

Application for Use of a Long-Term Locker

I hereby apply for the use of a long-term locker.

Last name, first name:

Library card number:

E-mail address:

Duration of use / fee: 10 days / 1,- €
 30 days / 3,- €
 60 days / 6,- €

End of loan period:

A **maximum of 2 renewals** are allowed! (to be filled out by library staff)

1. Renewal:	from: _____	until: _____	Staff sign.: _____
2. Renewal:	from: _____	until: _____	Staff sign.: _____

By signing this form, I acknowledge the terms and conditions of use for long-term lockers (text on the reverse side). Any violation of this terms, in particular the storage of reference books or unborrowed items, may result in a temporary suspension of library privileges. I also confirm that I do not currently have a long-term locker in use at the time of this application.

Date, applicant's signature

University Library Processing Notes:

Locker number:

Processed by: _____ Date, Signature: _____

Terms and Conditions of Use for Long-Term Lockers

1. Long-term lockers are a service offered by the University Library of Rostock to facilitate on-site learning and study conditions, particularly for those who work in the library on a long-term basis.
2. Long-term lockers are issued upon request exclusively upon presentation of a valid library card. Lockers are generally issued and managed during service hours only.
3. Applications, renewals (max. 2 times), and payment of usage fees for long-term lockers are processed at the circulation desk. Lockers are available for a usage period of 10, 30 or 60 days. The corresponding usage fees are €1, €3 or €6. There is no refund of the usage fee for long-term lockers that are not used.
4. There is no entitlement to a locker, in particular to a specific locker. Furthermore, reservations for lockers are generally not possible. Only one long-term locker is assigned per person. The right to use the locker is non-transferable. Transferring the locker to third parties is not permitted.
5. The long-term lockers are intended for the long-term storage of working materials. They must be treated with care and protected from damage and soiling. Before use, the user must check the locker to ensure it is in proper condition. In the event of damage to the lockers caused by improper or unauthorised use, the user will be liable for the full cost of the incurred damage.
6. It is not permitted to lock away reference materials (e.g., items with red stickers, books from course collections, journal issues or volumes) or materials that have not been properly checked out or returned, as well as materials whose loan period has expired, thereby preventing others from using them. Perishable food items, food packaging, and substances or objects hazardous to health may not be stored in the lockers.
7. The lockers are not intended for the storage of valuables. The library assumes no liability for any loss or damage to items stored in the lockers.
8. If misuse of a locker is suspected, the library is authorised to open it for inspection and, if necessary, to clear it out.
9. At the end of the usage period, the user must empty the locker and return the locker key to the circulation desk. The loss of a key must be reported to the library immediately. In the event of loss, a fee of €15 must be paid for the locker key.
10. If the rental period is exceeded, the locker will be opened and cleared by library staff the following day. No prior notice or request to clear the locker is required. Any items removed will be treated as lost and found property and handled in accordance with the university's rules and regulations. Material owned by other libraries will be returned to those libraries. Material borrowed from the library's own collection will be checked back in.
11. Upon allocation and first use of the locker, the user is obligated to comply with the stated terms of use for long-term lockers. A violation of the terms of use will result in the immediate clearing of the locker and may lead to a temporary suspension of further long-term locker use.
12. If library staff are required to clear out the lockers, a fee of €10 will be charged.

Rostock, May 3, 2022

Antje Theise
Director
Rostock University Library