ITS Resource Center Home

Locker Policy

Contact Information
Circulation
315-859-4479
askcirc@hamilton.edu

Lockers

Burke has a limited number of lockers available for the convenience of students. They are located in the basement, near the bound periodicals. To reserve a locker, please ask at the Circulation Desk.

Locker Policy:

- **Lockers are signed out for one semester.** Priority is given to seniors, who have the first four weeks of a semester to sign up. After four weeks, any remaining lockers are made available to the rest of the student body.
- **If a student wishes to use a lock, they must use the locks provided by the library.** All other locks will be removed. (With bolt cutters, if necessary!) There is a $5.00 fee per lock to cover loss or damage. The fee will be refunded upon return of the lock.
- **All library books must be charged out (checked out) before they can be stored in lockers.** Library staff reserve the right to inspect lockers for missing library books.
- **Absolutely NO FOOD is allowed in the lockers.** If a library staff member suspects that food is being stored in a locker, the locker will be opened and all contents will be removed. The student will be contacted and not allowed to use the locker for the remainder of the semester.
- **Lockers must be cleared out and locks returned to Circulation by the last day of finals for that semester.** Any lockers not cleared out will be opened by the Circulation staff. All items not owned by the library will be placed in the lost and found.

*Last Updated: August 10, 2015*