

Faculty Locker Policy

NOTE: this is a pilot program, launching in January 2019. Ongoing feedback and assessment from participants and library staff will shape future policies

In order to facilitate faculty scholarship projects, Benner Library has purchased 12 lockers for faculty use. These lockers replace year-long reservations of faculty study carrels, which are now unlocked and available first-come, first-served.

- 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 faculty 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, faculty will sign-in at the Circulation Desk
 - Faculty will **exchange a photo ID** (driver's license/State ID or TigerCard) **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

- Faculty 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. Options include, but are not limited to:
 - Study carrels and tables
 - Reference area, Religion Room
 - Ultra Quiet Floor (third-floor-South)

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

Your name _____

Academic department _____

Time period (choose one):

- Spring semester 2019** (January 14 - May 10)
- Summer 2019** (May 13 - August 24)
- Fall semester 2019** (August 26 - December 20)

Project type (Optional):

- Graduate program
- Independent research
- Conference/event planning
- Accreditation preparation
- Other _____