



What Needs to Be Considered

POWER, INTERNET, LOCATION, ETC.

Things to Consider

Location & Security



Where will the lockers be placed? When can users access the lockers?
How will you transfer materials to & from the lockers? Also consider if you will need Lightning, Seismic Regulations, Controlled Access, Surveillance Cameras, Guards, Etc.



Power & Internet

Will your lockers needs power? Internet? How will items be requested?

Materials

What do you need to circulate? How large are the items?
Does the locker need to be temperature controlled?



Users

How many users will you need to serve?



Staffing & Maintenance/Cleaning

Who will check and clean the lockers? How often?

Luxer One Emails

EMAILS SENT TO USERS FROM LUXER ONE

Luxer One Emails

By default, Luxer sends the following emails to users:

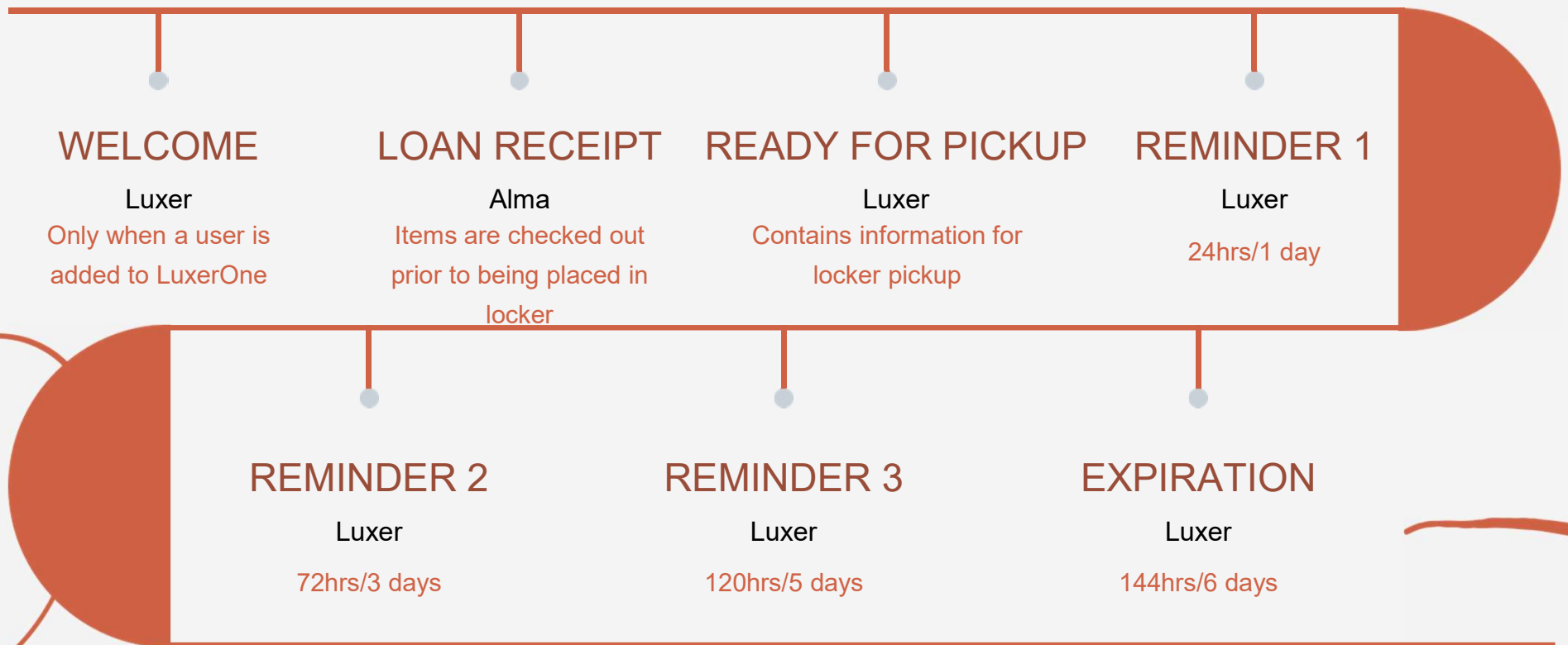
- Notice when item is placed in locker
- Notice one day after item is placed in locker if not picked up
- Notice two days after item is placed in locker if not picked up
- Notice four days after item is placed in locker if not picked up
- Notice seven days after item is placed in locker if not picked up, which also states the item has expired

Emails can be customized*

*See CSUSM Library Luxer Lockers Manual for example of customized language.

Email Setup

At CSUSM, we are using a combination of Luxer Emails and Alma letters.



*See CSUSM Library Luxer Lockers Manual for example of customized language.



Marketing

MARKETING DONE BY CSUSM

Marketing



COMING SOON!

