

UNIVERSITY POLICY

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

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

1. Policy Statement

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

All regulations and procedures are subject to amendment.

All policies are subject to amendment. Please refer to the Rutgers University Policy Library website (policies.rutgers.edu) for the official, most recent version.

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 Related Documents**

None.

5. **Definitions Contacts**

~~University Human Resources: 848-932-3020~~N/A

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.

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