

# PROTOCOLS TO OBSERVE IN USING ALL KNUST LIBRARY SERVICES AND FACILITIES

TO HELP MINIMIZE THE SPREAD OF THE COVID-19 PANDEMIC, AND TO ENSURE THE SAFETY OF ALL STUDENTS USING OUR LIBRARIES ACROSS CAMPUS, THE FOLLOWING MEASURES HAVE BEEN PUT IN PLACE BY THE MANAGEMENT OF THE KNUST LIBRARY SYSTEM. WE ENTREAT YOU ALL, TO COMPLY WITH THESE PROTOCOLS.

## BEFORE YOU VISIT THE LIBRARY:

- I. MAKE SURE YOU CARRY YOUR ID CARD WITH YOU. YOU WILL BE DENIED ACCESS TO THE LIBRARY IF YOU DON'T HAVE A VALID KNUST STUDENT ID CARD.
- II. DO NOT BRING YOUR BAG INTO THE LIBRARY. CARRY ONLY THE ESSENTIAL ITEMS YOU NEED FOR LEARNING PURPOSES, E.G. NOTEBOOKS, PENS, PENCILS ETC. AVOID USING ITEMS BELONGING TO OTHERS.
- III. BRING YOUR OWN LAPTOP FOR USE. THERE WILL BE LIMITED ACCESS TO COMPUTERS AVAILABLE IN THE LIBRARY.
- IV. CARRY A FACE-MASK WITH YOU. WITHOUT A MASK, YOU WILL NOT BE ALLOWED INTO THE LIBRARY.

## WHILST IN THE LIBRARY:

- I. MAKE SURE YOU WASH YOUR HANDS AND APPLY A HAND SANITIZER.
- II. YOUR TEMPERATURE WILL BE CHECKED BEFORE YOU ARE ADMITTED INTO THE LIBRARY
- III. RECORD YOUR NAME AND OTHER DETAILS IN THE LIBRARY USER BOOK. THIS IS FOR CONTACT TRACING PURPOSES.
- IV. SEATING ARRANGEMENT HAS THE TABLE FOR DISINFECTION BEFORE REUSE.
- VI. WHERE NECESSARY, MAKE USE OF OUR PHOTOCOPYING AND PRINTING SERVICES.
- VII. BRING WATER IN SEALABLE CANS; WATER DISPENSERS ARE NOT AVAILABLE

## BEFORE YOU LEAVE THE LIBRARY:

- I. MAKE SURE YOU TAKE ALL YOUR ITEMS WITH YOU.
- II. SIGN OUT IN THE LIBRARY USER BOOK, BEFORE LEAVING THE LIBRARY.
- III. WASH YOUR HANDS AGAIN AND APPLY A HAND SANITIZER ON LEAVING THE LIBRARY

DO NOT LET YOUR GUARD DOWN. YOUR SAFETY AND SURVIVAL ARE IN YOUR OWN HANDS. BE COVIDWISE.



UNIVERSITY LIBRARIAN – KNUST.