CONTACTLESS PICK-UP OF LIBRARY MATERIALS

CSUSM LIBRARY LOCKERS
OCTOBER 1, 2020




California State University
SAN MARCOS UNIVERSITY
LIBRARY



**LIBRARY LOCKERS
ITEM PICKUP INSTRUCTIONS**

- 1 Request Library items at biblio.csusm.edu
- 2 Check your email for item pickup information
- 3 Access your locker one of three ways
 - the QR code in your email
 - the access code in your email
 - the Luxer One app
- 4 The locker containing your items will open
- 5 Success! Remove your items and close the Locker
- 6 Return your items to the Library Return boxes in Craven Circle

Need technical support? Call (415)390-0123 or email 24/7 at support@luxerone.com

Scan the QR Code for more info.



Need Library Help?
Monday - Thursday 6AM-12AM
Friday - Saturday 9AM-5PM
Sunday 10AM-12AM

(760) 239-5106 TEXT (760) 750-4348 CALL




**LIBRARY LOCKERS
ITEM PICKUP**




California State University
SAN MARCOS UNIVERSITY
LIBRARY



Contactless Locker Pickup Service



**LIBRARY LOCKERS
ITEM PICKUP**

Now offering 24/7 library contactless pick up service!

Students, faculty, and staff can now request to pick up library materials at a contactless library locker located outside the Craven Circle (2nd floor) building library entrance. Please note, contactless library lockers are available for library items only.

We are taking every precaution to ensure that this service is provided in a way that is safe for users as well as the staff.

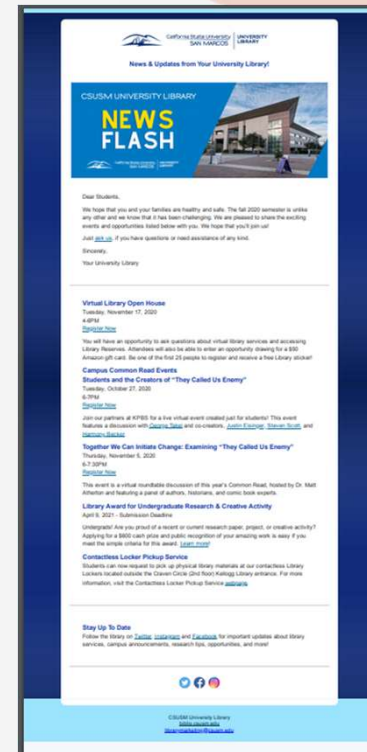
How does Library Locker pickup work?

1. Request library items online at biblio.csusm.edu using the reservation checklist.
2. Check your email for item pickup information.
3. Access your locker one of three ways:
 - the QR code in your email
 - the QR code in your email
 - the Luxer One app
4. The locker containing your items will open.
5. Success! Remove your items and close the locker.
6. Return your items to the Library Return boxes in Craven Circle.

For More Information

- Watch this video about how to request "Library Pickup"
- Request library items at biblio.csusm.edu

The information contained in this document is confidential. If you have received this document in error, please notify the sender immediately.



News & Updates from Your University Library!

**CSUSM UNIVERSITY LIBRARY
NEWS FLASH**

Dear Students,

We hope that you and your families are healthy and safe. The fall 2020 semester is unlike any other and we know that it has been challenging. We are pleased to share the exciting events and opportunities listed below with you. We hope that you'll join us!

Join [24/7](#) if you have questions or need assistance of any kind.

Sincerely,
Your University Library

Virtual Library Open House
Tuesday, November 17, 2020
4:00 PM
[Join Us!](#)

You will have an opportunity to ask questions about virtual library services and accessing Library Resources. Attendance will also be able to enter an opportunity drawing for a \$100 Amazon gift card. Be one of the first 25 people to register and receive a free library sticker!

Campus Common Read Events
Students and the Creators of "They Called Us Enemy"
Tuesday, October 27, 2020
6:30 PM
[Join Us!](#)

Join our partners at KPBS for a live virtual event created just for students! This event features a discussion with [Gabriela Garcia](#) and co-author [Justin Chin](#), [Suzanne Liang](#), and [Suzanne Liang](#).

Together We Can Institute Change: Examining "They Called Us Enemy"
Thursday, November 5, 2020
6:30 PM
[Join Us!](#)

This event is a virtual roundtable discussion of this year's Common Read, hosted by Dr. Matt Atchison and featuring a panel of authors, historians, and civic issue experts.

Library Award for Undergraduate Research & Creative Activity
April 9, 2021 - Submission Deadline

Congratulations are in the spirit of a research or creative activity project, or creative activity? Applying for a \$500 cash prize and public recognition of your amazing work is easy! Find out the simple steps for this award! [Join Us!](#)

Contactless Locker Pickup Service

Students can now request to pick up physical library materials at our contactless Library Lockers located outside the Craven Circle (2nd floor) building library entrance. For more information, visit the Contactless Locker Pickup Service [page](#).

Stay Up To Date

Follow the library on [Twitter](#), [Facebook](#), and [LinkedIn](#) for important updates about library services, campus announcements, research fair, opportunities, and more!

California State University
SAN MARCOS UNIVERSITY
LIBRARY

Done Thus Far...

Coming Soon Sign

Directional A Frame

Spotlight

Campus Announcement

First Year & Transfer Students Email

Social Media Post