

CPSP Library Locker Policy

Library Lockers

Lockers are available in CPSP Library on a first-come, first-served basis to users with a current Library membership card. They are intended for short-term, temporary storage.

Lockers are the property of The CPSP and are subject to inspection without advance notice.

CPSP is not responsible for lost, damaged, or stolen items.

Locker keys are available from the Reception Desk for one day.

To get a key you will need your Library card. Only one key and one locker will be allocated per person.

Using your locker

- Lockers are for the temporary storage of personal belongings. Please do not leave perishable or valuable items in them.
- No hazardous or illegal objects may be stored in lockers.
- You are responsible for both the key and the contents of the locker.
- Personal possessions are the sole responsibility of the owner.
- Lockers are checked and cleared each day. A locker not vacated at the end of the day will be cleared of all materials. Rs 1000 cleaning fee will be assessed to any member that leaves a locker in a state that requires cleaning.
- Security problems and concerns are to be reported promptly to Library staff.
- The Library reserves the right to revoke an assignment if the locker is determined to have been improperly used.
- Violation of this policy may result in loss of locker and library privileges.

Returning your locker key

- You should return the key to the Reception Desk the same day before **09:00 PM**.
- Please be aware there are fines for the late return of lockers keys. The fines are Rs 200 per day or part of a day.

Lost, stolen, or non-returned keys

- The Library must be notified as soon as possible if you lose or have a key stolen.
- Rs 500 charge is made for all non returned keys. In addition fines will also be payable at the rate of Rs 200 per day or part of a day and will accrue until the key is returned or a replacement paid for.

Fines/Charges

ITEM	AMOUNT
Late Return of Key	Rs 200 per day
Key and Lock Replacement	Rs 500 Each
Locker Cleaning Fee	Rs 1000
Damage to the Locker	Rs 1000

Library reserves the right to change the conditions of this policy and will give advance warning of this to our members.