

GUIDELINES FOR STUDENT AND HOURLY STAFF EMPLOYEES

- Professional behavior is expected at all times. Respect for co-workers, patrons, and your supervisor is an integral part of this professionalism.
- You are responsible for working all the hours you agreed to at the start of the semester. This includes mid-term and final exam periods. If your mid-term or final exam schedule conflicts with your original work schedule, we will make arrangements to adjust your work schedule. Requests submitted at least one week in advance will be considered.
- Covered drinks are permitted in the library, but food is not permitted. However, as an employee you are allowed to bring in food and beverages during your scheduled break. You may eat in the library staff room or other building areas designated as “food zones”. Do not bring food into any other area or eat at a service desk.
- Cell phones must be set to silent mode, and not used in the library. This includes texting while on a service desk.
- You must sign out for a fifteen-minute break if you are working more than five hours.
- Unauthorized use of library equipment, tampering with, or modifying computers or other equipment will result in dismissal. This includes falsifying work time or modifying a timesheet. In addition, the office for University Code of Student Conduct may be notified.
- You should not conduct your own library transactions. Another staff member must conduct checkouts, fine payments, and updates to your user record to avoid any suggestion of abuse. Evidence of tampering with records to avoid payment of fines or replacement fees will result in serious disciplinary action.
- While working at a service desk your main responsibility is to assist our patrons and maintain library security. Playing games and listening to music (i.e. listening to an iPod) is not allowed. Use of social media or similar programs should be kept to a minimum and should not distract from your desk duties.
- Keep social conversations and visits brief. If a friend wants to engage you for an extended period of time, let them know it can affect your employment.
- Do not spread your materials (book, computer, calculator, etc.) all over the front desk. Remember, this area is for patrons and should be kept free and clear of any clutter.
- You may be working with confidential information in your capacity as a library employee. This includes, but is not limited to computer files, office records, and patron’s personal information. In order to work for Rutgers Libraries, you must agree to maintain the confidentiality of all information with which you come in contact. All confidential information must remain confidential and must never be discussed outside of your job. If a government official asks to view records, call your supervisor. Browsing patron records is prohibited. Breaches of confidentiality will result in immediate termination of your job.

I have read and understand all of the above.

Print Name _____

Signature _____ Date _____