Bicycle Locks

1. Bike lock and one key will be kept in a small bag at the front desk. We have 5 bike locks and each lock and bag will be numbered. The extra key that comes with each lock set will be kept in the staff workroom.
2. Patron MUST have a library card to check out the bike lock. That means that momentarily, they will have to leave their bike unattended while they come in to check out the lock. We will hand them the lock and key - the key will be on a lanyard with a tag on it informing the patron of the rules and regulations regarding the lock and key. There will also be a barcode on the tag and that is what will be scanned at check out. The bag will stay at the front desk.
3. Patron needs to be told that they MUST return the lock and key before closing or they will incur a $2.00 fine. There is also a $25.00 replacement fee if they should lose the lock & key. Tell patron that the lock and key can be returned inside at the front desk or put in the outside BOOK drop (not the AV-I’m afraid the weight of the lock might break a CD case)
4. When the drop is emptied, check in the lock and key and put them back in the corresponding numbered bag.

If for whatever reason, there is an empty bag when you close at night and there is a bike in the bike stand still locked, don’t worry. They will automatically be assessed the $2.00 fine and if the bike still there the next day, we will contact the patron.