

Terms and conditions for the use of Libraries and Museums rented lockers

Remember

- Your locker is your responsibility — look after it.
- There will be a charge if you lose your key.
- Don't store anything illegal in your locker.
- Don't store Library books in your locker without borrowing them first — Library staff will check lockers regularly (records are kept of these inspections).

Terms and conditions of use

Duration and Payment

1. You will need to pay a rental fee through the [Online Payment Services](#) in order to use a locker.

Use of Locker

2. Lockers can only be used for storing personal belongings, including Library items which have already been issued to you. Do not allow anyone else to use the locker you have rented.

3. Police, Student Discipline and the Principal's Office may be contacted, if illegal or dangerous items are found in your locker by University staff.

4. If the locker key or locker tag of your rented locker is lost or stolen, you will be charged £15. Contact Library staff right away and a replacement locker key or locker tag will be provided and the charge will be added to your Library account.

5. Belongings are stored in the locker at your own risk.

6. All users of lockers are subject to the University Library's Regulations, particularly in relation to standards of behaviour. Any misuse of the lockers may result in disciplinary action, which may come under the University Code of Student Discipline as well as the Library Regulations. Copies of the Code of Student Discipline are available from the offices of the University Principal and the University's Student Association.

<http://www.st-andrews.ac.uk/students/rules/ConductDiscipline/Discipline/>



Access by University

7. The University retains the right to access the locker at all times. This will be for security, maintenance, repair.

Termination

8. If any Library materials are in a locker that have not been issued to you, your locker agreement will be terminated and fines and/or other disciplinary sanctions may be applied.

9. If your locker agreement is terminated by the University on the grounds of misuse you will not be able to rent a locker in the future.

10. If the locker you have rented is destroyed or damaged, your right to use the locker will terminate immediately.

11. On termination of the right to use the locker for any reason, you must remove all contents and return the locker key and locker tag to the University.

12. If you decide to return your locker key and tag to the University because you no longer require the use of the locker, you will not be refunded any of the original rental fee you paid.

I acknowledge that I understand and agree to be bound and abide by the above Terms and Conditions.

Signed

Date