

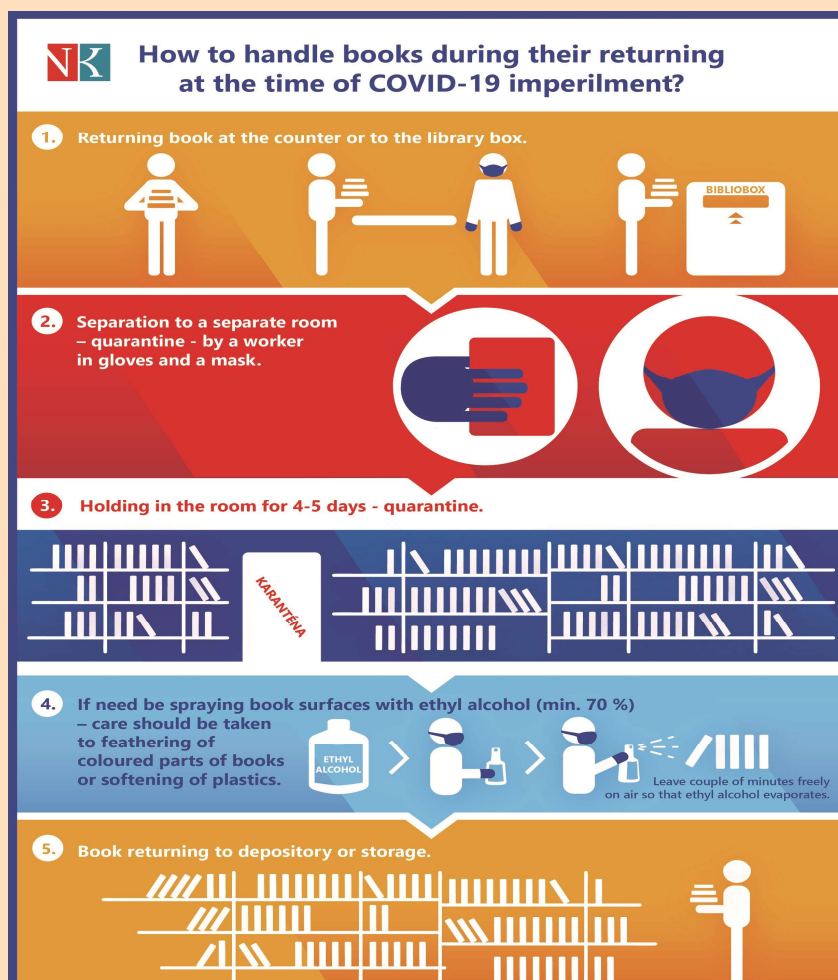


USTM LIBRARY SAFETY GUIDELINES @ COVID 19

Maulana Azad Central Library

UNIVERSITY OF SCIENCE & TECHNOLOGY MEGHALAYA

2020-2021

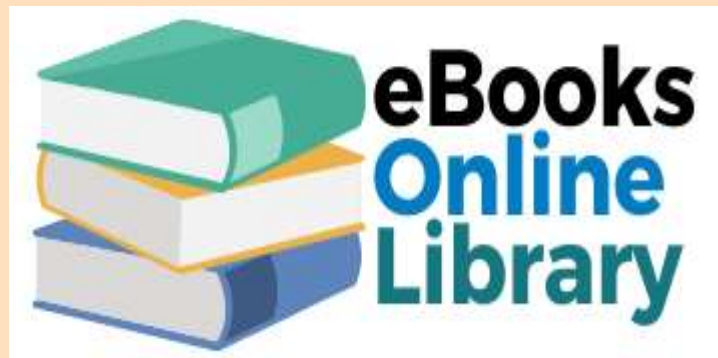


Libraries around the world are facing hard choices around which services to offer and how, ranging from minimal restrictions to full closure. We are aware that governments themselves are taking different approaches, sometimes ordering the closure of all institutions, others indicating that life should continue as usual, and others simply leaving decisions up to library directors.

Clearly any decision to restrict services or close a library is a difficult one and needs to be taken following an assessment of the relative risks.

