



SADHANA EDUCATION SOCIETY'S
(Registered under society's act of 1860 & Bombay Public Trust Act 1950)
Linguistic (Gujarati) Minority
L. S. RAHEJA COLLEGE OF ARTS & COMMERCE
Estd : 1980
Relief Road, Santacruz (W), Mumbai - 400 054.
Tel.: 2660 9320 / 2661 4101 • E-mail : degree.office@lsraheja.org / principal@lsraheja.org
Website : www.lsraheja.org

Standard Operating Procedure (Sop)

of

Multi Jayant Dalal Library during COVID-19 Lockdown

General Guidelines

- ❖ Library Working hours : 10 a.m. to 4.p.m. (Closed on Weekend)
- ❖ Only Bonafied students/faculty/staff are allowed to avail of the library facilities.
- ❖ External Members and Senior Citizens are strictly not allowed till further guidelines from the Government.
- ❖ Aarogya Setu App.is compulsory and status of the Arogya Setu App. will be checked at the entrance of the Library.
- ❖ Wearing mask and sanitizing of hands are compulsory before entering.
- ❖ Follow the Social distancing norms.

Protocols for the Library Users and Staff

Users (Students & Faculty)

- ❖ In reading hall, Two students per table will be allowed
- ❖ The users will not be allowed to enter the Book shelves/Book Stack Area.
- ❖ The book stack areas will be under closed access, and books will be traced by the staff and provided to the users at Circulation Counter.
- ❖ Books will be issued for 10 days.

- ❖ Identify in advance the books that you would like to borrow using WEBOPAC and share the details of the same to staff through email library@lsraheja.org the books will be kept ready for borrowing on very next day.

- ❖ For Institutional Repository (Teachers Publication, Syllabus, Past Year Question Papers and Circulars) visit <https://Israhejacollegelibrary.org/institutional-repository>
- ❖ For Open Resources (E-Books, E-Journals, Audio Books, E-Newspapers and other open resources) visit <https://Israhejacollegelibrary.org/eresources>

Library Staff

- ❖ The staff will use their designated Working space, computer and stationary for the discharge of their duties. (No sharing of computer and stationary).
- ❖ Staff is required to sanitize their computer and stationary box on daily basis.
- ❖ Returned books will be discharged and shelved after 72 hours.

Use Library website for more information

<https://Israhejacollegelibrary.org/>

For any Query

E-Mail: library@Israheja.org

Telegram: https://t.me/LSRC_MJD


PRINCIPAL