

LOYOLA MARYMOUNT UNIVERSITY  
WILLIAM H. HANNON LIBRARY POLICIES AND PROCEDURES

DIVISION: Academic Affairs/William H. Hannon Library	
SUBJECT: Locker Use Policy	Page 1 of 2
Policy Number: LIB-SPACE-213	Supersedes:
Effective Date: November 1, 2015	Previously Issued: August 1, 2009

**1. Statement of Policy:**

1.1. This policy establishes parameters for the use of the library's lockers which are provided for library users.

1.2. Library Administration is responsible for this policy.

**2. Definitions**

2.1. Public lockers are available for use by any library user. Public lockers are available on Level 1, near the Circulation Desk. First floor lockers have AC power outlets. Lockers vary in size, with some large enough to accommodate backpacks and skateboards.

2.2. Faculty lockers are lockers available for use by faculty only. These lockers are located in the Faculty Commons on Level 3. Faculty lockers do not have AC power outlets.

2.3 Archives and Special Collections Researcher lockers are located on Level 3 outside the A&SC Department. These lockers do not have AC power outlets.

**3. Policies/Procedures:**

3.1. Public Lockers

3.1.1. All public lockers are available for use, free of charge.

3.1.2. Lockers with power may be used to charge laptops, cell phones, or other devices while users are in library.

3.1.3. Perishable items such as food and drink may not be stored in the lockers.

3.1.4. Public lockers are not intended for long-term use and will be cleaned out regularly.

3.1.4.1. Items found in lockers will be bagged and taken Department of Public Safety on Saturday mornings

3.2. Faculty Lockers

3.2.1. Faculty lockers are available for use, free of charge.

3.2.2. Faculty lockers are intended for long-term use.

3.2.3. Perishable items such as food and drink may not be stored in the lockers.

3.2.4. All library material stored in lockers must be checked out.

3.2.5. Faculty may be assigned the use of a locker for one academic year.

3.2.5.1. Lockers will be cleaned out at the end of the academic year in May. Faculty are notified near the end of the semester, reminding them to clean out locker or renew for another year. If no response, Circulation staff will clean out locker, notify faculty that belongings are held at Circulation for 2 weeks and then given to DPS. Any library books will be checked in and returned to shelves.

3.2.6. Locker assignments may be renewed for subsequent semesters unless there is a waiting list.

3.2.7. Locker assignments are managed by the Circulation Department, which can be reached at 310.338.5709. Please fill out the appropriate form at the Circulation Desk and you will be assigned a locker.

### 3.3 Archives and Special Collections Researcher Lockers

3.3.1 A&SC Researcher lockers are assigned by A&SC staff to researchers with scheduled appointments.

3.3.2 A&SC staff reserve the right to extend locker use to researchers using special collections materials on multiple visits and to re-assign lockers as needed.

3.3.3 Researchers must remove belongings by 5:00 p.m. on the day of their appointment. Lockers are cleared out and cleaned regularly.

3.3.4 Items found in lockers will be taken to the library's lost and found in Circulation. Perishable items will be discarded.

