The following Terms and Conditions govern the use of library lockers, postgraduate carrels and laptop lockers at the University of St Andrews.

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 unissued Library books in your locker – library staff will check lockers on a regular basis (records will be kept of all inspections).

TERMS AND CONDITIONS OF USE

Definitions

1. a. "Locker" means a locker, postgraduate carrel or laptop locker situated in either the Main Library or Martyrs Kirk Research Library at the University and allocated to the Student by the University.

b. "User" means any matriculated student of the University who, subject to these Terms and Conditions uses a locker, postgraduate carrel or laptop locker.

c. "University" means the University of St Andrews, St Andrews, Fife

Allocation of Locker

2. Lockers shall be allocated to each user on a first come first served basis (ONLINE SHOP) and Users shall be provided with a Locker key and Locker tag on allocation.

3. The Locker, Locker key and Locker tag shall at all times remain the property of the University.

4. Standard size and laptop lockers are only available for rental to matriculated students of the University of St Andrews.

5. Postgraduate carrels and lockers in Martyrs Kirk are only available to matriculated PhD students of the University of St Andrews.
Duration and Payment

6. In return for use of the Locker, a rental fee shall be payable in advance by the User to the University through the online shop.

7. There will be no charge to PhD students for the use of a postgraduate carrel in the Main Library but standard locker rental charges will apply in Martyrs Kirk.

Use of Locker

8. The locker will be used by the User solely for the purposes of storing personal belongings, including Library materials which have already been issued to the User and for no other purpose. The User shall not allow any other person to use the Locker.

9. The Locker shall not be used for storage of any materials deemed to be inappropriate by the University – e.g. unissued Library materials (or materials issued to someone other than the Locker User), perishable items, illegal materials.

10. In the case of illegal or dangerous items being found in the Locker by University staff, immediate and appropriate action will be taken by Library staff in terms of liaison with the Police, Student Discipline and the Principal's Office.

11. The User shall be entitled to access the Locker, carrel or laptop locker during normal opening hours of the University library and at no other time.

12. The user shall keep the locker in good and clean condition. The User will notify the University immediately of any damage caused to the locker. Charges may be applied by the University for the repair of any damage caused by the User.

13. The User will notify the University immediately if the Locker key or Locker tag is lost or stolen. The University shall provide the User with a replacement Locker key or Locker tag where possible and the University shall at its sole discretion be entitled to make a charge of £15 for the loss of any locker key. This charge will be added to the User’s Library account.

14. The User shall place belongings in the Locker entirely at the User's own risk and the University shall have no responsibility for any loss or damage incurred to the User’s personal belongings placed in the Locker for any reason whatsoever.

15. The User shall comply in all respects with all University rules, regulations and codes of conduct.
Access by University

16. The University shall be entitled to routinely access the Locker at all times and without notice to the User for the purposes of security, maintenance and repair, searching for unissued library materials and all other purposes deemed necessary.

Termination

1. If any Library materials are found by University staff in a locker that have not been issued to the User of that locker, the User's locker agreement shall be terminated immediately and fines and/or other disciplinary sanctions may be applied.

2. Any User whose locker agreement is terminated by the University on the grounds of misuse shall be barred from applying for locker rental in the future.

3. The University shall be entitled to terminate use of the Locker on giving not less than one week's prior notice to the User.

4. Where the Locker or any part thereof is materially destroyed or damaged so as to render the Locker unfit for use, the User's right to use the Locker shall terminate immediately.

5. In the event of the User breaching any of the obligations of these terms and Conditions of which the University shall be so judge, it shall be at the option of the University to terminate without notice the user's use of the locker.

6. On termination of the right to use the Locker for any reason whatsoever, the User shall forthwith remove all contents of the Locker and return the Locker key and Locker tag to the University. If there is any damage to the Locker it shall be at the sole discretion of the University to retain the Deposit for the purposes of repairing the Locker.

7. If the User decides to return their locker key and tag to the University because they no longer require use of the locker, the User will have no right of refund to any part of the original rental fee paid.

Disciplinary matters

8. Notwithstanding any provision contained in these Terms and Conditions, where the User's conduct in relation to use of the Locker is considered by the University to be conduct to which the University Code of Discipline applies, the User shall be subject to the provisions of the said University Code of Student Discipline. 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/
9. Notwithstanding any provision contained in these Terms and Conditions, where the User is not a student of the University and his/her conduct in relation to use of the Locker is considered by the University to be conduct which is contrary to any University rules or is otherwise illegal, The University shall have discretion in relation to the manner in which it deals with such conduct.

General

10. Any failure on the part of the University to exercise any of the foregoing rights under these Terms and Conditions shall not be deemed to be waiver of any such right or operate to bar the exercise of enforcement thereof at any time or times thereafter.

11. In these Terms and conditions any expression will include its plural equivalent and the masculine gender will include the feminine and neuter gender.

12. These Terms and Conditions shall be governed by Scottish law and the parties submit to the jurisdiction of the Scottish Courts.

Each User hereby acknowledges that he/she understands and agrees to be bound and abide by the above Terms and Conditions.

User  Date