

BIOTECHNOLOGY INDUSTRY RESEARCH ASSISTANCE PROGRAM
Annexure 1



STANDARD OPERATING PROCEDURE

SOP Title **Access of DeLCON with BIRAP Library by Visitors**
Department **Information & Documentation**
SOP No. BIRAP-LIB/006 **Revision No.** 01 **Page No.** 3

1. Purpose

The purpose of this SOP is to standardize the procedure for accessing the DeLCON resources with BIRAP- library by the visitors.

2. Scope

This SOP is applicable to all the visitors whether from academia or industry who wants to access the DeLCON resources with BIRAP- library.

3. Responsibility

3.1 BIRAP I&D officer is responsible for taking the approval and communication to the visitors.

3.2 BIRAP ES is responsible for attending the visitors and gets the Personal Details Form filled.

4. Definition

Visitors: Any person from outside BIRAP visiting BIRAP library for accessing DeLCON resources.

5. Abbreviation

5.1 SOP: Standard Operating Procedure

5.2 I&D : Information and Documentation

5.3 ES : Executive Secretary

5.4 BIRAP: Biotechnology Industry Research Assistance Programme

6. Procedure

- 6.1 Any visitor who wants to access DeLCON resources with BIRAP Library have to take prior appointment through e-mail at "library.birap@nic.in" before coming to BIRAP.
- 6.2 The I&D officer - BIRAP should inform the competent authority and take approval by e-mail after receiving such mails.
- 6.3 The I&D officer - BIRAP will check for appropriate available time and should communicate to the visitors with a copy of mail to BIRAP Executive Secretary.
- 6.4 The visitors are allowed to access the resources only in the BIRAP office hours no request after that shall be entertained.
- 6.5 Maximum of 2 persons shall be allowed to use DeLCON resources at a given time.
- 6.6 Executive secretary will attend the visitor on the appointed day and get the personal details filled as per "Personal Details Form" Annexure 1.
- 6.7 After filling the form the visitor will be sent to the library for access to DeLCON resources.
- 6.8 No soft copies are allowed to be taken outside the BIRAP building either by internet or by person, without written permission of the competent authority.
- 6.9 Pen Drives, USB Drives, CD/ DVD or any such items are not allowed inside the Library.
- 6.10 Email accessibility is not allowed inside the Library.
- 6.11 Any print or Xerox requested by the visitors shall be entertained only with prior approval from competent authority.
- 6.12 At a time maximum 50 pages print is allowed after the prior approval from competent authority. The cost of the printout will be decided by the management committee on case to case to case basic. Charges of outsiders can be levied on the case to case basic and it will be approved by management.
- 6.13 Any kind of damage to the library property including computers and other items and/ or any use of restricted items by the visitors shall be penalised and is the sole liability of visitors.

7. Reporting

Personal Details Form

8. Annexure

Annexure I: Personal Details Form