

Guidelines for Using Library (Physical) During COVID -19

10th June, 2020

Keeping in view the prevailing situation caused by COVID-19, and further relaxations on lockdown announced from time to time, it has been decided to extend the Library facilities and services to IITGN Community as per the details given below along with some broad guidelines to follow:

- With effect from **11th June, 2020**, the revised Library opening days & hours will be as follows;
 - Monday- Saturdays (closed on Sunday & Institute holidays)
 - **09.00am to 6.00pm**
 - Issue & Return of books through Self Check-In/ Check-Out system will be available **from 9.00 a.m. to 6.00 p.m**
- Users will be allowed to have access to the book stack area and use the Library reading hall. However, the number of users at a given point of time will be restricted to not more than 25.
- Other facilities will be reopened as and when the overall situation improves and looking into the safety and security of everyone concerned.
- The Due date of books & other reading materials issued to all categories of users has been extended until **31st July, 2020**. Therefore, users are encouraged (as far as possible) to keep the books already issued in their names with themselves.
- Users are encouraged to continue using the library services in online mode https://www.iitgn.ac.in/research/library_during_covid19 and reach us over the email or phone (email: librarian@iitgn.ac.in Phone: 79-2395 1127, 28, 29).
- If some of the users prefer not to enter the library stack area and reading halls during this period, but would like to borrow books, they are requested to identify in advance the books that they would like to borrow using online catalogue (OPAC) <https://catalog.iitgn.ac.in/> and share the details with the library staff over the email librarycirculation@iitgn.ac.in , so that these books can be kept ready for borrowing.
- Users must keep their personal belongings on the shelves kept outside the library and as far as possible avoid bringing any extra materials in to the library.
- All users coming to the library must use masks and sanitize their hands compulsorily before walking into the library lobby area.
- Users walking in to the library must strictly follow social distancing as advised by Crisis Management Committee.
- Users will have to use Self-Check-in and Check-Out kiosk for issue and return of books to ensure minimal contact. To use this Kiosk, Institute ID card is required.
- Book(s) returned through the Self Check-In and Check-Out system by the users will be kept separately for three days before they are taken for shelving. Simultaneously, an effort is being made to have UV Box to disinfect books.
- Access to printers & photocopier machine is restricted as consumables are in short supply.

- Books borrowed on Inter-Library Loan from another library and issued to faculty and students, are now long overdue, hence, we request that these be returned at the earliest.
- Library team is making every effort to keep the areas such as main door, handles, knobs, tables, chairs, Check-Out & Check-In systems, floors, surface, computers etc. sanitized and disinfected.

We appreciate the support and cooperation from the user community in extending the library services.