



In view of the prevailing pandemic-situation, we are going to resume the READING ROOM and associated services (REPROGRAPHY & E-JOURNALS) in a limited capacity, **from 01 April 2021**.

**Members are requested to adhere to the SOCIAL DISTANCING and SAFETY NORMS already in force.**

### **IMPORTANT INSTRUCTIONS FOR MEMBERS**

- General Section Timing : 10.00 a.m. – 5.00 p.m.
- Please **DO NOT** bring anything other than the library-books, Notebook and Laptop inside the library. Services associated with the **BAGGAGE-COUNTER** will remain suspended until further notice. **PLEASE DO NOT BRING MOBILE PHONES INTO THE LIBRARY.**
- Please sanitize your hands immediately after entering the institute **AND ALSO AT THE LIBRARY GATE.**
- Please swipe your **BAR-CODED MEMBERSHIP CARD** with your own hands under the bar-code scanner, at the entry point of our library.
- Please use the **‘UV DISINFECTION BOX’** to disinfect each **and** every book, library membership card and book tickets **BEFORE RETURNING** at our ISSUE / RETURN counter.
- Please complete the **GATE-EXIT** process (for **ISSUED BOOKS**) with your own hands under the bar-code scanner at the Library-gate, before leaving the library.

**Use of a proper mask, covering nose and mouth, is mandatory for every member for the whole duration inside the library.**