SRI VENKATESWARA COLLEGE

LIBRARY NOTICE

GUIDELINES FOR PHASED RE-OPENING OF LIBRARY FACILITY IN THE COLLEGE

As per the letter UGC D.O. 14-8/2020(CPP-II) dated 5th November, 2020 and office order No. Estab.II(i)/330/COVID-19/M/2020/1855 dated 06th September, 2021 from University of Delhi, the following are the guidelines for phased re-opening of library facility in the college:

UGC GUIDELINES

i. Use of face covers/masks to be made mandatory.

ii. iii. Frequent hand washing with soap (for at least 40-60 seconds) even when hands are not visibly dirty. Use of alcohol-based hand sanitizers (for at least 20 seconds) can be done wherever feasible.

iii. Respiratory etiquettes to be strictly followed. This involves strict practice of covering one's mouth and nose while coughing/sneezing with a tissue/handkerchief/flexed elbow and disposing of used tissues properly.

iv. Self-monitoring of health by all and reporting any illness at the earliest.

v. Spitting shall be strictly prohibited.

vi. Installation & use of Aarogya Setu App shall be advised wherever feasible.

SRI VENKATESWARA COLLEGE LIBRARY GUIDELINES

GENERAL

I. The library will remain open Monday to Friday from 9 A.M. to 5 P.M.

II. The library will remain closed on Saturday, Sunday and gazetted holidays.

III. Wearing mask is mandatory in the library.

IV. Sanitize your hands before entering in the library.

V. Follow the social distancing of at least 6 feet.

VI. If any user is unwell, inform the staff on duty immediately.

VII. Users are not allowed in the stacks. Share the details of book you would like to borrow, if available, you will get it at the entrance of library.

VIII. The users will have to show their valid ID card, whenever asked by the library staff.

IX. Please keep your all belongings/bags at the property counter (not valuable) at your own risk.

X. The users are advised to carry hand gloves and hand sanitizer.

XI. Eating is not allowed while sitting in the reading room.

XII. Please keep your mobile phones in silent mode.

XIII. While handling books, the library staff should wear gloves.

ISSUE/RETURN OF LIBRARY BOOKS/MATERIALS

I. Timings to issue/return of books from 10 A.M. to 3 P.M.

II. Books will be issued to 3rd year students only.

III. At a time only one user will be allowed to issue/return the books.

IV. Please fill the Google form given below before visiting the library. The library will allot the timings to issue/return the books.
https://forms.gle/GMUsyQuAGjHSr3cQ7

V. Please show the screenshot of permission mail, sent by the library at the entrance of college.

VI. Users are advised to use web OPAC at 103.79.169.34:8080/opac instead of using OPAC kept in the library.

READING ROOM FACILITIES

I. Reading room facilities would be available to the 3rd year students from 10 A.M. to 4 P.M.

II. Entry in the reading room will be allowed on the **first come first serve basis**.

The staff/users are advised to follow the guidelines. For any suggestion/complain write to library@svc.ac.in