“Moveable Property” is state-owned property that can be moved from one location to another, e.g., taking a computer from one room and moving it to another room, is an example of moveable property.

In order to keep up with its rather considerable investment in moveable property, the State of Louisiana, acting through the University, conducts an annual inventory of equipment and other properties assigned to the library, as well as all other departments. Equipment that cannot be found due to carelessness or culpability by library personnel can very likely result in some kind of disciplinary action; for this reason it is critical that the following procedure is followed without exception.

1) If you decide to move a piece of moveable property to a different location, take down the identification number on the property tag and report it to the Administrative Secretary in writing or by E-mail; paper trails are vital in maintaining inventory records.

2) Be vigilant about property under your jurisdiction. If a piece of property is stolen or vandalized in some way, report that in writing also to the Administrative Secretary, as soon as possible. She will in turn notify Campus Police. Keep up with your property, because you will be asked to complete a portion of the annual inventory regarding those items assigned to your area of work.

3) Finally, if you find any personal property in your area—- a calculator left behind by a student, for example—- turn it in to lost and found at the circulation desk. We are obliged to keep such property for a full year before it can be discharged from our records. Refer to Lost and Found Policy E: 22, for further details.