CARLSON LIBRARY LOCKER RENTAL REGULATIONS

Lockers are located on the 3\textsuperscript{rd} and 4\textsuperscript{th} floors. The lockers have combination locks. Lockers are available at no cost to registered students, and are assigned on a first come – first served basis. Students will be notified of the locker number and combination through their school assigned email address.

You \textbf{may not} store library books that are not checked out to you in your locker.

The library holds no responsibility for any items that may be lost or stolen from a student’s locker. Do not share your locker, or its combination, with anyone.

The library staff person in charge of the lockers has a pass key that allows them to bypass the combination. This person, or one of Carlson Library’s security monitors, has the right to check the contents of lockers if library property is believed to be stored in the locker.

Rental periods can range from one to three semesters. If signed during the fall semester, you may keep the locker through the following summer semester by checking the appropriate boxes on the rental agreement form. The rental agreement must be renewed each year to keep the locker for a longer period.

The locker combinations are changed at the end of each rental period. You are required to clean out your locker by the end of the rental period. You will receive two warnings through your school assigned e-mail address before the locker combination is changed. If personal belongings remain, the staff person or security monitor will remove belongings from the locker and they may be discarded, unless other arrangements have been made.

THE LIBRARY RESERVES THE RIGHT TO DENY THE RENTAL OF LOCKERS TO ANY PERSON WHO HAS BEEN IN VIOLATION OF THE LIBRARY’S LOCKER REGULATIONS.