

UNIVERSITY POLICY

Policy Name:	Library Facilities – Use of				
Section #:	60.1.22	Section Title:	Human Resources (HR): Universitywide HR Policies & Procedures	Formerly Book:	3.2.4; 60.2.4
Approval Authority:	Senior Vice President for Human Resources and Organizational Effectiveness		Adopted:	06/1964	Reviewed: 01/31/2020
Responsible Executive:	Senior Vice President for Human Resources and Organizational Effectiveness		Revised:	02/1995; 07/01/2013; 02/06/2014; 01/31/2020	
Responsible Office:	University Human Resources		Contact:	policies@hr.rutgers.edu	

1. Policy Statement

This policy provides guidelines on the use of University Library facilities.

2. Reason for Policy

To inform Faculty and Staff of the procedures for using the University Library facilities.

3. Who Should Read This Policy

All members of the Rutgers University community.

4. Resources

None.

5. Definitions

N/A

6. The Policy

Use of Library Facilities. All current and retired Rutgers faculty and staff may borrow books from the University Libraries in accordance with the applicable lending procedures. When applying to use the libraries for the first time, a valid Rutgers photo ID, proof of current employment, or proof of retirement from Rutgers must be presented. Faculty/staff photo ID's of current employees have a preprinted bar code which the library will use to establish a library account. Retirees will be issued a bar coded library card. Library cards may not be transferred or used by anyone other than the owner. Overdue books are subject to fine and/or suspension of borrowing privileges.