STANDARD OPERATING PROCEDURE (SOP)
for the Library, Hindu College

The Library is open from 6th September 2021 for the students and faculty members from 10.00 A.M. to 4.00 P.M. on all working days from Monday to Friday.

Students are required to take prior permission to visit the library by filling the Google form so that library staff can assess the number of students interested in coming to the College Library each day. For this purpose, the Google Form will be released for each day and the first 25 students will get permission to visit the library on that day; and the next 25 students on a subsequent day, and so on till the requests are completed. A new form will be released for next available date, and so on. Form link as given below:

https://forms.gle/quPvYeBaz9mjmHx19   for 11/02/2022 (Open)

The following public health measures are to be followed to reduce the risk of COVID-19 by all (faculty members, students and Non-Teaching staff) in the library at all times to keep themselves and others safe:

- The allotted day and time will be intimated through e-mail.

- The student has to take a screenshot of the response/permission mail sent by the library to show at the entrance of the college and Library.

- No student will be allowed in the college campus without prior permission.

- The physical distancing of at least 6 feet is to be followed as far as feasible.

- Using of Mask/Face Cover is compulsory within the Library premises.

- Frequent handwashing with soap, (if possible for at least 40-60 seconds) even when hands are not visibly dirty or use of alcohol-based hand sanitizers (for at least 20 seconds) can be done wherever feasible. All are advised to carry their small hand sanitizer for safety and hygiene.

- Spitting shall be strictly prohibited.

- Installation & use of Aarogya Setu App in their mobile phone is mandatory.

- Carry digital/physical certificate of COVID-19 vaccine. You must have at least one dose of vaccine.

- At any point of time, only 25 users will be allowed.

- For issue/return of book(s), only five member(s) will be allowed in the queue.

- For New Library membership students are required to fill up a Library Membership form (available at checkpoint inside the library, by showing college fee receipt/college identity card) and submit it in the Library.

- For renewal of Library membership come with a college fee receipt/college identity card.

- Those students who want to become members of other Library like UGTB Library, RTL, CSL and CRL etc. should bring their membership form of the concern library to get the same recommended by the college library.

- No reading room/sitting facility is allowed till further order.