National Taiwan University Library

Locker Rental Application

Asterisks (\*) marks required fields.

Locker Type: □ Full-Sized □ Regular-Sized

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Locker No. | \*Name | \*Faculty/Student ID No. | \*Contact No. | \*Mobile No. | \*Email |
|  |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Payment Date | \*Rental Start Date | \*Rental End Date | Total Fee | Reservation No. | Activation Date |
|  | (YYYY/MM/DD) | (YYYY/MM/DD) |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Expiry Notification Date | (YYYY/MM/DD) | Content Removal Date | (YYYY/MM/DD) | Processing Clerk for Locker Content Removal |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Reactivation  Request | 1st | (YYYY/MM/DD) | 2nd | (YYYY/MM/DD) | 3rd | (YYYY/MM/DD) | 4th | (YYYY/MM/DD) |
| Receipt No. | Fee Waiver | |  | |  | |  | |
| Processing Clerk |  | |  | |  | |  | |

With this locker rental application, I, \_\_\_\_\_\_\_\_\_\_, hereby declare that I have read and fully understood the *Directives for the Management of Long-Term Locker Rentals*. I agree to comply with relevant regulations and shall be held liable for any violations thereof.

To

National Taiwan University Library

Signature or Seal of Applicant:

Please fill out this form in duplicate, with the renter and the Library retaining one copy each.

Processing Clerk: Date:

The following are excerpts from the NTU *Directives for the Management of Long-Term Locker Rentals* on http://www.lib.ntu.edu.tw

Article 5 Rental period and fee:

1. To safeguard the rights of renters, the Library’s staff will confirm the identity of each renter and assist them with activating the rented locker. Once the locker has been handed over, the renter shall be responsible for securing the locker door and remembering how to operate it. The locker may be opened and closed for an unlimited number of times throughout the rental period.
2. Renters who have lost their locker password or key should request assistance from the Library Administration Division with opening the locker after their identity has been verified. Such assistance is offered free of charge for the first instance during the rental period and at a cost of NT$50 per instance thereafter.

Article 6 Rental expiration:

* 1. Renters will receive an email notification or a physical notice will be affixed to their locker seven days prior to the expiration of the rental period. Renters shall clear out their locker on time. The Library will remove any unretrieved items from the locker on the day following the rental expiration date.
  2. The Library disclaims any responsibility for safeguarding removed items or any liability for damage to them. Renters may claim removed items within 14 days of their removal from the locker. Any items that remain unclaimed after this period may be disposed of by the Library as it deems fit, to which the renter in question may not object.

Article 7 Prohibitions and disclaimers:

1. Perishables and dangerous items such as flammable or corrosive items may not be stored in the locker. To ensure public safety and health, the Library reserves the right to open the lockers for inspection purposes, the process of which shall be video-recorded. Renters shall indemnify the Library for any damage caused to the rented locker. Those who are found to have violated the preceding stipulations shall have their rental terminated immediately and their privilege to reserve a locker suspended for three months.
2. Locker services are offered on an as is basis for the convenience of the renters. Renters shall exercise due care in using their rented locker and shall ensure that the locker door is secured after placing items in it. Renters are advised to keep any valuables on their person. The Library disclaims any responsibility for safeguarding stored items or any liability for lost items.