1. **Scope:** Physical Maintenance of the Library and Information Centre
2. **Responsibility:** Library Staff
3. **Procedures**
   1. Growth of shrubs and trees near the building has been avoided to the maximum extent possible to prevent the damage of foundation and avoid dampness.
   2. Adequate number of electric fans has been provided to facilitate air circulation inside the building.
   3. Cleaning of different sections, furniture and equipments has been carried at regular intervals by brooming and mopping.
   4. Books and other reading materials have been prevented from falling of direct sunlight by fixing sun films on all the windows of the building.
   5. A cleaning schedule has been made and two housekeeping staff have been deployed for the purpose as accumulation of dust and dirt accelerate the physical damage of books and other reading materials.
   6. Specific instructions have been given to clean remote corners of the book shelves, behind cabinets, under desks, chairs, and all surfaces accumulating dust.
   7. In addition to the traditional cleaning tools like brooms, brushes, dusters and cloths a vacuum cleaner is being used as it sucks the dust and cannot resettle on the surfaces.
   8. The shelves have been regularly inspected for mould and pest activity, if any. Also, cracks, crevices and loose joints in floors and walls have been attended in time to eliminate the possibility of insect hiding in these places.
   9. The book racks have been arranged at a distance of 15 cm away from the walls to avoid contact of book racks with walls thereby to eliminate dampness.
   10. Insecticidal powder solution has been applied at regular intervals beneath the racks and other furniture as a precautionary measure to prevent insects with the help of maintenance section. No chemical formulations have been directly applied on to the books, since these may have an adverse effect on the books as well as users of the books and the staff.
   11. Naphthalene bricks have been keeping on the shelves as it repels the insects from coming to the book racks.
   12. Periodical checking of building has been conducted for electrical defects if any, and setting the faults in time.
   13. The following have been practiced by the library staff and the users to increase the longevity of the print resources of the library resources.
4. Using books trolleys for carrying large number of books.
5. Photocopying books with care as considerable stress imposed on the material will result in its damage.
6. Use of bookends to support books when shelves are not full.
7. Shelving of books without too tightly or too loosely.
8. Avoiding the folding of pages to prevent formation of creases and torn at the folds.
9. Avoiding of licking of fingers as an aid to turn pages.
10. Avoiding of Underlining.
11. Avoiding of leaving the books open on the reading table, face downwards.
12. Avoiding of leaning on an open book since this can damage the spine and binding.
    1. **The entire area is declared as a non-smoking area**
    2. **Fire extinguishers have been deployed in all the floors**
    3. **In addition, a proposal has been given for treating the building by professional pest control firm with the help of** the Engineering Section.