

**SUKD / SCKD Library Long-Term Locker Rental Record**

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| Email |  Student ID :  |
| Phone no. |  |
| MyKad no. / Passport no. |  |
| Locker no. |  |

|  |  |  |
| --- | --- | --- |
| **Duration** | **Rental (Non-Refundable)** | **Deposit (Refundable)** |
| Half year | RM 15.00 | RM10.00 (Key Deposit) |
| Rental period | From : | To : |

 By signing this form, I acknowledge that I have read and agreed with the rules and regulations attached below.

|  |  |  |
| --- | --- | --- |
| Signature : | Date : | **For library use only**Locker assigned by : |

Acknowledgement for returned key:

I would like to terminate my locker rental service and surrender the key for the refund.

|  |  |  |
| --- | --- | --- |
| Signature : | Date : | **For library use only**Collected and verified by : |



**SUKD / SCKD Library Long-Term Locker Rental Rules and Regulations**

1. Users are prohibited from storing the following in the lockers:

* Obscene articles, magazines, photos, etc.
* Drugs or poison
* Stolen articles
* Any other items prohibited by law

2. Any damage to the lockers should be reported to the Library immediately. Charges involved will be borne by the user.

3. The Library reserves the right to make spot checks on the lockers.

4. Users are advised not to store valuable items in their lockers. The Library will not be responsible for any loss or damage to articles stored in the lockers under any circumstance whatsoever. However, the Library will take all reasonable precautions to prevent loss of items.

5. Users are to ensure that their lockers are kept clean and tidy at all times.

6. Users are responsible for the safekeeping of their own locker keys. In the case of lost, a fine of RM10 will be imposed for key replacement. Students who forget to bring their locker keys and request for Library assistance to open their lockers will have to show proof of identity as well as pay a charge of RM2 each time the locker is opened for them.

7. The Library reserves the right to impose and amend conditions, including charges for rental of lockers.

8. A fine of RM1 per day will be charged for failure to return the locker keys after the rental expiry date. After which, if the key is still not returned, the contents of the locker will be emptied and the lock changed.

SEGi University Library

January 2018