

## Rules for accessing lockers for doctoral students

### General provisions

1. The right to use the lockers for doctoral students, hereinafter referred to as lockers, located in University of Warsaw Library (BUW) in the subject area A, Z (level 2) is granted solely to the doctoral students of University of Warsaw.
2. The lockers can be used for storage of personal belongings round the clock.
3. A key to the locker can be borrowed under the condition of having a valid library account devoid of any arrears.
4. BUW shall not be responsible for any items left in the lockers.
5. The doctoral student using the locker is obliged to make sure the locker is properly closed and store the key safely (as well as the barcode identifier attached to it).
6. The doctoral student can borrow a key to one locker only. The fact of borrowing a key does not change the borrowing limit of books on their account.
7. The key to the locker shall not be made available to anyone except the doctoral student using it.

### Borrowing, renewal and return of the locker keys

1. The key to the locker can be borrowed at the Information Desk (Informatorium) upon the presentation of a BUW library card. The fact of borrowing a key is registered on the library account.
2. The keys can be borrowed during the opening hours of the Information Desk.
3. The key can be borrowed for up to 30 working days.
4. The key can be renewed (prolonged) up to 3 times for another 30 working days, provided that:
  - a) there are no reservations for this locker from other readers,
  - b) the items (the key to the locker, a book or a Kindle reader) on the doctoral student's library account are not overdue,
  - c) the library account has not expired,
  - d) there are no unpaid fines on the doctoral student's library account.
5. The renewal is possible no earlier than 3 days before the due date of the key.
6. The doctoral student can renew the key via the UW libraries online catalogue after logging in to their library account.
7. Before returning the key, the user is obliged to remove all library materials and personal items from the locker.
8. In the case of failing to return the key within 14 working days from its due date, BUW reserves the right to open the locker. Personal items left behind in the locker will be deposited in the Administration Department of BUW. Materials borrowed from BUW and left behind in the locker will be returned to the BUW collection.

The user shall be informed about emptying the locker via email. Items left behind in the locker can be picked up from room 236 within the time appointed by phone (tel. 22 55 25 060, 22 55 25 653). Items unclaimed from the Administration Department within 14 working days shall be passed to the Lost and Found Office of the City Hall of Warsaw, 15 Dzielna Street.

9. Losing or damaging the key, as well as not returning it on time results in the library account being blocked. In such cases, the user shall be charged accordingly to the "Price list for services at the University of Warsaw Library (BUW)":
  - a) 5 PLN for each day of failing to return a key to the locker (50 PLN max.),
  - b) 50 PLN for a lost or damaged key to the locker.

### **Reserving the key to the locker**

1. The doctoral student can reserve a key to the locker via the UW libraries online catalogue after logging in to their library account.
2. The doctoral student can reserve only one key to the locker.
3. The reserved key can be picked up from the Information Desk within 3 days from the day of receiving an e-mail notification about the possible pick-up. Date of expiration of the reservation can be found on the reader's account in the "Reservations" tab.
4. Failure to collect the key on time will be tantamount to resignation from using the locker.

### **Using the locker**

1. In the case of noticing any damage or items left behind in the lockers, the user should immediately report it to the security staff or Information Desk.
2. It is strictly forbidden to keep any of the following items in the locker:
  - a) food, tobacco and alcohol products as well as other intoxicants and hazardous materials;
  - b) library materials from the Open Stacks that have not been borrowed by the doctoral student to their library account (in the case of borrowed materials, a receipt confirming the borrowing must be left alongside the books),
  - c) library materials that were accessed in the BUW Reading Rooms.
3. BUW reserves the right to inspect the lockers while in use.

### **Final provisions**

1. Complaints and requests regarding the lockers should be reported to the Information Desk.
2. In all matters not regulated in these rules, the provisions of the Regulations for Accessing BUW Collections and Regulations for the Use of the University of Warsaw Library shall apply.
3. The Rules come into force on the day of its announcement.