



IIA Library

Indian Institute of Astrophysics,
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SOPs / Protocol for Functioning of IIA Library during COVID-19

(Subject to revision from time to time)

The library will be opened to all IIA users from 9th November 2020.

Timing: *Each user is allowed to use the library for a maximum of 2hrs during 10AM - 12PM or 2PM - 4PM. Library Cleaning hours: 9AM - 10AM and 1PM - 2PM (Monday to Saturday)*

Hygiene Check

- ✓ Mandatory thermal scanning at the entrance of the institute needs to be done.
- ✓ No user is allowed in the library premises without a proper facemask. Furthermore, the user needs to wear the mask as long as he/she is inside the library premises. If anyone is not having a facemask, one may collect it from the security gate.
- ✓ Only authentic users of the library are permitted to enter the library premises and use the library facilities. No other visitors, including guests, and relatives, are strictly prohibited from entering the library.
- ✓ An **automatic hand sanitizer dispenser** is placed at the entrance of the library. Users are advised to use the same before and after the use of the library.
- ✓ Social distancing as per the government's rules should be practised between individuals to reduce the virus's risks passing from one person to another.
- ✓ Patron's personal belongings such as bags, water bottles, etc. are not allowed inside the library. Only one person at a time will be allowed to enter inside.
- ✓ Library floors, OPAC systems, windows, display racks, stack rooms, metals, door handles, keyboards, telephone, desktops, chairs, and tables are cleaned twice a day.
- ✓ As throughout the pandemic, all standard hygiene procedures are to be followed by the library staff such as ensuring that staff has gloves and facemasks and that hand sanitizer is available at the library entrance (and potentially next to equipment such as computers). In addition, regular hand washing by library staff continues to be strongly recommended.
- ✓ Anyone may be the library staff, or the user can not allowed to be physically present in the library if found with any symptoms of COVID-19.

Zero-contact Services

- ✓ Though all field stations' library is open now, it is preferred that users send queries on the information needs to Library mail ID. But if they visit the library, then limited contact with other users or personnel needs to be practised. The respective field station in-charge will respond to your queries and provide information based on availability.
- ✓ Stack room opened, but users are advised to refer WebOPAC <http://libsys.iiap.res.in:8080/jopacv11> to browse available physical copies of books and book your appointments to borrow books by mentioning your name, book details, visiting time, etc. by writing to library. Users are encouraged to search the WebOPAC through their personal electronic gadgets to minimize multiple contacts through the same library devices.
- ✓ We are continuing to promote online services and resources to limit patrons to visit the library. All our electronic resources are also accessible off-campus through VPN connection. E-Books and electronic version of Conference proceedings are available at this URL: <https://www.iiap.res.in/ebooks>. All scholarly literature databases and journals are available on

an online platform. Users are advised to use e-Journals instead of physical copies from this link https://www.iiap.res.in/e_journals.

- ✓ Library Committee is working towards purchasing frequently used books in e-Books format.
- ✓ For journal page charges, obtain email approval from Dean and forward the detail to the library email ID for further process.

In-person Services:

- ✓ In this COVID-19 scenario, all users are allowed to borrow books but with limited entry.
- ✓ Reading hall can be used for the purpose of reading, allowing only 10 users at a time to use the space. One user is allowed per table.
- ✓ Library partners such as vendors and publishers are allowed to the library in a limited way, maintaining social distancing measures. Or they can directly reach out to library staff via phone or email. Library contact details are given to security to share with the partners.
- ✓ While books are on return, hand-to-hand communication is restricted, and dropping books in boxes or baskets nearby the circulation desks is encouraged.
- ✓ Library floors, OPAC systems, windows, display racks, stack rooms, metals, door handles, keyboards, telephone, desktops, chairs, and tables are cleaned twice a day.
- ✓ Any documents coming from outside is first kept in isolation and then sterilized only by the library personnel using the **UV enabled Ultra Sterile Box**.
- ✓ It is advised not to touch the door handles, circulation desk, etc. if possible.
- ✓ Once items are returned, they cannot circulate again for another 72 hours due to COVID-19 precautions.
- ✓ Photocopying services are allowed for only one user at a time by maintaining social distancing.
- ✓ All these guidelines are issued by the Institute/Government of India and may be subjected to modifications with or without any prior notice.

Similar practices will be followed in all field station libraries and archives. Refer <https://www.iiap.res.in/library.htm> to know more about library services. Write to library@iiap.res.in, for any queries related to your information needs.

References:

1. Best practices from the Northeast Document Conservation Center for quarantining and disinfecting books returned to the library: <https://www.nedcc.org/free-resources/preservation-leaflets/3.-emergency-management/3.5-disinfecting-books>
2. Blog articles on How to Sanitize Collections in a Pandemic: <https://americanlibrariesmagazine.org/blogs/the-scoop/how-to-sanitize-collections-covid-19/>
3. ALA has also put together a page on Pandemic Preparedness Resources for Libraries: <http://www.ala.org/tools/atoz/pandemic-preparedness>
4. ALA guide for Handling Library Materials and Collections During a Pandemic: <http://www.ala.org/alcts/preservationweek/resources/pandemic>
5. Covid-19: How long does the coronavirus last on surfaces?: <https://www.bbc.com/future/article/20200317-covid-19-how-long-does-the-coronavirus-last-on-surfaces>

Librarian

Copy available at:

1. Notice Boards of all IIA Library.
2. Library Website.