Geisel Library lockers are intended for currently enrolled UCSD graduate students. The lockers are awarded on a first come, first served basis for up to 3 consecutive quarters, including summer sessions.

The lockers are for individual use and should not be shared with unauthorized persons.

The UCSD Library does not take responsibility for lost or damaged material, equipment, or personal belongings left in the lockers.

All Library books are to be checked out (at Geisel Front Desk or self-check machines) **before** storing them in lockers.

Library staff will check lockers on a regular basis.

**LOCKER REGULATIONS**

**SECURITY:** To prevent any unauthorized person from having access to your locker, be certain that it is locked when you leave it, even for brief periods of time. **Valuable personal items are not to be stored in the locker.** If your locker has been tampered with, report this immediately to a Learning Spaces program staff member, security officer, or **geisellokers@ucsd.edu**.

**LOCKER USE:** Only library materials and supplies used to support study and research should be stored in the lockers. Assignees are responsible for making sure that all library materials stored in the locker have been checked out at the Circulation Desk. Library materials not checked out and found by library staff during regular inspection will be returned to the library collection. Storing food & drink or flammable/toxic materials is strictly prohibited.

**LOCKER ASSIGNMENT:** You are assigned a locker for up to 3 consecutive terms. You will be notified within two weeks of the expiration date and will need to schedule an appointment with the library’s Locker Manager for signing out and returning the locker key. Requests for extensions beyond 3 consecutive terms are to be made in writing **prior** to the expiration of your current reservation and cannot be guaranteed. If you do not request an extension, or if one is not granted, all belongings must be removed and the key returned to the Locker Manager by the established expiration date. If the key is not returned, a $75.00 fee will be assessed for lock replacement. Any personal belongings left in the locker after the expiration date will be held by the Locker Manager for 5 working days, after which all items will be sent to the UCSD Police Station’s lost and found.

Any violation of these regulations will result in the revocation of locker privileges.

**ASSISTANCE**

If you have any questions about locker use or need to report a problem, please visit, call, or email the Locker Manager. This staff member is generally available during regular business hours, Monday through Friday. You may call (858) 534-0676 or send email to **geisellokers@ucsd.edu** to make an appointment.
Request Form

1. Student Name ____________________________ ID# _______________________

2. Email ______________________________________________________________________

3. Phone ( ) ______________________ Circle One: Cell / Home / Office

4. Academic Advisor _____________________________________________________________

5. UCSD program/department in which you are a currently enrolled graduate student
   _____________________________________________________________________________

6. Indicate the terms for which you’re requesting a locker (choose up to 3)
   Fall  20___    Winter  20___    Spring  20___    Summer  20___

7. Is this a request for a renewal?  Yes / No

I have read and agree to the terms stated above.
_____________________________________________________________________________

By signing below, I certify that the above information is correct.
____________________________________  ___________________________________
Student Signature                      Date

Next Steps

• Library staff will contact you within 7 days to inform you of the status of your request.
• If approved, you’ll make an appointment (858) 534-0676 or geisellokers@ucsd.edu to complete final paperwork and pick up your key.