



Date: 21/09/2020

NOTIFICATION

As new and renewal admissions are going on and final year students are approaching for library clearance, we have made some important decisions that are very important for every member of the library.

1. Due to COVID-19 pandemic, COVID protocol should be maintained (Social distancing, Wearing of Mask). Sitting inside the library is prohibited until further notice. Students may come and do their necessary work.

2. Final year students: Regarding library clearance, final year students are required to submit all the issued books. No consideration will be accepted at any circumstances

3. **Concession in overdue:** Due to the situation of COVID-19, there will be no overdue books during the period 18/03/2020 to till college re-open. But if overdue is before 18/03/2020, then overdue will be considered upto the date 18/03/2020. In Case of a lost book, a student must have to pay triple the cost of the book or have to return the same book.

4. **Library clearance for non-final year students:** As social distance is our main priority and there will be no overdue during 18/03/2020 to till college re-open, we have decided that for non-final year students, it is not necessary to return the issued books for now. Once they return to the institute can return at that time. For now no need to come to the institute/library only to return of books. **Remember this is for only non-final year students.**

5. Rules to maintain inside the library:

a. At the entry sanitize your hands, necessary items properly and wear COVID-19 safety essentials. Maintain proper social distance

b. Only 01 students can enter at a time.

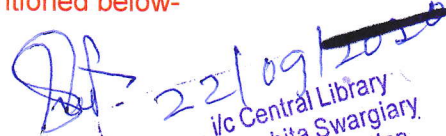
c. Sitting/Reading is not allowed for now.

d. After entry first consult with any staff of the library about your need and then proceed according to the suggestion. Do not touch any books/shelves directly.

e. Do not stay inside the library without any work. Roaming inside the library is strictly prohibited.

f. You may issue books but maintain above said rules properly

Note: To check overdue books in your account please go through the link mentioned below-
<http://citkl.collegesinassam.com/displayOverdueList>


(i/c) Central Library
Mrs. Sabita Swargiary
Asst. Librarian
Central Library, CIT Kokrajhar, Assam