

INFORMATION FOR PATRON LOCKER BAKER / BERRY LIBRARY STACKS

(This part to be retained by applicant)

LOCKERS

Steel lockers in Berry are on the Lower Level (south wall, near the elevator) and Level 4 (south wall near the east elevator), and in Baker on Levels "A" and 5 (southeast corner, near the smaller elevator). There are also some steel lockers in Sherman Art Library, in the southwest corner of the east room on the main floor. The steel lockers have combination locks, whose combinations will be given out as lockers are assigned.

Cabinet lockers are reserved for students working on theses. They are in Berry Levels 3 and 4 along the north walls. Keys may be obtained at the Circulation Desk on application, and must have verification by the signature of the student's instructor. The user must keep his key connected with its barcoded tag. Both key and tag are to be returned to this desk when vacating the locker. The paper tags are susceptible to being torn by accident; please exercise care to avoid this. A replacement fee of \$25.00 (see *LOST KEYS* below) may be applied if the key cannot be properly checked in due to a missing barcode tag.

All library materials in lockers MUST be checked out, using the personal ID card of the locker holder. The loan period will be determined by the privileges of the user's borrower category. Please remember to renew items, if necessary, even when stored in the locker. If needed by another patron, materials may be recalled after the first two weeks. Personal belongings (except food and beverages) may be stored in the lockers. *Food and beverages are not permitted in Baker/Berry Stacks at any time.* The library staff retains the right to periodically inspect locker contents; any library books found not properly checked out will be returned to the stacks, and the borrower may forfeit the privilege of using a locker.

Please note, occupancy and use of a locker does not supersede the library's policies on recalled materials. In the event of a recalled item, borrowers are obligated to return it within the due date specified on the recall notice.

LOST KEYS

A replacement charge of twenty-five dollars (\$25.00) will be levied if one's key is lost. Students must take the responsibility for having their keys when needed. *Library staff will not open lockers by request in the event of a forgotten key.*

HOW TO APPLY

Fill in this application and submit it to a staff person at the Baker-Berry Circulation Desk. We will attempt to assign lockers to all applicants. If there are more applicants than lockers, senior class students will have priority.

LIBRARY RESPONSIBILITY

Locker assignments are confidential. The library staff will not divulge your name, locker number or combination. In the case of a forgotten combination, library staff will provide the combination only after checking your ID against the list of locker assignments. As noted above, the claim of a forgotten key for the cabinet lockers will not permit unlocking.

**APPLICATION FOR PATRON LOCKER
BAKER / BERRY LIBRARY STACKS**

(This part to be retained by the Library)

Name..... Class:.....

Address (local).....

Telephone:..... Hinman Box:.....

e-mail:.....

Student major:.....

Date:..... Applying for term(s): F W S X Year:.....

Instructor's signature (required for thesis writers):.....

Instructor's name (*please print*):.....

Location choice: Berry Stacks Level: Lower *or* 4 (steel lockers)
Baker Stacks Level: A *or* 5 (steel lockers)
available to thesis writers only: Berry Stacks Level: 3 *or* 4 (*cabinet lockers*)
available to Art Department affiliates only: Sherman Art Library

#####

for staff only

Assignment..... Date:..... Initials:.....

use if required

Key replacement fee (amount)..... Date:..... Initials:.....

Key replacement fee (amount)..... Date:..... Initials:.....

Reminder to staff: We will not open lockers by request in the event of a forgotten key.