

## **Library services during COVID-19**

**It is now mandatory for all students, staff, and visitors to be fully vaccinated if entering University campuses or to take part in face-to-face University activities. You may be asked to show your Student ID cards, vaccine pass. Library services and operations are described below:**

### **1. Before entering the library**

- 1. Entrance is on left side of the building.**
- 2. A tap is provided there to wash your hands before entering the library building.**
- 3. A hand sanitizer is placed on the circulation counter and different locations inside the library.**
- 4. Always wear face mask.**

### **2. Library Spaces**

**Library spaces are limited as we maintain covid-19 protocols.**

**2.1.1 Only 114 sitting spaces are available in the library**

**2.2.1. To secure a seat, contact circulation desk staff for seat tokens**

#### **Description of seat tokens**

- a. Orange seat tokens are for upstairs**
- b. White seat tokens are for downstairs**

- c. **Green** seat tokens are for computers
- d. **Maroon** tokens are for printing and photocopy services

**2.2.2. You are to surrender your IDs or Vaccination cards for seat tokens and collect them upon leaving the library.**

**2.2.3. Avoid sitting on Study carrels that are marked with signs.**



### **3. Browsing the shelves**



**Browsing of shelves are forbidden. Follow the instructions below:**



**4.1.1. Using the catalogue to search the library**

**4.1.2. Get the book's call number and consult Reference librarian or any staff to locate and retrieve the physical book on the shelves.**



### **5. Sitting and Reading launches.**

**5.1.1 Maintain physical distancing as required and comply to seat signs.**

### **6. Computer and Printing Services.**

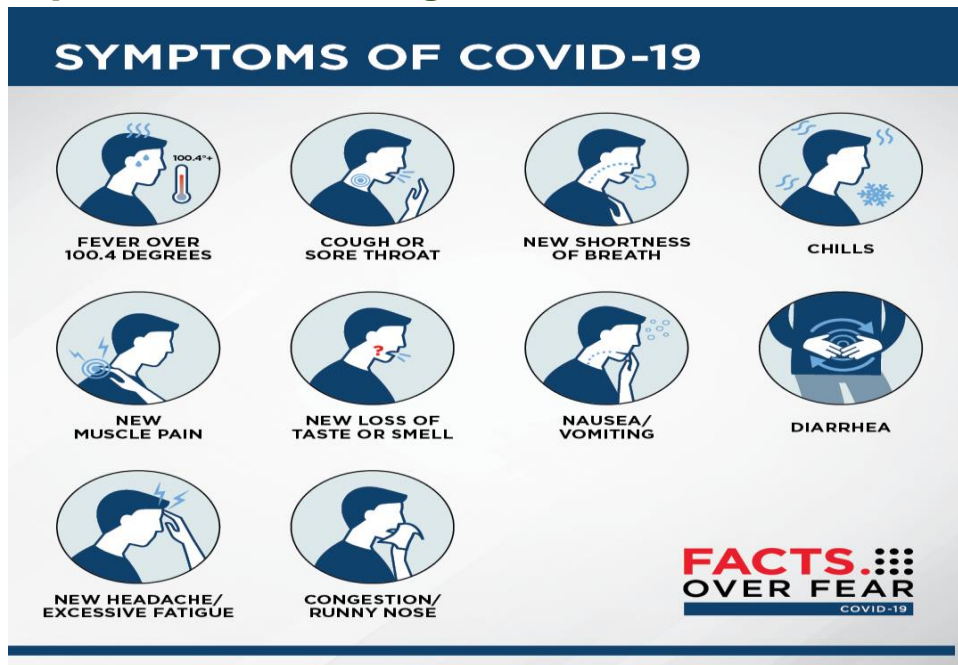
**6.1.1 Only 3 students are allowed for this service.**

**6.1.2 Get a token from the circulation desk to access these services.**

## 7. COVID-19 HELP DESK

We care about your health and wellbeing

7.1 Consult our Covid-19 help Desk for assistances if you experience the following:



**We ask that those using the library space adhere to physical distancing requirements and follow the hygiene practices advised by the Ministry of Health and SINU COVID-19 Guidelines.**