

## WE ARE STILL HERE FOR YOU

Dear Members and Students,

We are partly reopening our library with **return services** and have taken the best precautions to ensure your safety in view of the prevailing COVID19 Pandemic. Unfortunately the other services are not offered due to the current situation worldwide.

### Procedure to return the media:

**E-mail:** Kindly drop an E-mail to [Library@pune.goethe.de](mailto:Library@pune.goethe.de) with following details:

Name

Mobile no.

Library Card no.

Name and no. of borrowed media:

**Appointment:** You will receive an email in a week with specific date and time slot, in which you can visit the Institute and return the media.

**Return Desk:** Outside the Library you will find a return desk where you can drop your media in the return box.

**Media in Quarantine:** Your media will be checked only after cleaning and disinfecting procedure.

**Return Acknowledgment:** You shall receive an acknowledgement mail generated by the library software within two weeks after your appointment.

Currently all the issued media is automatically renewed until **01.04.2021**

## IMPORTANT GUIDELINES:

### **Before arrival**

- The Goethe-Institut/Max Mueller Bhavan is still closed for general public. **Only members/students** with a scheduled appointment are allowed into the premises.
- Please visit the institute only if you are **not feeling sick** and have not been showing any symptoms of an infection in the days before the given appointment date, and if you have not been in contact with an ill person.
- In any of the above cases, please inform us through email [Library@pune.goethe.de](mailto:Library@pune.goethe.de) to cancel/postpone the appointment
- You are expected to visit the institute wearing a **mask**. You may carry extra protection such as face-shield and gloves.

### **Arrival at the MMB/Goethe-Institut Pune**

- Please visit the institute only on the given date during the given time slot.
- Only the member/student with library card and prior appointment will be allowed to enter the institute's premises. No waiting area will be unfortunately provided to accompanying persons. Upon arrival at the institute, please disinfect your hands and show the appointment email to our staff at the security.
- Our staff will record your temperature at the entrance.

### **Inside the campus:**

- You are expected to **maintain a distance** of two meters from any other person in the premises.
- Hand sanitisers are placed at various locations inside the premises. Please disinfect your hands frequently, before and after you return the media and please refrain from touching other surfaces unnecessarily.
- You are expected to wear a mask during the entire time. Avoid frequently touching the mask and your face.
- Candidates are requested to move around only in the allowed space (Return desk) in the premises.