CIRCULATION OF MATERIALS TO LIBRARY EMPLOYEES

Circulation of materials to library employees is governed by the policies for other University employees. All library materials must be checked out at the circulation desk using the employee’s ID card. Employee ID cards should not be used to check out books for the general public unless special circumstances require an exception. Library employees are responsible for all materials checked out on a personal ID.

Library materials such as periodicals, books, etc. should not be taken from the shelves and kept on employee desks for extended periods of time. Materials borrowed from the Reference Division should be checked out at the reference desk.