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, Box 6014)

**Your name**

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**Academic department**

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**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 ________________________________