

Library Documentation & Information Science Division
INDIAN STATISTICAL INSTITUTE
203 BT Road, Kolkata 700108

SOPs/ Protocols for Functioning of the Central Library, ISI during COVID-19

As per the discussion in the Meeting by the Library staff and the approval of the Library Committee, for the compliance of Govt. advisories relating to prevention & control of COVID-19, social distancing norms in the COVID period, the following Protocols will be applicable in the ISI Library Kolkata till further order.

General Guidelines and Protocols:

- Library working hours is limited to 10 am to 6:30pm in all working days. It will remain closed on weekends & Intuitional holidays.
- Only currently enrolled ISI students/faculty/staff are allowed to avail of the Library facilities. **In case of special requirement, Visitors, Alumni, other members are requested to take prior appoint through e-mail: library@isical.ac.in**
- For all the users/staff, sensing of body temperature is mandatory that will be checked at the entry gate of the Central Library by the Security Guard.
- All the users/staff coming to the Library need to wear face masks and sanitize their hands compulsorily before entering.
- Users/staff need to strictly follow social distancing norms as advised by the Institute/Gol from time to time.
- Students are discouraged from coming with bags or other belongings. Only one person will be allowed at a time to enter the Property Counter for keeping the bag/authorized items.
- The staff will use their designated office space for the discharge of their duties, including the use of computers and would maintain the required distance and hygiene.
- The employees having symptoms of COVID-19 should not come to the office.
- In case of an emergency, the Library Administration will take the final call on relevant issues/matter.
- Reading area will be used for reading purposes maintaining the norms of social distancing.

- Users are encouraged to use their devices to check the online catalogue via <https://ldisd.isical.ac.in/>, <https://library.isical.ac.in/> or by visiting the library website and Off-Campus access via RemoteXs <https://libraryisikolkata.remotexs.in>
- Books will be returned strictly as per the library prevailing rules. The returned book will be in quarantined for at least 48 Hours and will be checked by the staff and placed on the shelves. Users to whom the books have already been issued can keep it until required by another user.
- No late fee will be charged for the period of COVID-19/till the Institute is closed for the students.
- Users noticing any ill/unwell person(s) should immediately bring it to the notice of the staff on duty.
- Users should throw any waste/paper/used mask/gloves, etc. only in the dustbin.
- Photocopying, printing, scanning etc. services are restricted, only for emergency purpose these are available with proper social distancing and other protocols issued by the institute from time to time. Only one user at a time is allowed to avail of the facility from the Reprography-Photography Unit.
- All the guidelines as issued from time to time by the institute/Gol will be applicable with/without further notice.
- These SOPs/Protocols are subject to modifications, if any, from time to time as per the orders from the Competent Authority/Library Administration as per the situation, in the interest of the Central Library/Institute without any notice.
- Due to Covid pandemic situations limited facilities are available in the library.

Therefore, users are requested to take prior permission to avail library services through e-mail: library@isical.ac.in

For any Suggestions/Complaint please visit the Central Library website or write to:

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