

**Peabody Library
Vanderbilt University
Graduate & Professional Student Locker Assignment Agreement
Complete and bring form to Office 110 Peabody Library**

Student Name _____

Email _____

VUNetID _____

Academic Year/Semester _____

Locker Number Assigned _____ **Key Hook Number** _____

My signature below indicates that I have read and agree to follow the Peabody Library, Vanderbilt University, Graduate & Professional Student Locker User Policies and Guidelines during my locker assignment period.

- I understand that I am not allowed to switch lockers with another assignee.
- I will notify Peabody’s Administrative Assistant karen.swoopes@vanderbilt.edu, if I need to vacate my assigned locker prior to the end of the semester.
- I understand that I am not allowed to store prohibited/non-allowable items in my locker (unsealed food or drink containers; noticeable aromatic items; perishable items; prohibited, dangerous, and/or illegal items (i.e. controlled substances, drugs, alcohol, flammable materials, chemicals, explosives, weapons); library books or items not check out to locker assignee(s)).
- I understand that my assigned locker is subject to Peabody Library staff inspection at any time.
- I understand that I must immediately notify karen.swoopes@vanderbilt.edu if my key or locker door malfunctions, or if my key is lost or misplaced.
- I understand that I must surrender my locker key at the end of each semester, no later than the last day of classes to karen.swoopes@vanderbilt.edu.
- I understand that ANY violation of the Peabody Library, Vanderbilt University, Graduate & Professional Student Locker User Policies and Guidelines will result in immediate surrender of my locker.

Print Name

Signature

Date