



## UNIVERSITY COLLEGE OF MEDICAL SCIENCES & GURU TEG BAHADUR HOSPITAL

Dilshad Garden, Delhi – 110095.

MC-10(15)/2021/Lib/

Date: 12-02-2021

### Notice: Library Service during COVID-19

It is to inform all the students and faculty members that the college library and the reading room will reopen w.e.f. 15/02/2021 in accordance to the following guidelines during COVID-19:

#### General

- All bona-fide students/faculty/staff will be allowed to avail the library facilities.
- All the students coming to the library need to wear masks and sanitize their hands compulsorily before entering.
- Thermal screening of all the users/staff would be done before entering the library.
- The users have to register his/her details in the register kept at the entrance.
- The users have to keep their bags/belonging (Not Valuable) at the property counters at their own risk.
- The users are advised to carry their own masks, hand gloves and hand sanitizer.
- Used gloves/used mask should be disposed off properly in the dust bin.
- 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.
- The entry of the users having temperature or COVID symptoms would strictly be banned.

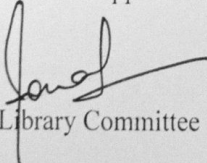
#### Issue and Return of Library materials/books

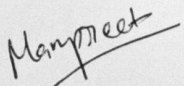
- All bona-fide library members would be allowed to borrow and return books between 09:00 AM to 04:00 PM during the week days i.e. Monday to Friday and 09:00 AM to 01:00 PM on Saturday.
- Limited users would be allowed at a time to borrow or return library books.

#### Reading Room Facilities

- Reading room facilities would only be available to bona-fide students of the college.
- Entry in the reading room will be on first come first basis only and students carrying valid college ID will only be allowed to sit inside the reading room.
- Sitting areas has been rearranged keeping in view the required norms of social distancing.
- The Reading room facilities (II<sup>nd</sup> Floor) would be limited to 09:00 A.M. to 07:30 P.M. during the week days i.e. Monday to Friday and 09:00 AM to 03:30 PM on Saturday. The Library and reading rooms will remain closed on Sunday and gazetted holidays.
- Whenever requested by the Security Guard/Library Staff, the users will have to show their valid ID Card/Library Membership Card.
- As per Ministry of Home Affairs guidelines, only limited number of users would be allowed to enter in any library/reading room.
- Not more than 50% occupancy be allowed.
- Users should not leave any personal belongings inside the reading room.
- Smoking, Eatables and Drinks inside the reading room and library is strictly forbidden.

This issues with the approval of the competent authority.

  
Chairperson, Library Committee

  
PA & Incharge Library

Copy to:-

1. The Principal Office (For Information Only)
2. The College Notice Board, UCMS
3. The College Website, UCMS