



Medical Library Locker Policy

eda-lib-0007

About This Policy

Effective Dates:

08-01-2016

Last Updated:

03-07-2024

Responsible University Administrator:

Gabriel Rios, Library Director

Policy Contact:

Michael Wilkinson, miawilki@iu.edu

Scope

Indiana University faculty, staff, students, and Indiana health care professionals.

Policy Statement

The Ruth Lilly Medical Library (RLML) provides lockers for temporary storage of personal items while studying in the library. RLML is not responsible for loss, theft or damage to items stored in the lockers.

Reason For Policy

Policy is in place to manage the use of the temporary storage lockers on the second floor of the medical library.

Procedure

Items left in lockers:

- If a user is locked out of their locker, library staff can open the locker. The user will be required to produce a photo ID and fill out a form before the contents of the locker are released. Documentation of the incident will be kept for thirty (30) days.

Lockouts:

- If a locker has been in continuous use for more than 24-hours, a warning sticker will be placed on the locker indicating a deadline for removal of items. If not removed by the deadline, the contents of the locker will be removed by two (2) library staff and placed in RLML's lost and found. Valuables, such as phones and credit cards, will be turned over to campus police.

Additional Contacts

Gabriel Rios, 317-274-1408, grrios@iu.edu

History

1. Policy created on 02 August 2016.
2. Organization and style updated on 07 March 2024.