



## RUTGERS POLICY

**Section:** 60.1.22

**Section Title:** Universitywide Human Resources Policies and Procedures

**Policy Name:** Library Facilities – Use of

**Formerly Book:** 3.2.4, 60.2.4

**Approval Authority:** Senior Vice President for Administration

**Responsible Executive:** Senior Vice President for Administration

**Responsible Office:** University Human Resources

**Originally Issued:** 6/1964

**Revisions:** 2/1995, 7/1/2013; 2/6/2014

**Errors or changes?** Contact: [policies@hr.rutgers.edu](mailto: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. **Related Documents**  
None.
5. **Contacts**  
University Human Resources: 848-932-3020
6. **The Policy**

### 60.1.22 LIBRARY FACILITIES – USE OF

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.