

Benner Library Locker Policy

This policy for faculty only was enacted in January 2019. Based on feedback and assessment from participants and library staff, any ONU employee is now eligible to reserve a library locker. Students who are referred to Benner Library from the Accessibility and Disability Resources (ADR) office may also be allowed to use a locker.

File location, I:\Library\Policies\Building Use Guidelines\Lockers_Carrels

In order to facilitate personal and professional scholarship projects, Benner Library has 12 storage lockers. Depending on demand, requests will be reviewed in a combination of methods: first-come, first-served and project-type.

- Lockers may be reserved for **one semester or one summer** at a time
 - Renewal requests will be solicited near the end of the current loan period. Note: Preference will go to employees with a history of use for currently assigned lockers
 - Benner Library reserves the right to open a locker if pests, odors, or other nuisances, concerns, or safety issues emerge
- **Keys for each locker will be given to the person registered to use the locker. Records of assigned lockers are maintained by Jasmine Cieszynski [in a grey speckled box shelved in the cubbies inside her office].**
 - A replacement fee of \$50 will be assessed for lost locker keys.
 - Notes regarding locker keys assigned to students:
 - Locker keys are due to Jasmine Cieszynski within 5-days of the end of the semester in which the locker was assigned.
 - Students shall not keep their key over the summer without prior Library approval
- Employees are encouraged to store research materials in their locker in order to make it easier to continue long-term projects and are invited to choose a library study location which suits their own style and needs. Study options include, but are not limited to:
 - Study carrels and tables
 - Reference area, Religion Room
 - Ultra-Quiet Floor (third-floor-South)

To reserve a locker, please contact Jasmine Cieszynski with the following information (815-928-5449, jcieszyn@olivet.edu, Benner Library)

Your name _____

Academic department _____

Time period (choose one):

- ☐ Summer 202__
- ☐ Fall semester 202__
- ☐ Spring semester 202__

Project type:

- ☐ ONU Leadership Institute
- ☐ Graduate program
- ☐ Independent research
- ☐ Conference/event planning
- ☐ Accreditation preparation
- ☐ Other _____