

Access to Patron Electronic Devices in  
Library Charging Lockers

The charging lockers currently provided by Library Services require the use of a patron-created code to ensure that the patron's electronic devices are stored and charged securely. Library Services has two magnetic key cards that will permit access to the individual charging lockers without knowledge of the patron-created code. The ACCESS card will override a patron's code and permit access to a charging locker without changing the patron's code. The RESET card will clear a patron's code, permit access to a charging locker, and permit the entry of a new code. Library Services also has a battery device that will temporarily power the charging station in the event of an electric power failure.

For security and liability reasons, the ACCESS card and the RESET card will be kept in the key safe in the Dean's Office complex. Use of these cards is therefore limited to the normal hours of the Dean's Office operations, typically Monday through Friday from 8:00 a.m. to 5:00 p.m. If Library Services employees observe suspicious or inappropriate activities associated with the charging locker, please refer the matter to the Dean of Library Services. If the Dean of Library Services is not available, refer the matter to the University Police.

In the event a patron requests assistance to access their device/devices in a charging locker, whether by claiming they have forgotten their code, or by claiming their code does not work, please refer the patron to the Dean's Office for assistance. The Dean of Library Services or the Senior Administrative Assistant in the Dean's Office will ask the patron for a description of the device/devices and obtain a photocopy of the patron's identification before granting access to the locker.

In the event a patron requests assistance to retrieve their device/devices due to an electric power failure, please refer the patron to the Dean's Office for assistance. The Dean of Library Services or the Senior Administrative Assistant in the Dean's Office will ask the patron for a description of the device/devices and obtain a photocopy of the patron's identification before granting access to the locker by the battery power device.

In the event a patron's device is left unattended and becomes disruptive to other patrons or to staff; i.e., a loud ring tone or playing music, the matter will be referred to the Dean's Office for assistance in silencing the device.

Library Services and its employees assume no responsibility for any property mislaid, stolen, inadvertently left, or otherwise permanently or temporarily separated from its rightful owner or his/her agent while said owner or agent is in the Leonard H. Axe Library, unless such loss is clearly attributed to purposeful staff error.