



Universität St.Gallen

## **Weekly lockers no. 65-400, 606-613, 619-626, 631-685 and 771-796 with a private padlock:**

### **regulations**

Based on art. 12 para. 6 of the Statutes on the Use of the Library of the University of St. Gallen (Library Statutes) of 1st January 2021.

### **Conditions of use, locking and unlocking, overdue fees**

- Week lockers can be used continually from Monday until Saturday. Users have to bring their own padlocks.
- The lockers must be emptied on Saturday, not later than 15 minutes before closing time. In case the library is closed on Saturday (e.g. because of a holiday) the lockers must be emptied on the previous working day 15 minutes before closing time. Otherwise the lockers will be barred.
- The lockers can be unbarred by library staff until Monday evening, before the end of the library's service hours, for an overdue fee of CHF 10.-. The locker will be unbarred with a master key in the presence of the user. The user will have to identify himself by showing the appropriate padlock key.

### **Any padlock remaining will be cut off on the following Tuesday morning**

The items from the locker will be stored for two months. After paying a fee of CHF 20.- (CHF 10.- overdue fee; CHF 10.- unlocking charge) and after correctly describing the contents of the locker, these items will be restored to the owner. The library reserves the right to dispose of items of relatively low value (less than CHF 50.-) after breaking open the locker. After two months all the contents will be disposed of.

### **Cutting off the padlock in case of loss of key or for other reasons**

The user will have to fill out an order form in case the padlock has to be cut off by library staff. A fee of CHF 10.- will be charged for this service.

The library of the University of St. Gallen does not accept any liability for theft or damage of the contents of the lockers or the padlocks.