



University of Education, Lahore, Township Campus Central Library

Central Library Users Services Plan for COVID-19 Period No Mask, No Entry



a. Library gate to enter and exit of MPhil & PhD researchers, faculty and staff.

- From this gate only MPhil, PhD researchers and faculty will allow. They can sit, read, and issue books from the circulation desk following the **COVID-19 SoPs**. There will be a box where users will drop the books, and after check-in attendant (with gloves) will pick and shelve those books. Library staff will provide the required library material.
- A sanitizer bottle will be placed at this door. Without safety measures they will not allow to enter in the library. Only two users can sit on a table.

b. Back door of library for check-in and check-out process of BS and Master Students.

- An attendant is appointed at this door. There will be a box where student will drop books, and after check-in attendant (with gloves) will pick and shelve those books.
- For checkout, student will ask for a book and the attendant will search, issue and provide them at door.
- This gate will be used only for check-in and check-out purpose.

c. COVID-19 SoPs and instructions have displayed at several prominent places and each table of the library. Library users should follow the rules.