TO: Student Employees  
Rutgers University Libraries Access and Delivery Services

FROM: Janet Brennan Croft  
Head of Access and Delivery Services

SUBJECT: Use of Library Resources

Welcome to Access and Delivery Services at Rutgers University Libraries. Our students are an integral part of the services we provide and we depend on you for a number of activities that take place here.

Your employment in the Libraries requires you to use a variety of hardware and software, which could include computers in both staff and public areas, the Libraries’ networks, email, the circulation system, the library catalog, and the Libraries’ payroll system. With that requirement comes a responsibility to use only the equipment and functions you have been trained and authorized to use.

All transactions on the circulation system and other library computer systems are confidential. New Jersey law prohibits us from disclosing details of a patron’s record to anyone except the patron, as does the American Library Association policy on patron confidentiality. Do not tell another person who has checked out or recalled a particular book. Do not tell patrons the name of another person who has recalled a book from them. If you are approached by a law enforcement officer or attorney requesting this information, refer them immediately to your supervisor. The same applies to anyone employed in another office at Rutgers. If you ever have any questions about enforcing this policy, please call a supervisor.

Unauthorized use of library equipment or online functions may result in your immediate dismissal. Any student employee who is dismissed for using library resources in an unauthorized manner will be reported to the appropriate Dean of Students for further disciplinary action.

If you have any questions about what you are authorized to use, please speak with your supervisor. We look forward to having you with us and hope your time here will be a valuable part of your education at Rutgers.