

Circular No.18/2020-21

Date: 27 July, 2021

Dear Parent,

In our endeavour to provide resources to the staff and students for enhancement of knowledge and broadening their literary horizons, the School Management plans to reopen the Libraries in a phased manner from 1 August, 21, thrice in a week i.e Wednesday, Thursday and Friday from 9:30 am – 01:30 pm.

Students may visit the School Library during these days and get the books issued.

The guidelines for issuing of books are as follows:

- Students availing the library facility will follow the Covid Protocol, **NO ENTRY WILL BE PROVIDED WITHOUT A MASK, MAINTAIN SOCIAL DISTANCING AND USE HAND SANITIZER FREQUENTLY.**
- The library will have staggered timings to ensure that not more than 15 students are present in the library at a given point of time
- A library card will be issued to the students desirous of using the library facility. The card will be not transferable.
- The students would be required to carry the card with them while visiting the School Library
- One book will be issued at a time for a period of two weeks.
- Students must make sure to return the borrowed items by the due date.
- If the books are not returned within the specified time, fine will be charged as per rules.
- Loss of Membership Cards by students will invite a fine of Rs.50/-
- In case any of the borrowed items being lost, damaged, or destroyed, students will be required to replace the lost /damaged/destroyed item with a new one.
- Students must not write on the pages of the books or cut any of its pages.
- Reference books and current periodicals will not be issued to any student .These can be consulted only in the library.
- The Librarian may call for a book at any time, even if the normal period of loan has not expired.
- Strict order and silence shall be maintained in the library.

Distribution

VPL, HMs

Website I/C

Parent Broadcast Groups



Asha Prabhakar
(Principal)

स्वच्छ भारत

एक कदम स्वच्छता की ओर

