

SOP for MADHU LIMAYE LIBRARY

7.3 Library

- The student who has qualified 14 days of quarantine period after reporting the university, shall be allowed to access the library.
- **ID card is mandatory for everyone who enters the library.**
- Scanner's reading resulting in equal to or less than 37°C or 98.6°F is considered within the normal range of body temperature and the person is allowed access to the above-mentioned blocks.
- If a person's temperature is equal to or in excess of 37°C or 98.6°F and/or any **flu-like symptoms (cough, running nose, breathing difficulties), the designated screener** must follow the procedure and the person will not be allowed to enter the location to commence work.
- **Sanitization of hands** is mandatory for all students, staff, and visitors at the entry point of the library.
- **Mask** and Gloves are mandatory for all the library users.
- **The appointment to visit the library has to be taken a day prior. The students may take appointment by filling the form <https://forms.gle/FbAsDncM3WZzc3MA9>**
- **The students are suggested to visit the library after confirmation from the library.**
- **Only one slot shall be allotted per student per day.**
- Only 50 Students shall be allowed at a time to use the Library. Maximum of 10 Students may be allowed to use reference and reading section each. 20 students will be allowed to sit in the digital lab for study purposes only. 10 Ph.D. scholars may be allowed to sit in the Ph.D. research scholar's section.
- An individual will be permitted for a specified time only at the library during working hours. This will ensure that more students can be accommodated so that social distancing can be maintained.
- The library users are advised to maintain the physical distancing guidelines (2mts) and safety guidelines set by the Institution/ Govt.
- Group discussion and group study are not permitted.
- All users should carry their own stationary (if required).
- Material that is used / referred inside the library may be kept in quarantine for some time.
- Wherever possible the students advised to make use of the electronic resources subscribed by the library at your premises.
- The students must carry their own laptops and computing devices to access e-resources etc.
- **Library services will remain available during 10:00 AM to 05:00 PM from Monday to Saturday.**
- Books may be issued/returned between 10:30 AM to 04:30 PM.
- Limited persons shall be allowed at a time to choose and borrow books.
- Returned books shall be issued after 24 hrs only.