

Print name: \_\_\_\_\_

Locker: \_\_\_\_\_

**Georgia Tech Library  
Locker Policies and Penalties**  
Revised 7 Feb 2003

**Policies:**

1. A \$20.00 security deposit is required for lockers, which is refunded at the end of use. Deposits may be paid at the Administration Office, 4th floor East.
2. Deposit refunds will **ONLY** be given to the assigned user, with his/her Buzz Card and the key.
3. Library staff are not obligated to open a locker if a user forgets his/her key.
4. Lockers must be renewed every semester. The user must present his/her Buzz Card and the key when requesting a renewal.
5. Lockers not renewed for 2 consecutive semesters will be re-keyed and their contents removed and stored for 1 additional semester. Contents not claimed at the end of that semester **WILL** be discarded.
6. Lockers are inspected periodically by Library staff to ensure that Library items are not being hidden, etc.
7. Food and beverage items must be kept in closed containers.
8. Keys may not be duplicated.

**Penalties:**

1. Any Library item found in a locker that is not checked out to the user will be removed and a fine of \$5.00 per item **WILL** be assessed.
2. Failure to renew a locker each semester **WILL** result in forfeiture of the deposit.
3. Loss of the key will result in forfeiture of the deposit.

**Acknowledgement:**

I have read and understand these locker policies and the penalties for failing to follow them. I also understand that I use this locker at my own risk and I am responsible for any personal or Library items that are damaged, lost, or stolen during this rental period.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_