

Geisel Library Locker Guidelines

Geisel Library lockers are intended for currently enrolled UCSD graduate students. Lockers are awarded on a first come, first served basis for up to 3 consecutive quarters, including summer sessions.

Lockers are for individual use and should not be shared with unauthorized persons.

The Library is not take responsible for lost or damaged material, equipment, or personal belongings left in the lockers.

Library books are to be checked out (at Geisel Front Desk or self-check machines) **before** storing them in lockers.

Library staff will check lockers on a regular basis.

LOCKER REGULATIONS

SECURITY: To prevent unauthorized person from having access to your locker, be certain that it is locked when you leave it, even for brief periods of time. Valuable personal items are not to be stored in the locker. If your locker has been tampered with, report immediately to a Learning Spaces program staff member, security officer, or geisellockers@ucsd.edu.

LOCKER USE: Only library materials and supplies used to support study and research should be stored in the lockers. Assignees are responsible for making sure that all library materials stored in the locker have been checked out at the Circulation Desk. Library materials not checked out and found by library staff during regular inspection will be returned to the library collection. Storing food & drink, weapons, or flammable/toxic materials is strictly prohibited.

LOCKER ASSIGNMENT: You are assigned a locker for up to 3 consecutive terms. You will be notified within two weeks of the expiration date and will need to schedule an appointment with the library's Locker Manager for signing out and returning the locker key. Requests for extensions beyond 3 consecutive terms are to be made in writing **prior** to the expiration of your current reservation and cannot be guaranteed. If you do not request an extension, or if one is not granted, all belongings must be removed and the key returned to the Locker Manager by the established expiration date. If the key is not returned, a \$75.00 fee will be assessed for lock replacement. Any personal belongings left in the locker after the expiration date will be held for 5 working days, after which all items will be sent to the UCSD Police Station's lost and found.

Any violation of these regulations will result in the revocation of locker privileges.

ASSISTANCE

If you have questions about locker use or need to report a problem, visit, call, or email the Locker Manager during regular business hours, Monday through Friday. You may call (858) 534-8378 or send email to geisellockers@ucsd.edu to make an appointment.