

Utah Tech University Library Internal Guidelines & Procedures

Graduate Student Lockers

1. Eligibility

- 1.1. Currently enrolled Graduate Students are eligible for the Library Locker Service on a first-come-first-serve basis.

2. Obtaining a Locker

- 2.1. Go to the Library Circulation desk with your UT ID and ask for a graduate locker. A lock and a key will be checked out to your account.
- 2.2. A waiting list for lockers will be maintained if demand is greater than supply

3. Rules and Regulations

- 3.1. Store items in lockers at your own risk. The library is not responsible for items stored in lockers.
- 3.2. Lockers are checked out for 1 semester at a time with no renewals.
- 3.3. One locker per student.
- 3.4. Students are not permitted to affix anything to the interior or exterior of their lockers. Anything violating this rule will be removed and sent to lost-and-found.
- 3.5. Library and Interlibrary Loan materials stored in lockers are subject to library borrowing policies.
- 3.6. Because noise can be disruptive to other patrons, electronic devices stored in lockers, such as cell phones, should be turned off or put on silent.
- 3.7. Items that can be stored in lockers
 - 3.7.1. Regular circulating items and Interlibrary Loan materials currently checked out to the student.
 - 3.7.2. Food and drink in sealed containers.
 - 3.7.3. Other small miscellaneous personal items.
- 3.8. Items that **cannot** be stored in lockers
 - 3.8.1. Food or drink not in sealed containers.

- 3.8.2. Items with a noticeable aroma.
- 3.8.3. Illegal or dangerous items or substances.
- 3.8.4. Library material not checked out to the student.

4. Inspection

- 4.1. The library reserves the right to open and inspect lockers. Upon inspection, items in violation of this policy will be removed and disposed of or sent to lost and found.
- 4.2. Illegal or dangerous items or substances found in lockers will be reported to the proper authorities, such as UT Police and/or Dean of Students, and locker privileges will be revoked.

5.

Lost Locks & Damage

- 5.1. Fees charged for loss or damage to locks are non-refundable.
 - 5.1.1. \$100 replacement charge & \$10 processing fee.
- 5.2. Fees for damage to lockers will be charged according to the estimate of repairs needed.

Guidelines Owner: Dean of Library
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