



ESTD 1964

# **BASELIUS COLLEGE**

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**NAAC 4<sup>th</sup> CYCLE**



**4.2.4: Per day usage of library by  
teachers and students  
(foot falls and login data for online access)  
during the latest completed academic year**



**Library Usage  
Guidelines**

# **BASELIUS COLLEGE, KOTTAYAM**

## **Guidelines for the use of Library following Covid Protocols**

1. The functioning of Library shall be strictly in accordance with the Covid related Guidelines and Protocol.
2. The number of students allowed to enter Library at a time is restricted. Social distancing is a must.
3. Slots will be allotted for students to enter the library for return of books/ references/ other matters related to library. A student entering the library in a particular slot shall stay back only with the prior permission of the Librarian. There will be four slots. Slot 1 - 10:30am to 11:30 am, Slot 2 – 11:30am to 12:30pm, Slot 3 – 1:30pm to 2:30pm and Slot 4 – 2:30pm to 3:30pm
4. Details of e-login for resources will be provided through Class teachers.
5. Students who enter the library shall show their Identity Cards to the Library Assistant at the Gate and ensure that the correct details are recorded. They shall not handle the Gate Entry registers. Their details will be noted by the Assistant.
6. Students shall return the books only at the specified point and ensure that the return is properly recorded.
7. Reading Materials and papers shall not be passed among the students.
8. Students who are not permitted into the campus on account of Covid Protocol will not be permitted to enter the library.
9. It is the responsibility of each library user to follow the safety precautions. Crowding will not be permitted at any time.
10. All users shall strictly follow the directions given by the library staff.



*Seena*

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