

LOCKER
NUMBER:



Graduate Hall Lockers

Who can get a Graduate Hall Locker?

- Only currently registered Cal Poly graduate students are eligible for Hall Lockers.
- Assignments are made on a first-come basis.
- Existing locker holders who become unregistered must give up their locker.
- Only one locker (mobile or hall) may be borrowed at one time.

How can I get a Graduate Hall Locker?

- Check out an available key at the Circulation Desk.
- If no lockers are available, you may add your name to the wait list.

How long can I use a Graduate Hall Locker?

- Lockers are loaned for 90 days and may be renewed if there is no waitlist.
- If keys are not returned when due, after one week you will be billed a \$100 lost fee, and all personal items recovered from the locker will be removed.
- If you return your key after being charged a lost key fee, your bill will be reduced to \$25.
- All lockers must be cleared by the first Tuesday after the end of spring quarter, and will be available again July 1.

What can I keep in a locker?

- Library books charged out to you, if they are not overdue, may be kept in lockers. No other library materials may be kept in lockers.
- The Library reserves the right to inspect the contents of a locker at any time and Library staff may do so periodically.
- Food may not be kept in lockers overnight.
- All personal items found in lockers without locks or after the first day of the summer break will be removed. The Library will keep these items for two weeks. After two weeks, the Library will send any unclaimed personal items removed from lockers to Campus Lost and Found.

What about security?

- Lockers are provided for convenience, not for security. Materials kept in lockers are the responsibility of the user. The Library is not responsible for material lost, stolen or damaged while stored in lockers.
- Only Library-assigned padlocks are permitted on lockers. Staff may remove any other locks placed on these lockers.
- Access Services staff can assist borrowers by opening locks if a key is lost, but lost keys may be subject to a \$25 new lock fee.

Problems? Questions?

- Questions or problems? Ask at the Circulation (Front) Desk.

Graduate Hall Lockers are provided by the Cal Poly Research and Graduate Programs Office, and administered by the Kennedy Library. Additional, larger mobile lockers in the Graduate Students Study Room (301) are available for 90-day or 21-day borrowing.