

## Macdonald Campus Library

### Reserved storage cabinets

Reserved storage cabinets are available for graduate students and are located on level 3 of the library. The cabinets may be reserved at the library service desk. You will be issued a key that locks a two-drawer cabinet.

### CONDITIONS

1. Reserved cabinets should **not** be considered secure. They should **not** be used to store personal items of value.
2. The cabinet is allocated to one user only, and may not be shared or transferred.
3. Only the cabinet itself is reserved, not the adjacent study spaces. Please do not ask people using these study spaces to leave.
4. Only borrowed library resources may be stored in the cabinet.
5. The library reserves the right to open your cabinet to verify the contents during the period it is assigned to you. Any unauthorized library property found will result in suspension of your privileges.
6. When you no longer require the cabinet, or by the due date, please remove everything from it. Return the key, and any borrowed library items you no longer require, to the library service desk.
7. If any materials are missing from your cabinet, please advise the library service desk.
8. **If the cabinet key is returned late, an overdue fine of \$5.00 per day will be charged (to a maximum of \$30).**
9. **If the cabinet key is lost, a replacement fine of \$50.00 will be charged.**