

## **Covid-19 SOPs/Protocols for the Library**

- **All the Users/Staff coming to library need to wear masks and sanitize their hand compulsorily before entering.**
- **User/Staff need to strictly follow physical distancing norms as advised by University from time to time.**
- **Users/Staff should not through any waste/Paper/used mask/gloves etc. Only in the dustbin placed in the library.**
- **User noticing any ill/unwell Person should immediately bring it to the notice of the staff on duty.**
- **All users bound to use library only for 1 hour.**
- **At a time only, 65 Users will be allowed to visit in library.**
- **Users should punch their Cards with proper social distancing.**
- **Photocopying, Printing, Scanning etc. Service may be allowed with proper social distancing and other protocols. Only one user at a time may be entitled to avail of the facility.**
- **Books should be returned strictly though the books drop area by the user and there should not be any human interference in this process.**
- **Users may be subject to a penalty in case of any violation of SOP.**

**Note: These SOPs/Protocols are subject to modifications, if any, from time to time as per the orders from the competent authority/Library administration as per the pandemic situations.**



**FACE MASK IS  
REQUIRED TO ENTRY**

**Protect Each Other  
← Social Distance →**



