and description of the item) for future reference.

Turning in Found Items

Found items may be turned in to the Lost and Found Office during regular office hours.

Any items found after hours, on the weekends, or during designated University holidays/closures, may be turned in to the University Police Office. Thereafter, the University Police Office will forward the item(s) to the Lost and Found Office on their next business day.

Retrieving Lost Items

If there is any identifying information regarding the property's owner, office personnel will attempt to contact the owner.

If there is no identifying information on the lost item, the item will be stored.

To ensure that lost items are returned to the rightful owner, a person attempting to retrieve the items must provide photo identification and provide a detailed description of the items. In some instances, claimants must sign for items before the items will be released to them.

Additional Information

Items that are found will be securely stored in the Lost and Found Office for a maximum of 60 days (depending on the nature of the item found.)

All unclaimed items that are free of personal information will be donated or discarded.

Any unclaimed items containing personal information will be destroyed.