

GOVT. COLLEGE JIND

(Affiliated to CRSU Jind)



**STANDARD OPERATING PROCEDURE (SOP) FOR GENERAL PUBLIC READERS –
LIBRARY READING ROOM**

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SOP FOR GENERAL PUBLIC READERS-LIBRARY READING ROOM

The 24×7 Library Reading Room facility of Govt. College Jind is extended to both enrolled students of the college and members of the general public. In order to maintain discipline, safety, and academic environment, the following SOP shall be applicable for general public readers:

1. Entry and Identity Verification

- General public readers must register themselves with the Library and obtain a Library Entry Card.
- The Entry Card is non-transferable and must be shown at the main gate of the college for entry.
- Entry will be allowed only for the purpose of using the Library Reading Room.

2. Timings and Access

- The Reading Room remains open 24×7; however, readers must restrict their movement to the library area only.
- During teaching hours, general public readers are not permitted to loiter in the college campus. Access beyond the library premises is strictly prohibited.

3. Discipline and Conduct

- Silence must be maintained in the Reading Hall at all times.
- Use of mobile phones for calls, loud conversations, or any disturbance is strictly prohibited.
- Readers are expected to maintain decorum and academic atmosphere inside the library.
- Smoking, eating, or bringing beverages inside the Reading Hall is strictly prohibited.

4. Use of Facilities

- Readers must use designated reading seats and tables only.
- Library resources (if issued to public readers) must be handled with care; any damage will attract disciplinary action.
- Personal belongings must be kept in the designated area (if lockers or baggage counters are provided).

5. Security and Monitoring

- Readers must cooperate with library/security staff during entry, exit, and random checks.
- CCTV surveillance will be in operation to ensure safety and discipline.

- Any violation of rules will lead to cancellation of the Entry Card and denial of further access.

6. Emergency and Safety

- In case of fire, medical emergency, or any untoward incident, readers must follow the instructions of the college security and staff immediately.
- Emergency exits should be kept unobstructed at all times.

7. Accountability

- The Principal reserves the right to amend or cancel the reading privileges of general public readers in case of indiscipline.
- General public readers shall be treated as guests of the institution and are expected to uphold the reputation of the college by maintaining discipline and academic culture.

Principal
Govt. College Jind