

Guidelines

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1 October 2024

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1 October 2024

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Document No. : GL-IS-15
Revision No. : 0
Effective Date : 1 October 2024

These guidelines apply to the usage of Book Sanitizer Service.

NO.	EXPLANATIONS
1.0	Sanitization of books by users before returning them at the counter
1.1	Users approach the counter for book returning.
1.2	Designated officer (DO) advised the user to sterilize the book using a book shower.
1.3	Users open the machine door and place the book on the hanging rack.
1.4	Users close the machine door and press the "ON/OFF" button.
1.5	Users wait for 30 seconds until the process of sterilization is complete.
1.6	Once completed, the user opens the machine door and takes out the book. Then the user returns the book at the counter.
2.0	Sanitization of book before returning by user (book drop)
2.1	Users return the book using a book drop machine.
2.2	Designated officer (DO) shall collect the book from the book drop bin.
2.3	DO open the machine door and place the book on the hanging rack.
2.4	DO close the machine door and press the "ON/OFF" button.
2.5	DO wait for 30 seconds until the sterilization process completes.
2.6	Once completed, DO shall activate the security tag.
2.7	DO shall place the book on the designated trolley for shelving.

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