

## **SMP Student Library Storage Space Policy**

Students who are working on their SMP may request a storage shelf in the library to keep materials at during the school year. To request a storage shelf, contact Conrad Helms, Patron Services Librarian at [cahelms@smcm.edu](mailto:cahelms@smcm.edu), 240-895-3214, or at the Circulation Desk.

- Students who are registered for an SMP may request a storage shelf. The shelves measure approximately 36" wide, 12" high, and 9" deep.
- If and when a storage shelf is granted, it will be a specific shelf and will be marked. This is the only shelf that the student may use. Storage shelves are granted for one semester. Students requesting to use a shelf over Winter Break or to apply for another semester should contact Conrad Helms.
- All library materials kept on the storage shelf must be checked out. Non-circulating items (e.g. periodicals, reference materials, etc) may not be kept on the storage shelf. SMCM Library staff reserves the right to verify that items are checked out. Non-circulating items and items that are not checked out may be removed from the storage shelf without warning or notification.
- The SMCM Library cannot provide security for the storage shelves. Therefore, the student is responsible for all items – SMCM Library-owned and otherwise – left on the storage shelf at any time. The student is responsible for ensuring any library items are renewed or returned on time and for any fines or other penalties that may result from a failure to do so.
- No food or food-related items (Tupperware, silverware, etc) may be left at the storage shelf. The SMCM Library's usual policy of allowing food and drink – in appropriate containers with all trash cleaned up afterwards – remains in effect.