

## **Laptop Secure Storage Area – G.15 Old Building**

### **Conditions of Use**

1. This facility is for the use of LSE Students only
2. Lockers are to be used for the storage of Laptops only. 1 locker per person, please.
3. Please note that Laptops are left in the lockers at the owners risk - the school accepts no liability for loss or damage to items stored in the lockers
4. Lockers are provided for short term storage only and will be cleared by Security staff every Sunday evening from Midnight. The lockers will be ready for use again from 8am on the Monday morning.
5. Any property found in the lockers between 12 Midnight on a Sunday night and 7am on a Monday morning will be removed, bagged, logged and deposited in the Property Lost and Found office
6. Any claim for the return of property will be subject to a three working day notice period
7. Any unclaimed property will be disposed of after 3 months
8. All such enquires to the Lost Property office will be dealt with by email only at [lost-property@lse.ac.uk](mailto:lost-property@lse.ac.uk)

### **How to use the lockers**

1. The door to the facility and the locker can be accessed using a valid LSE ID card
2. Find an empty locker
3. Place laptop in the locker and close the door
4. Swipe your card through the reader mechanism on the door of the locker
5. Make a note of the locker number and check that the lock on the door has engaged
6. On your return to collect your laptop, swipe your card through the reader mechanism on the locker door and remove your property
7. Any misuse of this facility will result in access privileges being withdrawn
8. Any technical difficulties concerning these lockers should be directed to the Security Staff in Room Old 1.02 on the 1st floor of Old Building. Office hours for enquiries are: -  
10am – 12 Midday Monday to Friday