

TO: GLS Staff Working in Memorial Library
FR: Lee Konrad on behalf of the Memorial Library Management Group
RE: Staff ID Badges

At its Nov. 18, 2004 meeting, the Memorial Management Group (MMG) decided that all GLS staff working in Memorial Library will be required to wear Memorial Library ID badges. Employees working in Memorial Library will be required to wear ID badges while in any public area of the library. Employees may choose whether or not to wear ID badges while working at their non-public, personal workspaces/desks. This policy will go into effect on the first day of the Spring 2005 semester.

This policy is being implemented as part of MMG's desire to enhance our public service presence for patrons coming into the library. MMG believes that patrons will benefit from the ability to easily identify library staff, and that all staff should consider it their responsibility to serve patrons directly or by referring them to appropriate service desks. Furthermore, the use of ID badges will make it easier for staff to approach patrons who appear to be in need of assistance.

Due to legitimate concerns for staff security, the use of names will be optional. All staff, including students, will be required to wear a badge identifying them as library employees. Permanent staff will have the option of adding their first and/or last name to their badges. In time, we may look at combining our current early-access pass with the staff badge (although the personal information would not be visible to patrons).

In order to address any concerns you may have with the implementation of this policy, a Memorial Library staff meeting is scheduled for Tuesday, January 11 at 3:00 p.m. in the Petrovich Reading Room. At that meeting, I also plan to discuss the forthcoming Memorial Library Code of Conduct, Emergency Procedures, and our procedures for responding to subpoenas and other requests for information.

Thank you.

Endorsed by Memorial Library Management Group – 2-December-2004

- [Ken Frazier](#), Director of the General Library System
- [Jeffrey Gayton](#), Building Manager
- [Lee Konrad](#), Head of Public Services
- [Mitch Lundquist](#), Automation Systems Manager
- [Nancy McClements](#), Head of Reference and Information Services
- [David Null](#), University Archivist
- [Albert Quattrucci](#), Access Services Librarian
- [Richard Reeb](#), Assistant Director for Collection Development and Technical Services
- [Robin Rider](#), Curator of Special Collections
- [Edward Van Gemert](#), Deputy Director of the General Library System and Associate Director of Public Services and Member Libraries