

***Library New Normal Simple SOP***

***You follow simple rules for us, we do our work for you☺***

1. **At the Library entrance you need to:**
	1. **Show your VALID student ID tag for barcode scanning – if you are not a Library member, you may now register**
	2. **Your student ID must be active (not expired) & need to be shown in physical, not in phone etc.**
2. **Keep yourself safe in the library by observing the followings:**
	1. **Wear your face mask when needed**
	2. **Maintain appropriate at least 1 meter away of social distancing**
	3. **No group sitting for discussion**
	4. **No gathering in washroom or Library space**
	5. **No eating of food to ensure your own study ambiance is clean & tidy**
	6. **No talking loudly as to respect other Library users**