

SOPs for Safety during COVID-19

For the safety and health of the Library Staff during this period the following Standard Operating Procedures are proposed:

- Library washrooms need some upgradation like contactless taps and handwash dispensers for the safety of staff.
- Provision of UV product in the library for Sanitization of office files, letters, etc.

SOPs For Staff Members

- Every staff member must have “Aarogya Setu” App in their smart phone.
- Thermal scanning at the entrance of the library for everyone.
- Hand sanitization by a foot operated sanitizer placed at the entrance.
- All staff members to wear face masks at all times while in the library.
- Wear gloves while touching any book or material during public dealing.
- Proper social distancing of at least 6 feet be maintained in the sections and in the library in general.
- Not more than 2-5 staff members to be present in any section at a time, depending upon the size of the section.
- No getting together during tea/lunch breaks or any other time by the staff.
- The Library building including all the sections, especially the public dealing areas, be sanitized at regular intervals preferably once a week.
- All parcels and letters should be received at the property counter and be sent to the office or concerned section only after proper sanitization. Any courier person or post man should not be allowed inside the library.
- No book vendors should be allowed inside. One person from Acquisition Section should receive the books and their invoices at the property counter and take them to the section after sanitization.

SOPs For Visitors

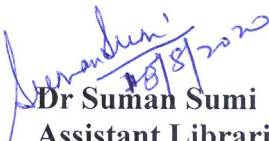
- The library should not be open for general public to visit or browse. No one be allowed in the library without an urgent work.
- All visitors be asked at the entrance the purpose of their visit and be allowed inside only after ascertaining their place of visit and after consulting the concerned section staff.
- A record of all the visitors be maintained in a register at the entrance on daily basis.
- Visitors should be allowed inside only after proper sanitization and wearing face masks and be restricted to the area of their work.
- A counter to issue No Dues Certificates to M.Phil, Ph.D, Faculty members and employees be set up at the ground floor, may be in the digital library near the property counter.
- Contactless issue and return of books through Selfcheck and Dropbox.
- It is to be made mandatory to return the books in the Dropbox of the library.
- Delay fine be collected in a contactless manner in a box placed in the circulation section.

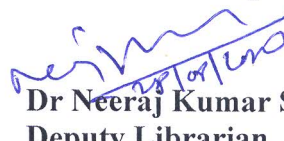
- Books returned in the drop box should be touched by the staff only after wearing gloves and be restored in the stack area after 3 days and after proper sanitization.
- Transfer of books can only be done with prior information to the In-charge- transfer cell, so that a date and time can be fix in advance to transfer the books from main library to departmental library.
- The visitors should not be kept waiting inside the library for any work but should be given a proper timeline to collect the completed job.
- Students should submit the required documents, for uploading the thesis on Shodhganga and getting an NOC for thesis submission in the thesis section and NOC. shall be despatched to the secrecy branch Admn Block/concerned deptt after proper checking and the student can collect the hard copy of the thesis from the library after 2 days.
- In case any corrections are required in the softcopy of thesis (CD) the concerned person will be intimated through email. It is the duty of the concerned person to send the corrected files through email at the earliest. After rechecking the files, if found ok then the thesis section (A.C. Joshi Library) will do the needful and and send the NOC as detailed above.

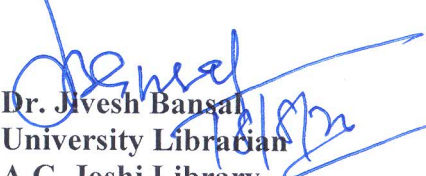
For the safety of everyone

- **Please wash hands frequently.**
- **Try to stay at your work station and not roam around unnecessarily.**
- **Maintain social distancing at all times.**
- **Wear masks all the time.**
- **Please inform the librarian in case of cold, fever, sore throat or any other influenza like symptoms at the earliest.**
- **Staff residing in Red Zones should inform.**
- **Avoid Public transport and going to crowded places or attending any large get togethers.**
- **Inform at the earliest if you have been in contact with any person found Corona positive.**

“Let’s all stay safe and keep our families safe”


Dr Suman Sumi
Assistant Librarian
In Charge Reference section
A C Joshi Library


Dr Neeraj Kumar Singh
Deputy Librarian
Readers’ services
A C Joshi library


Dr. Jivesh Bansal
University Librarian
A.C. Joshi Library