UNIVERSITY OF CYRPUSS LIBRARY USE INSTRUCTIONS
AS OF 1 JUNE 2020

Users obligations regarding health and safety

- Users must keep a distance of at least 2 meters from others in the area.
- Users must clean their hands (or gloves they wear) with antiseptic gel when entering the building. Before wearing gloves while in the building, they also must use antiseptic gel for their hands.
- All visitors must wear protective mask.
- Access is allowed only in the areas designated by the Library. Users must follow the instructions given by staff at the Learning Resource Centre “Stelios ioannou”.
- It is forbidden to move seats around.
- Before leaving, users must make sure that they leave absolutely clean the area they have used.

Reading areas

- Users are allowed to make use of the Reading Areas designated by the Library, from Monday until Friday 08:30-20:00.
- The Library or the Health and Safety Services may not allow entrance to users if they deem that the maximum number of visitors has been reached or if they deem that the health and safety of anyone around is in danger.

Procedure of book use and checkout

- Users must submit by email their request for books (no more than 5 volumes) by email to library@ucy.ac.cy. Users will be served on a first-come-first-serve basis, according to their request’s submission.
- Requested books will be delivered at the Library entrance from Monday to Friday between 08:30-14:00, unless a different arrangement is agreed between the user and the Library.

Procedure of book return

- Return of books must be made only through the Self-Return System located next to the Library entrance, Monday to Thursday from 08:30-20:00.
- Books returned will be collected and reshelved by the Library staff the following Monday, in order to allow 72 hours after the previous Thursday and avoid possible contagion of COVID-19.

Access to book stacks

- Access to book stacks is currently not allowed.