
University Library
Goa University
Taleigao Plateau, Goa – 403 206

Standard Operating Procedure (SOP) for users of Goa University Library

The users (students/researchers/teaching and non-teaching staff) are hereby requested to take note of the following instructions for availing library services post lockdown period.

General

- Library timing: 09:00 am to 05:00 pm. (Monday to Friday)
- Visit the Library, only when necessary.
- All users/staff visiting the library should get screened for temperature before entering the library (and the status of the Aarogya Setu App will be seen at the entry of the Library by the Security Guard)
- Visitors should use hand sanitizer before entering into the Library premises. Hand sanitizer is made available at the entrance of the Library.
- Students are discouraged from coming with bags or other belongings. Only one person will be allowed at a time to enter the Property Counter for keeping the bag/authorized items.
- The staff will use their designated office space for the discharge of their duties, including the use of computers and would maintain the required distance and hygiene.
- Wearing proper face mask is compulsory for all library users and for staff as well
- Social distancing of at least 2 meters should be strictly maintained in the library premises
- Users are encouraged to identify in advance the books that they would like to borrow using OPAC and find their availability
- Anyone with fever, cough or other covid symptoms should not visit the library
- Do not accompany your friend/classmate/colleague to the library

- At a time only 25 students will be allowed in the library and students sitting together is strictly prohibited
- No group meetings/discussions will be allowed in the library
- Users noticing any ill/ unwell person/s should immediately bring to the notice of the staff on duty.
- Users should throw any waste/paper/used mask only in the dustbin placed at the entrance of the Library.

Returning books

- Do not rush to the Library to return the books to avoid late charges, if any. We are considerate about this.
- Returned books will be sent to the racks after 48 hours. These books will not be issued to any user.
- While returning the book/s at Circulation Desk, you should stand in the square box marked on the ground.
- Library recommends the procurement of e-books in place of printed books

Access status

- Entry in the Library Computer Lab is temporarily closed.
- These SOPs/Protocols are subject to modifications, if any, from time to time as per the orders from the Competent Authority/Library Administration as per the situation, in the interest of the University without any notice.

Contact

- For reference/general queries or articles, you may talk to (Dr. Vikrant Malvankar, asstlib1@unigoa.ac.in and Mr Nandkishor Bandekar, asstlib2@unigoa.ac.in)

Quick Links

- Library catalogue <http://libcat.unigoa.ac.in/>
- Knowledge Portal <http://www.unigoa.ac.in/library/knowledge-portal/>