

LOCKER ASSIGNED _____

LOCKER POLICY IN CASE LIBRARY

- Lockers are for use by Colgate Faculty, Staff and Students only.
- Keys not returned after 4 weeks will be charged a key replacement fee of \$50.00. Keys returned after the due date will also be assessed late fees of \$.30 per day prior to the billing/replacement & processing fee.
- Keys & lockers will be issued from the Borrowing Services Desk.
- Lockers are issued on a first come first serve basis.
- No personal locks are allowed on lockers located in the Library.
- Lockers are issued on a semester basis with key due dates as follows: Fall Semester (December 10); Spring Semester (May 10); and Summer (August 15).
- There is no automatic renewal. If lockers wish to be kept longer, the key needs to be turned in and reissued in person at the Borrowing Services desk.
- Keys will be barcoded and checked out on your Library account.
- You must show proper Colgate ID (Gate card) in order to be issued a key.
- Unauthorized locks will be removed and contents transferred to lost and found.
- Lockers not cleaned out after the end of the semester due date will be subject to removal of all belongings. Contents will be kept at Borrowing Services Lost and Found for 60 days after which they will be turned over to Campus Safety.
- The following materials may not be stored in lockers:
 - Non-checked out library material
 - Edibles
 - Hazardous materials
 - Drugs and other Contraband
 - Open drink containers
- Lockers will be searched periodically by Library staff.
- Notification of any violation will be sent to the lock holder. At the discretion of the Library staff, locker privileges may be revoked.
- Library is not responsible for loss, theft or damage to items in lockers.
- All borrowers must sign and read the locker policies prior to being issued a locker/key.

By signing below, I am agreeing to the conditions and policies for Locker Use.

SIGN NAME _____

CLASS _____

E-MAIL _____

DATE _____

PRINT NAME _____

PHONE _____

FOR CIRCULATION STAFF USE:

KEY BARCODE _____

CIRC STAFF INITIALS _____