

Protocol for functioning of the LRC (Central Library) during the COVID-19 situation

Guidelines for LRC Users:

- The Library will be open to users from 9.30 a.m. to 6.30 p.m. from Monday to Saturday (closed on Sundays and Institute holidays).
- Currently enrolled students/faculty/staff having a valid ID card only will be allowed to enter the Library building.
- Only those students who have completed the mandatory quarantine period will be allowed entry in the building.
- The Library staff may carry out checks for body temperature of users at random at the entrance and also during the day.
- The ground floor Reading Room will be used for reading purposes by the users. The 3rd floor Reading Room will be closed to users until further notice.
- Users are encouraged to use their phones/ laptops to check the online catalogue by visiting the library website. The use of library computers for accessing library catalogue (OPAC) is temporarily closed. In case of any difficulty, help should be sought from the Library staff available on the ground floor Reading area.
- Users will not be allowed to enter the Book Stack Area on the 3rd floor. They will send the details of books needed by them to libcirc@iiti.ac.in OR if they are unable to do so, they can give the details to the Library staff on the ground floor. The requested books will be sent to the ground floor Reading Room during specified hours.
- Users can keep the borrowed books until required by another user. In such cases, they will be informed by the Library to return the same. Otherwise, the books will be reissued by the library on the due date. The late fee will not be charged for the period of COVID-19.
- The E-Journals/Databases/E-Resources are available from the campus and also remotely through RemoteXs, which users are encouraged to access using their laptops.

- Users are encouraged to visit the Library site for more information about the Library resources and services. <http://library.iiti.ac.in/>
- These guidelines are subject to modifications, if required, from time to time depending on the situation without advance notice.

Dos and Don'ts

Dos

- ✓ Download the Aarogya Setu App, which may be checked by the Library staff at random.
- ✓ Wear a mask and sanitize your hands with the help of the sanitizer placed at the entrance of the Library building.
- ✓ Follow the social distancing norms as advised by the Institute/GOI from time to time. For example, stay 6 feet away from others and avoid standing/ sitting in groups.
- ✓ Follow the instructions of the Library staff while borrowing or returning books.
- ✓ Throw waste-paper/ used masks/ gloves etc. only in the dustbins.

Don'ts

- ✗ Do not carry bags/ backpacks/ other belongings while visiting the Library.
- ✗ Do not sit in the Reading Area in groups.
- ✗ Avoid crowding in the Library, especially at the Circulation Counter.
- ✗ **Do not visit the Library if you are unwell.**