

# ONU Employee 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.*

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 kept at the Circulation Desk**
  - Upon arrival, employees will sign-in at the Circulation Desk
  - **Exchange your physical photo ID** (driver's license/State ID or Tiger Card) **for the locker key**
  - Locker keys shall be returned upon leaving the library
  - A replacement fee of \$50 will be assessed for lost locker keys
  
- 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)

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*To reserve a locker, please contact Jasmine Cieszynski with the following information (815-928-5449, [jcieszyn@olivet.edu](mailto:jcieszyn@olivet.edu), Box 6014)*

**Your name** \_\_\_\_\_

**Academic department** \_\_\_\_\_

**Time period (choose one):**

- Summer 2023**
- Fall semester 2023**
- Spring semester 2024**

**Project type:**

- ONU Leadership Institute
- Graduate program
- Independent research
- Conference/event planning
- Accreditation preparation
- Other \_\_\_\_\_