

Jerry Falwell Library Lockers Policy

Policy Information

Issuing Office

Jerry Falwell Library

Affected Parties

Jerry Falwell Library employees and customers using lockers in the building

Policy Language

Lockers are available to customers who wish to store their materials, personal possessions, and items which have already been checked out. They may not be used to store food, malodorous personal belongings, or other perishable items. Lockers are subject to inspection at the discretion of library staff at any time.

Policy Rationale

Lockers are provided as a convenience to customers and usage must be in accordance with the Liberty Way and reasonable sanitation practices.

Based on customer requests and locker capacity for greater customer usage, lockers will be made available for extended periods of time rather than primarily for daily use. A provision will also be made to allow library staff to monitor the lockers with weekly visual checks and to clear the lockers at the end of the semester.

Definition of Glossary Terms

None specified

Procedural Information

Procedures

Customers may use the lockers for up to an entire semester, depending on availability. Lockers will be checked weekly by library staff to ensure no perishable items have been left. Moreover, lockers will be cleaned out at the end of each semester and all recovered items will be taken to the lost and found at the Student Union information desk. Any recovered items which are determined to be dangerous or otherwise hazardous will be submitted to LUPD. Lockers are located in the Dodak Technology Commons, Gwin Learning Commons, Tinney Caf?, and Scholars Commons.

Sanctions

Customers who misuse lockers may lose their privilege to use them.

Exceptions

None

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- Jerry Falwell Library Assessment Policy
- Borrowing Services Policy
- Cataloging and Metadata Services Policy
- Jerry Falwell Library Copyright Policy
- Curriculum Library
- Digital Collections Policy
- Ehrhorn Law Library Use Policy
- Interlibrary Loan Policy
- Library Room Request Reservation Policy
- Jerry Falwell Library Lockers Policy
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- Scholars Crossing Policy
- Special Collections Development Policy
- Technology Commons Policy

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POLICY DEVELOPMENT	
Issuing Office:	Jerry Falwell Library
Policy Author:	Josh Waltman
Contributing Offices:	<u>Enter Contributing Offices here.</u>
Affected Parties:	Jerry Falwell Library employees and customers using lockers in the building
Location where Existing Policy can be Viewed:	http://www.liberty.edu/library/lockers-policy/

Complete Wording of New or Revised Policy:

Reason for Policy

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Policy Statement

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SACS Criteria:	<u>Enter SACS Criteria here.</u>
Other Regulatory Criteria:	<u>Enter Other Regulatory Criteria here.</u>
Definition of Glossary Terms:	<u>Enter Definition of Terms here.</u>
Policy Keywords:	Lockers, Jerry Falwell Library
Implementation Description:	These procedures and policy statement will instruct library personnel as to the frequency of locker cleanings.

PROCEDURES FOR IMPLEMENTATION AND REVIEW