

**Waldo Library Lockers for Western Michigan University Students
Agreement Sheet Fall 2016**

The Waldo Library Lockers are available for active WMU students’ usage on an academic year basis. These lockers are located near the second floor main hallway.

To facilitate our students’ needs for the popular Waldo Library lockers, the procedure for checking out locker keys has changed. Starting with the Fall 2016 semester, locker keys can be checked out much like you check out a book or other item in Waldo Library. Reminder notices to return locker keys will be sent via your WMU email account near the due date so students need not incur “lost” fees for this service.

Locker Assignments:

Locker assignments are made by request at the Circulation Desk with your Bronco ID Card. The key will be checked out for an entire academic year (Fall and Spring Semesters) or for Summer I and Summer II.

All library circulating materials kept in the locker must be checked out. Reference books, periodicals, and microforms may not be kept in a locker nor is open food or drink containers allowed in the locker. Lockers will be checked regularly by library employees. Unauthorized contents will be removed.

Locker Key Returns:

For locker loans made during the academic year (Fall and Spring Semesters), keys are due back at the end of Spring Semester. For locker loans made during Summer I and Summer II, keys are due back at the end of Summer II. Repeat loans may be possible.

The schedule of email reminder notices is as follows:

Courtesy Notice – Sent 5 days before the key due date.

Due Today Notice – Sent early morning on the date due.

Overdue Notice – Sent 1 day after the due date with an alert to return within 4 days or the key will be considered lost.

Lost Notice – Sent 5 days after the due date. If the key has not been returned, you will be assessed a \$25 non-refundable processing fee. This fee will be charged to your WMU student account payable through GoWMU (<https://gowmu.wmich.edu>). Payment information can be found at: <https://wmich.edu/accounting-services/cashiering/payment-options>.

If locker key goes into “lost” status, locker contents will be sent to Western Michigan University Public Safety Lost and Found office, and the locker key core will be replaced so that the locker can be securely used by another student.

If you find you do not need your locker for the full loan period, please return your key to the Circulation Desk.

THE LIBRARY IS NOT RESPONSIBLE FOR THE LOSS OF ITEMS LEFT IN A LOCKER.

I have read the above information and will abide by these conditions.

(Patron Signature)

(Print Name)

(Date)

Locker #