Preparing for Re-Opening:

In a number of countries, there are already steps towards lifting restrictions, at least partially, with libraries potentially part of this. Timings remain uncertain, and clearly safety should be a priority. In this situation, libraries are:



- Starting to make plans for gradual reopening when rules, permissions and library buildings and resources themselves permit this to happen safely, and making necessary changes to library policies
- Setting limits on numbers of people using the library at any one time, and establishing how to enforce these, as well as preventing situations where people may gather closely together, for example using one-way systems, limiting furniture, keeping reading rooms closed, or continuing to postpone programming, and keeping toilets closed
- Implementing regular cleaning processes (including through short closures of the library), especially focused on surfaces where the virus appears to be able to last for longest (plastics, metals other than copper), or at least intensifying clearing

- Developing click-and-collect or drive-through services in order to allow access to books without human contact
- Ensuring that staff have the equipment and training necessary to stay safe, including consideration of screens if necessary, limiting contact as far as possible and enabling work from home for as long as possible, and provide regular updates
- Making clear when it is impossible to open safely, and otherwise ensuring that those taking decisions understand the nature of library spaces, including through a gradual approach to resuming services only when each one is safe
- Continuing to promote online services and resources in order to limit numbers looking to visit the library
- Communicate clearly about all any new rules to library users, both online and onsite, and provide regular updates

Handling Physical Library Materials



To ensure the safety of staff and library users, all physical materials will be handled by staff applying physical distancing guidelines. After handling materials, hands should be washed for 20 seconds as per guidelines.

Recommended quarantine period for library physical material

The recommended quarantine period for physical lending material (books, DVDs etc.) at risk of contamination from the COVID-19 virus is **72 hours**. For this period, the materials should be placed in boxes, sealed and date marked and where possible, stored in a separate location.

If staff can confirm that an item has been isolated (i.e. quarantined or not handled) for 72 hours or more, then it can be considered for use in any delivery service that may be feasible.



Library Materials Delivery Service

Any service should be delivered in accordance with the following guidelines:

- **Preparation of physical material for distribution**

Physical material identified for distribution must meet the 72-hour quarantine period whether selected from stock within the library or returned from loan.

Care should be taken in the handling of physical items for distribution.

Appropriate physical distancing (at least 2 metres distance between people) must be maintained in the preparation for delivery of physical material by any means.



➤ **Delivery of Physical Material**

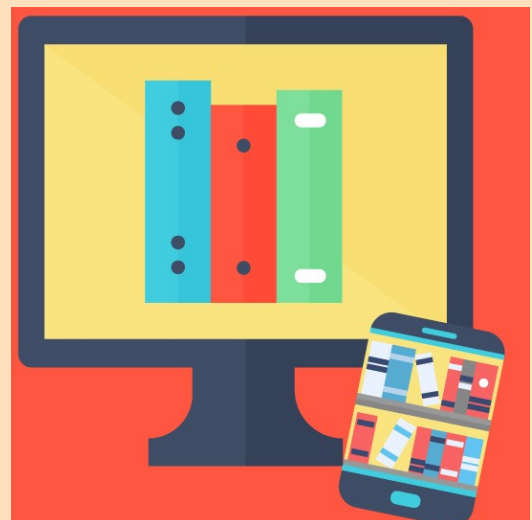
Packages of library material should be delivered only by library staff or other authorised personnel (staff / authorised volunteers from partner organisations).

➤ **Return of physical material**

Items should be placed in a separate area where possible in boxes sealed and date marked on the day they are returned for the 72-hour quarantine period. After moving materials, hands should be washed for 20 seconds as per university covid 19 guidelines.

➤ **Instructions to the Students:**

All book drops/returns are currently closed. For now, please keep any materials you have checked out. Returning materials by mail is not recommended at this time.



➤ **Physical materials**

- Graduating/Post Graduating Students: Books and materials that remain on your library account will not affect your graduation.
- All book drops are currently closed. For now, please keep any materials you have checked out. Returning materials by mail is not recommended at this time.
- Overdue fines for books and other library materials have been suspended and will not be charged to you, including for materials on loan from other libraries.
- Recalling items through the catalog has been disabled.
- Holds will remain on the shelf during the Libraries closure and will remain on the shelf for one week after the Libraries reopen. If you know that you will not need an item on hold or in the request process, we appreciate updates, but understand this is not a top priority.
- Office delivery and the Scan and Deliver services have been suspended until further notice.



Library Helpline Numbers & Emails

For questions and queries relating borrowed materials, circulation rules, fines, renewals, online resources etc.

Library Email: centrallibraryustm2011@gmail.com

Name of the Library Professional Staff	Phone Number	Email
Dr. Md. Mukutor Rahman	7002190775	mukutrahman9@gmail.com
Mr. Bikramaditya Barman	8638340172	barmanbikramaditya215@gmail.com
Ms. Pallabi Saikia	7635851921	pallavisaikia87745@gmail.com
Mr. Richborn Kharkongor	8014601741	randallkharkongor@gmail.com
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