



अखिल भारतीय आयुर्विज्ञान संस्थान  
साकेत नगर भोपाल (मध्य प्रदेश)– 462020  
**ALL INDIA INSTITUTE OF MEDICAL SCIENCES**  
Saket Nagar, Bhopal (M.P.) – 462020

File No. 23/20-21/LIB/AIIMS/BPL/09/11

Date: 24 Sep 2020

**CIRCULAR**

( In continuation to earlier **circulars, dated 30/03/2020 and 13/7/2020**)

The Central Library would resume its reading facility and other services (along with the late submission fine ), with effect from **01/10/2020 onwards**. The SOP's for the library operations are as per attachment and would be strictly adhered to.

This is with the approval of the competent authority.

For information to all concerned.

**Prof. Rajesh Malik**  
Chairman- Library Committee

Enclosed : Attachment as above.

**SUBJECT: SOP ON PREVENTIVE MEASURES TO CONTAIN SPREAD OF  
COVID-19 IN CENTRAL LIBRARY AT AIIMS BHOPAL**

1. **Timing:** Library will open 9.00 A.M. to 9 P.M.
2. **Circulation hour:** 10 to 1 P.M. and 2 to 8 P.M.
3. **Holiday timing:** 12P.M. to 6 P.M. except notified holidays
4. **Seating Permission:** Only single sitting permitted, group reading/discussion strictly prohibited
5. **Safety:** No entry without face-mask and identity cards. No entry during quarantine period..  
Person using common areas needs to use mask/face covers all the time.
6. **Social distancing:** Physical distancing of 6 feet strictly to be maintained. Furniture movement/  
displacement strictly prohibited.
7. **Entry:** Rights to admission are strictly reserved. Only 100 intake/ seating at a time.
8. **Book Returns:** Drop all books to be returned, in the book drop kiosk and collect the receipt.  
You can also check your A/c through website/MyLoft.
9. **Fine collection/other charges:** Would resume as usual, however Library will try to  
start/promote e-wallets.
10. **Other advisory:** Please do not use shelves yourself for finding books for reading/issue  
purposes. Instead, please ask at the Circulation counter, they will provide you the books at your  
seat. Please don't try to re-shelve them. Leave them at your seat. Library staff will arrange  
them for you.
11. **Prohibited Areas:** Admission in Smart interaction and discussion zone, Research & scholar  
Zone and Audio-visual Library will be only on request.
12. **Disciplinary Action:** User who violate the rules, following action may be taken:
  - i) One day Library suspensionFor repetitive violation :
  - ii) One month Library suspension
  - iii) One year Library suspension and matter to be put-up to Director/Dean-Academics for  
appropriate disciplinary action.
13. **Sanitization:** Each Saturday/last working day, the complete Library will be sanitized by  
sodium hypo-chlorite solution between 3PM to 6 PM. All users need to vacate the  
premises during sanitization.

