

West Fargo Public Library
Board Policy : Locker Check-Out Policy

Approved: January 13, 2011

Revisions approved : 05/14/2015

This policy governs patron use of the Library's public lockers.

General Use:

Lockers are available for the convenience of library patrons while they are in the Library and during regular hours of service. This service is subject to availability, and lockers may not be placed on hold. Lockers will remain locked at all times. Patrons wishing to use a locker may check out a key at the Service Desk.

- Patrons will be assigned a specific locker.
- Lockers will be lent for a period of 4 hours. Late fees will be charged for keys that are returned late, as noted in the Library's fee schedule. A clear-out fee will be charged if the key is not returned before library closing time.
- Locker keys are the responsibility of the borrower; the borrower is responsible for all costs associated with damage or theft of the lock or key or damage to the locker.
- Staff will clear lockers on a regular basis. Items left in the lockers will be placed in the Lost and Found and may be discarded if they are not picked up promptly.
- Patrons should have no expectation of privacy. Lockers may be inspected at any time. Illegal substances or suspicious items will be referred to the police at the discretion of the Library Director or assigned staff.
- Library material must be checked out before being stored in a locker. Non-circulating library material is not allowed in the lockers.
- Failure to comply with these policies will result in loss of privileges and may lead to prosecution.
- The library shall not be held responsible for loss or damage to items which results from the use of a public locker.

The Library Director reserves the right to limit or restrict library equipment usage.