

Policy for Long-Term Use of Lockers in the Reading Room of the Main Library

1. The locker is intended only for keeping materials needed for completing bachelor and master theses, dissertations or other final theses. Food and beverages must not be kept in the locker.
2. Please check-out the books from our collection which you would like to store in your locker at the circulation desk.
3. The locker is allocated for three months. Using it is free of charge. A 2 €-coin is needed as a deposit for the locker. It is not allowed to use other coins or tokens for this purpose.
4. A renewal of the usage period is possible but only once for a maximum of three additional months. You have to apply for a renewal at least 10-14 days before the end of your original usage period. Whether a renewal of the usage period is granted, depends on current demand.
5. The key for the locker will be checked out onto your library account for the agreed upon usage period (see (3) and (4)).
If you fail to return the key on time, a reminder fee in accordance with our list of fees will be charged (1st reminder: 7.50 €; 2nd reminder 10.00 € etc.).
6. The key may not be passed on to third parties. Repair costs for the lock incurred due to improper use must be reimbursed by the person responsible. If a key is lost, a replacement fee of 45 € must be paid.
7. The library will assume no liability for the contents of the locker.
8. In the case of a violation of these rules, the library staff will open and clear the locker. The library will keep the objects for four weeks. After this period, they will be sent to the lost and found office of the university ([central mailroom of the university](#)). Food and beverages will be disposed of without the right of reimbursement. An exclusion from the use of the lockers is possible.
9. The lockers will periodically be checked by members of staff.
10. Lockers can be requested Monday through Thursday 8 am to 4 pm and Friday 8 am to 12.30 pm at the circulation desk in the Main Library. Please note that keys can only be returned during these hours, as well.

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