**NATIONAL TAIWAN UNIVERSITY LIBRARY**

**Found Item Report Form**

No.: Amended on August 18, 2020

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date of Discovery | | (YYYY/MM/DD) | | |
| Location Found | | Floor　　　　Area | | |
| Finder | Name |  | | |
| Address |  | | |
| Contact No. |  | | |
| Item Description  (Please check the following and fill in the name, quantity, amount, color, contents, etc. of the item) | | □ Cash, amount:  □ ID, type:  □ Other, please specify: | | |
| Finder’s statement: The finder hereby confirms details of the found item above and agrees to surrender ownership of the found item to the NTU Library to be handled in accordance with relevant regulations if no claim is made after the statutory notice period.  Signature of Finder: | | | | |
| Signature of Processing Librarian  Owner notification time | | Signature of Administration Division | Signature of Owner | Notes |
| Time and Date:  Signature of Receiver:  1st Notification  Time and Date:  Signature of Notifier:  2nd Notification  Time and Date:  Signature of Notifier: | | Time and Date:  Signature of Receiver: | Time and Date:  Owner’s National ID No.:  Contact No.:  Signature of Owner:  Signature of Handover Person: |  |