

ENTS Policy on the “Unclaimed Items” shelf

Purpose

Donated items to ENTS often have some value to members of the society, and often some members are not aware of new or valuable items they could use for their projects. This policy is to set forth some governing principles as to how donations should be handled. This policy also serves to protect items that may have been left behind by members in the work areas.

Donated Items

- Items donated to ENTS should be received by a member of the Board of Directors.
- The Board of Directors (or the directors present at the time of donation), considering applicable comments from members, will decide which items get placed on the “Unclaimed Items” shelf. All other items are to be placed in their applicable “free for use” areas.
- Donated items that are to be placed on the “Unclaimed Items” shelf shall be placed on the top shelf, as defined in the *Shelf Operation* section.

Items left behind at the space

- Items not known to be free for use in the space should be placed on the top shelf of the “Unclaimed Items” shelf, as defined in the *Shelf Operation* section.
- Members must use discretion when moving items to the “Unclaimed Items” shelf. For example, items should not be moved if the known owner is still present at the space.
- Members moving items to the “Unclaimed Items” shelf should attempt to contact the owner of the item(s) if the owner is known to indicate that their item(s) have been moved.

Shelf Operation

- The shelf will have multiple tiers, with 3 or 4 being the preferred number of tiers.
- The top tier is where items begin their journey through the ranks.
- Each Tuesday evening a member of the Board of Directors, or a member appointed by the Board of Directors, will rotate items on each tier to the next lower tier. For example, items on the top tier go to the second tier and the items on the second tier go to the third tier.
- Items being rotated off of the last tier at the time of rotation shall be placed in the applicable “free for use” storage areas or discarded as determined by the Board of Directors.

- An item not on a “free for use” tier (as labeled on the shelf) may only be removed by the member that owns the item or by a member of the Board of Directors. Items from a donation are considered to have no owner and may only be removed by a member of the Board of Directors.
- An item on a “free for use” tier (as labeled on the shelf) may be used by any member, preferably for a project.
- In the event that multiple members are interested in an item on a “free for use” tier, the members shall be excellent to each other to find a new owner for the item. For example, this may be done through use of a lottery or by determining who will get the most value from the item.
- Items that do not fit nicely within the bounds of the tiers may be marked outside of the shelf. The week number (starting at 1) will be labeled on the item. The week number must correlate to a tier on the shelf. The item inherits the rules for the tier the item’s label correlates to.