LOCKER POLICY AND REGISTRATION FORM

Lockers are provided by request for the use of undergraduate majors and graduate students in the School of Information & Library Science (SILS). Locker requests must be made in 100 Manning Hall. Students requesting a locker must complete and sign the Locker Policy and Registration Form indicating that they understand and will comply with the stated policies, including:

1. All lockers are the property of SILS and are exclusively for the use of SILS students, faculty, and staff. SILS reserves the right to open any locker should the need arise.
2. Firearms, flammable solutions, and other dangerous materials are prohibited.
3. Students should never store any valuables in their lockers, including laptops, money, jewelry, etc.
4. SILS recommends that students obtain a strong, high-quality lock to keep personal items safe.
5. Students must register for a locker in 100 Manning Hall. All lockers that are not registered to an individual will be routinely inspected. Any locks found on unregistered lockers will be removed and its contents will be disposed of as appropriate.
6. Unauthorized entry into another student’s locker is considered against the Honor Code and is prohibited.
7. If a student notices or suspects that his or her locker has been tampered with, he or she should report the incident to the Dean’s office in 100 Manning Hall.
8. Students should remove all items from their locker and notify the Dean’s office within 24 hours after their graduation from SILS or when the locker is no longer in use.
9. Lockers for graduated students will be emptied following graduation. All items will be removed and disposed of as appropriate.

REGISTRATION FORM

Name: ________________________________  PID: _________________________

E-mail: ________________________________  Grad. Date: _________________

I agree that I have read and understand the locker policies for the School of Information & Library Science. I agree that I will follow all policies and understand that if I do not, I may be subject to removal from my locker, disciplinary action, or criminal prosecution.

Signature: ________________________________  Date: _________________________

For Office Use Only:  Locker #: ___________  Staff Signature ____________________________