

Indian Institute of Management, Kashipur

Library Circular

20/04/2021

Protocols for Functioning of the Library during COVID-19

Dear All,

In view of the safety and health of library users during COVID-19, the following protocol will be implemented in the library, till further orders.

1. Wearing mask is a must for all the library users while visiting the library premises.
2. Please wash & sanitize your hands properly before and after touching the library reading material.
3. Please Use drop box for returning the library books.
4. The books returned back will be put in an isolated and quarantined place for 3 days before there are brought into circulation.
5. Please follow strictly social distancing norms as per the Govt of India guidelines as update from time to time.
6. A maximum of two students are allowed on a single reading table.
7. Currently enrolled Students/faculty members and other staff members only are allowed to utilize the library. Visitors, Alumni, Relatives/Dependents, etc. are strictly not allowed in the Library till further notice.
8. A single user should come to the property counter at a time.
9. The staff will please use their designated office space for the discharge of their duties, including the use of computers and would maintain the required distance and hygiene as per the norms Govt of India and avoid to roam about unless asked for.
10. The bookshelves/book stack area in the library now designated as closed access area for the users. The Library staff at the circulation counter will provide the desired books to the users at the circulation.
11. 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 Remote/Off-Campus Services.

12. Users noticing any ill/unwell person(s) should immediately bring it to the notice of the staff on duty.
13. Users should throw any waste/paper/used mask/gloves, etc. only in the dustbin.
14. These SOPs/Protocols are subject to modifications, if any, from time to time as per the orders from the Competent Authority as per the situation, in the interest of the Library users and the staff.