

# Graduate Student Locker Policies

Graduate student lockers to hold checked out library materials are available to currently enrolled UCSD graduate students. Lockers are free of charge to use and awarded on a first come, first served basis for up to **3 consecutive quarters**, including summer session.

**The Library does not take responsibility for lost or damaged material, equipment, or personal belongings left in the lockers.**

## LOCKER REGULATIONS

### SECURITY:

- To prevent unauthorized persons from having access to your locker, make sure it's locked when you leave it, even for brief periods of time.
- Lockers are for individual use only and should not be shared with anyone.
- Do not store valuable, personal items in the locker.
- If your locker has been tampered with, report it immediately to a library security officer (858-282-3602), or e-mail [geisellockers@ucsd.edu](mailto:geisellockers@ucsd.edu).

### LOCKER USE:

- Only library materials and supplies used to support study and research should be stored in the lockers.
- You are responsible for making sure all library materials stored in the locker have been checked out (see Front Desk or self-check machines). Library materials not checked out and found by library staff during regular inspections will be returned to the library collection.
- Storing food and drink, plants, items that can spoil, weapons, or flammable or toxic materials is strictly **prohibited**.
- Library staff check all locker contents on a regular basis.

### LOCKER ASSIGNMENT:

- Locker reservations are granted for up to 3 consecutive quarters. You will be e-mailed within two weeks of the expiration date with instructions for returning the key or submitting an extension request.
- Requests for extensions beyond 3 consecutive terms are to be made **before** your current reservation expires and are not guaranteed. Extension requests will **not** be granted if there is a waitlist. However, you are free to join the waitlist after your current reservation ends.
- If an extension is not requested or granted, remove all your belongings and return the key to Geisel's Front Desk by the expiration date.
- If the key is not returned, or is lost or damaged during the use period, 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 by library security, after which all items will be sent to UCSD Police's lost and found.

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

## ASSISTANCE

Direct questions or problem reports about locker use to Geisel's Front Desk (858-534-0134 or [geisellockers@ucsd.edu](mailto:geisellockers@ucsd.edu)).