



Library

Handbook



The Library
Rajarata University of Sri Lanka

It's Your **Library**

Welcome Message

Welcome to Rajarata University library system. The library is the leading center for all your information needs. It plays a central role in the achievement of the University vision and meeting all the University stakeholders Information needs. The library will from time to time conduct information literacy training in the library for building the skills of the users so that they can survive in the information and knowledge economy. Welcome to Rajarata University Library system! This guide is designed to acquaint you with our purpose, services, resources, and procedures, so that you may use our Library with ease and efficiency.

1. Overview of the University Library

The University library is at the heart academic life and offers lots of helpful support. Rajarata University of Sri Lanka, located in the beautiful surrounding of Mihinthale, overlooking the Mihinthale historically associated with the introduction of Buddhism to Sri Lanka. It is just 14 K .M. away from the ancient capital of Anuradhapura, the center of the world renowned hydraulic civilization. The Library system of the Rajarata University is the main vehicle for acquisition, organization and distribution of knowledge and information to her academics. The Library provides services to the university community such as under graduates, post graduates, academic staff members and non-academic staff members. The Library system of the Rajarata University is consisted with main library and three faculty libraries in different locations. The Main Library and Applied Sciences library are located within the Mihinthale premises and serves to the Faculties of Social Sciences and humanities, Management studies and Applied Sciences consecutively. The Library located in Puliyankulama serves to the Faculty of Agricultural Sciences and the Library located in Saliyapura serves to the Faculty of Medical and Allied Sciences. Medical library is the key information provider of health professionals in Faculty of Medicine and Allied Sciences and Teaching Hospital, Anuradhapura. There are two library branches; one at Saliyapura and the other one at Professorial Unit, Teaching Hospital, Anuradhapura.

In order to meet the research needs of a variety of majors, Library Services offer students a strong collection of both print and online sources. Library has a computerized online catalog of all the available materials which is called Online Public Access Catalog or OPAC. Library users can access the library's full collection of online resources and databases through the library web page. This catalogue can be accessed by several computer terminals within the library, or via the Internet. The OPAC is accessible through this Internet address (<http://opac.rjt.ac.lk/>). Student must be registered in order to be eligible for borrowing privileges. If an item is not owned by library it can usually be retrieved from another library. This service is called interlibrary loan. Forms to request articles or books are available in the library.

The Reference Collection consists of standard reference tools such as dictionaries, directories, encyclopedias, indexes and abstracts, handbooks, atlases and Government documents. Reference materials are indicated by a prefix "SR" to the call number. They are for use in the Library only. Borrowers are responsible for the cost of replacing lost items and overdue charges. Borrowers are responsible for returning their loans on or before the due date. Late return of Library materials is subject to an overdue fine and the amount of which is specified in the Library Regulations. Library orientation programmes for new students are scheduled at the beginning of each semester. User awareness programmes on using resources of different subject areas are held from time to time. New books are put on display for one week at the New Book Display Area of the Library. New books will be returned to shelves for loan after the display period. The home page of the Applied Sciences library at <http://www.rjt.ac.lk/library/>



1.1 Definition of terms

1.2.1 Library:

Library is a place of systematically organized documents in which reading materials like books, monographs, periodicals, magazines, newspapers, databases, audio and visual materials in print and electronic formats.

1.2.2 Library Material:

Library materials includes all resources held or provided by the Library, regardless of format, including but not limited to books, journals, papers, audio-visual and electronic resources.

1.2.3 Library Services:

Library services are those services provided to users by Library Staff; e.g., Reference, Loans and Document Delivery.

1.2.4 User:

User means a user authorized by the University Librarian to use Library Materials, Library Services and Library Facilities. Library users can be grouped into a number of categories:

(a) Library Members: These are persons entitled to borrow library documents for use outside the library premises. In an academic library users include all the students, faculty, research scholars and staff.

1.2.5 Documents

Library documents encompass all types of printed, electronic, optical, microform resources viz. books, e-books, open access publications, monographs, magazines, periodicals, e-journals, reports, theses and dissertations, patents, newspapers, newsletters, conference proceedings, standards, specifications, databases, etc.



1.2 The objectives of the Library

Objective 1: To provide and maintain a collection of books. Journals, Multimedia and e-journals that is current and comprehensive in terms of coverage of the various disciplines.

Objective 2: To serve the readers of the Library with best available information in a supportive and catering manner.

Objective 3: To co-operate with other libraries related institutions.

Objective 04: Providing best user services to the users. (To the students and academic staff members)

Objective 05: Providing efficient library service implementing a new library automation system and buildup a intranet connecting the faculty libraries.

Objective 06: Staff Development through training and recruitment

Objective 07: Exploit the usage of the library

Objective 08: Conservation and preservation of the library resources.

Objective 09: To develop the professional skills of the librarians of the North Central province



**“Everything in the world exists in order to end up as a book.”
-Stéphane Mallarmé**

1.3 Library Vision

“To be the best academic library in the country that caters to learning, teaching and research in the fields of Agriculture, Applied Science, Management Sciences, Medical and Allied Sciences and Social Sciences and Humanities”.

1.5 Library Mission

“To provide information services through highest effective management of resources using best skill and technology for the teaching process at Rajarata University of Sri Lanka”.



1.6 Library Opening Hours

During Course Work	
Monday to Friday	8.30 am – 6.00 pm
Saturday	8.30 am -4.30 pm
Sunday and Public Holidays	Closed
During Exam Period	
Monday to Friday	8.30 am – 7.00 pm
Saturday	8.30 am -4.30 pm
Sunday public holidays and Poya days	Closed

Lending/Reference	(Monday – Saturday) 8.30AM 4.15PM
Special Collection	(Monday – Friday) 8.30AM 4.15PM
Periodical Section	(Monday – Saturday) 8.30AM 4.15PM
Audio Visual (Monday	(Monday – Friday) 9.00AM 4.00PM

Library Services and Facilities

2.1 UGC- CONSAL Subscribed Databases



Emerald Contains nearly 250 journals and subjects include Management, Accounting, Finance & Economics, HRM, Marketing, Education, