Guideline 223 - Lockers

Open space lockers are available to UMBC students, faculty, and staff only for a semester. Over 200 lockers are located on floors 3 through 7. Application for lockers is made by filling out the Locker Application Form on the library web site.

- Materials kept in lockers and locker keys are the responsibility of the user. The Library takes no responsibility for material lost, stolen or damaged while stored in lockers.
- The Library will not open a locker in the case of a forgotten key.
- Food and drink may not be stored in lockers.
- Library books charged out for home loan, if they are not overdue, may be kept in lockers. Other library materials may not be kept in lockers.
- Library staff will have access to materials stored in lockers, will periodically make unannounced inspections and may remove materials from them.
- If staff members do remove materials, they will notify the user.
- The user will be contacted near the end of the semester regarding their locker. Locker keys must be returned, in person, at the end of the semester by the Due Date to the Circulation Desk of the Library. Lockers will be cleared for future reassignment after the end of the semester. Locker contents will be considered abandoned property and will be held in the Library lost and found for one year.
- To avoid the above, the user must notify the Circulation Department of address changes so that correspondence will reach them.
- Keys are subject to a late fee of $1.00 per day up to a maximum of $15.
- Keys not returned before the first day of the next semester will be considered lost and the user will be assessed a Locker Key Replacement Fee of $50 in addition to the late fee.
- The user should advise the Library Circulation Department immediately if they lose their locker key. This will enable us to rekey the locker for another student's use. If we have a locker available, upon payment of a $50 key replacement fee, we will issue the user another locker.
- Locker assignments are non-transferable.
- Violation of these rules may result in suspension of privileges.

Daily Lockers

Daily lockers are available to UMBC students, faculty, and staff for a 24 hour period. Daily locker keys are checked out at the Circulation Desk and are subject to the following conditions:

1. Daily lockers are charged out for 24 hours. The loan cannot be renewed. Should a patron require another daily locker, the original key must be returned and a different locker key to a different daily locker will be issued if available.
2. When a daily locker key is returned, all material must be removed from the locker.
3. Materials kept in daily lockers are the responsibility of the user. The library takes no responsibility for material lost, stolen, or damaged while stored in lockers.
4. Library material properly charged out to a patron, if not overdue, may be kept in daily lockers. No other library material may be kept in lockers.
5. Library staff will have access to materials stored in daily lockers and may remove material from them. If staff members do remove material, they will notify the patron to whom the daily locker key is charged out.
6. Daily locker keys are subject to late fees of $5 per day up to a maximum of $20 per key.
7. Daily locker keys not returned within 30 days of the due date will be considered lost and the responsible patron will be assessed a Locker Key Replacement Fee of $50.

 guideline implemented 9/90 written 8/10/92, revised 10/8/96, revised with web page dated 4/25/08 on 8/12/08, rev MD 8/28/12, edited 10/1/08 LD, rev 10/07/14 MD, rev. 10/20/17.