* DSWS and OSS are the ONLY authorized custodians of ALL lost & found items in the Loyola Schools.
  + DSWS: non-valuables (e.g., bags, books & notebooks, clothes, school materials & supplies, umbrellas, etc.)
  + OSS: valuables (e.g., cash, devices/electronics/gadgets, IDs, jewelry/personal accessories, wallets, etc.); non-valuables with valuables (e.g., file case with passport, jacket with key(s), pencil case with flash drive, etc.)
* Security personnel and the Security Office (Blue Eagle Gym) are in-charge of TEMPORARY safekeeping.
* IMPORTANT:
  + You may post a FOUND item only AFTER you SURRENDER it FIRST to DSWS or to OSS.
    - For OUTSIDE business hours (Monday to Friday before 8 AM & after 5 PM; Saturday before 8 AM & after 12 NN; Sunday & holiday anytime): to security personnel or to the Security Office (Blue Eagle Gym)
  + You may post a LOST item only AFTER you INQUIRE about it FIRST at DSWS or at OSS.
* Do NOT hold on to a FOUND item UNNECESSARILY. Please SURRENDER it IMMEDIATELY and DIRECTLY to DSWS or to OSS. Unauthorized possession of someone else’s property may be subject to appropriate course of action.