Indian Institute of Technology Delhi
Central Library

July 13, 2020

<u>CIRCULAR</u>

SOPs/ Protocols for Functioning of the Central Library during COVID-19

As per the approval of the Seventh Meeting of the Working Group/Committee for the resumption of Campus Life post-COVID, the following Protocols will be applicable in the Central Library, IIT Delhi till further orders:

<u>General Guidelines and Protocols for the Library Users</u>

- Library Working hours are limited to 8:45am to 5:30pm for the official working, and **10:00am to 5:00pm for the users on weekdays only** (closed on weekend and Institute holidays).
- **Only currently enrolled students/faculty/staff are allowed to avail of the library facilities. Visitors, Alumni, Relatives/Dependents, etc. are strictly not allowed in the Library until further review of the situation.**
- For all the users/staff, IR sensing of body temperature is mandatory, and the status of the Aarogya Setu App will be seen at the entry gate of the Central Library by the Security Guard.
- All the users/staff coming to the Library need to wear masks and sanitize their hands compulsorily before entering.
- Users/staff need to strictly follow social distancing norms as advised by the Institute/GoI from time to time.
- Students are discouraged from coming with bags or other belongings. Only one person will be allowed at a time to enter the Property Counter for keeping the bag/authorized items.
- The staff will use their designated office space for the discharge of their duties, including the use of computers and would maintain the required distance and hygiene.
- The employees residing in the containment area or having symptoms of COVID-19 should not be coming to the office.
- In case of an emergency, the Library Administration will take the final call on issues/matters which will be binding to all relevant.
- Only the top floor reading area will be used for reading purposes from the date, students are allowed in the institute/hostels/as the authority desire, with a maximum capacity of 100 users as it will ensure required social distancing. The users will use the staircases near the main entry/exit for the top floor.
- The users will not be allowed to enter in the Bookshelves/Book Stack Area of Ground and First Floor. These areas will be used with closed access provisions. The requested book will be made available by the library staff.
- The use of library computers for accessing library catalogue (OPAC) is temporarily closed. Users are encouraged to use their devices to check the online catalogue by visiting the library website or using the Single Window Search or Library App or Remote/Off-Campus Services.
- The book stack areas will be under closed access, and books will be traced by the staff and provided to the users at Circulation Counter on the first floor. Users are encouraged to identify in advance the books that they would like to borrow using OPAC and share their details with the library staff so that these books can be kept ready for borrowing.

- Books will be returned strictly through the book drop box by the users, and there will be no human interference in this process. The returned book will be quarantined for atleast 48 Hours and will be checked by the staff and placed on the shelves. No book will be returned at Circulation Counter. Users to whom the books have already been issued can keep it until required by another user. A late fee will not be charged for the period of COVID-19/till the Institute is closed for the students.
- Users noticing any ill/unwell person(s) should immediately bring it to the notice of the staff on duty.
- Users should throw any waste/paper/used mask/gloves, etc. only in the dustbin.
- Entry in the Library Computer Lab is temporarily closed.
- Outsourced photocopying, printing, scanning, etc. services are allowed with proper social distancing and other protocols issued by the institute from time to time? Only one user at a time is allowed to avail of the facility from the Photocopying Shop.
- All the guidelines as issued from time to time by the institute/GoI will be applicable with/without further notice.
- 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 situation, in the interest of the Central Library/Institute without any notice.
- Visit the Central Library website for any Complaint/Suggestions/Issues at: http://library.iitd.ac.in or write to: hodlibrary@admin.iitd.ac.in

(Dr. Nabi Hasan)
Librarian & Head

Distribution:
1. Central Library Team/Chairman-ACL through Official WhatsApp/Library Officers Group.
2. Notice Boards, Central Library.
3. Library Website.