

Locker regulations – long-term lockers

Passau University Library provides free lockers to students who are writing their dissertation or thesis to give them a place to store their coats, bags and media for the duration of their dissertation/thesis project.

The long-term lockers are located in the Central Library and next to the Business and Economics reading room.

Electronic long-term lockers are operated using the CampusCard. The Business and Economics (Wiwi) reading room also has coin-operated lockers available for long-term rental.

1. Long-term lockers are made available free of charge for the duration of the dissertation/thesis-writing stage upon presentation of a completed and signed final thesis confirmation form. Please hand the completed and signed **confirmation of dissertation/thesis form** to the member of staff at the borrowing desk of the relevant reading room. The form is available for download from the following webpage: <https://www.ub.uni-passau.de/en/learning-working/equipment/lockers>.
2. Simultaneous use of long-term lockers, carrels and/or book boxes is not permitted.
3. Users may **extend** the locker rental period:
 - a) by up to four weeks without submission of a new dissertation/thesis confirmation form.
 - b) for an extended duration of the dissertation/thesis project, as specified in the confirmation form, upon submission of a new dissertation/thesis confirmation form.
4. Any library media stored in the lockers must be borrowed on the user's CampusCard. Library staff have the right to carry out spot checks. In the event of non-compliance, the locker in question will be cleared and the rental permission revoked.
5. **Users must vacate their rented lockers in good time before the expiry of the rental period without being requested to do so.** In the case of electronic lockers, the door must be left open after vacating the locker. In the case of coin-operated lockers, the key must be returned to the borrowing desk.
6. If electronic rental lockers are locked at the end of the rental period, the **locker will be blocked**. Furthermore, the library reserves the right to block the loan account and to charge a **processing fee of 20 euros**. The library is entitled to empty the locker and retain the contents.
7. If coin-operated rental lockers are locked after the end of the rental period, the user's loan account will be blocked. The coin deposit will not be refunded.
8. The user is liable for a **processing fee of 30 euros** in the event of loss of the key for coin-operated lockers.
9. The library assumes no liability for the items stored in the lockers in the event of loss or damage.
10. By occupying the locker, the user accepts the present locker regulations.



Dr. Steffen Wawra
Director of Library Services

Passau, October 2018