



## **LIBRARY NOTICE**

ABESIT/LIB./NOTICES/2022-23/02

Date:- 6<sup>th</sup> Jan. 2023

**TO: All Faculty & Staff Members**

**Subject: - Regarding Library Reprographic Section**

This is to bring to the kind notice of all the users of the REPROGRAPHIC SECTION, it has been observed that some of the members are not logging the usage of services in respective registers as well as their library attendance through id card.

### **IMPORTANT INSTRUCTIONS FOR MEMBERS:**

- Please ensure that you do make entries, in appropriate registers, about the details of services used by you.
- Please swipe your **BAR-CODED ID CARD** under the bar-code scanner, at the entry point of library reprographic section.
- Please complete the **GATE-EXIT** process before leaving the library reprographic section.
- For your convenience, here are the timings of reprographic section, once again: i.e. **9:15 AM TO 2:00 PM & 2:30 PM TO 5:00 PM**. kindly ensure that the services are used in the above mentioned time slot only, for the smooth functioning of the library.
- This service is intended for official use only and the user needs to bring his/her documents scan & photostat them him/her self (except cyclostyle).
- Digital cyclostyle machines which are placed in reprographic section will be operated by the Library staff only (except examination period).
- Make a request for cyclostyle printing any document at least **24 hours** in advance.
- All other rules are same as before.

You are requested to observe highest order of regulation in the library and help us in enhancing the level of all services rendered from the library.

Dr. Rakesh Singh Tomar  
Librarian

Cc to:

1. Hon'ble Chairman Sir (e-mail),
2. Director Sir (e-mail),
3. Dean-Academics (e-mail),
4. Proctor (e-mail),
5. Registrar (e-mail),
6. All Hod/ In-charges (e-mail),
7. All Faculty & staff (e-mail)
8. Library Website
9. Record Room (Lib.1.1)