



## **LIBRARY**

### **REGIONAL INSTITUTE OF MEDICAL SCIENCES**

An Autonomous Institute under the Ministry of Health & Family Welfare, Govt. of India

Ref. No. LIB/UTD/RIMS-19(Pt 1)

Imphal, the 19<sup>th</sup> November 2020

## **CIRCULAR**

**Subject:- Library Services during the COVID -19 Pandemic.**

I am to inform to all the Faculties and Students of RIMS that Library will be allowing to utilize Library services w.e.f. 19<sup>th</sup> November, 2020 by following the COVID- 19 SOP's and guideline issue by the government.

- 1.) **Internet Room** - Only 2 (two) users will be allowed to access the Internet service for minimum of 1 hour per user once at a time.
- 2.) **Reading room** - Only 10 (ten) users will be allowed to use for a maximum of 3 hours per user once at a time.
- 3.) **Current Journal and Thesis** - Only 2 (two) users will be allowed to use the service for a maximum of 2 hours per user once at a time.
- 4.) **Borrowing books** - Only 2 students will be allowed to enter once at a time.
- 5.) **Allotted time :-**  
9:40 a.m – 11:00 a.m (Cleaning and Sanitization of the library)  
11:00 a.m – 3:00 p.m (Allotted time for the users)

*N. Bimola Devi*  
19.11.20  
N. Bimola Devi  
Librarian i/c  
RIMS, Library

Copy to:-

1. P.S. to Director, RIMS, Imphal.
2. Dean (Academic) RIMS, Imphal.
- ✓ 3. System Administrator (uploading the circular)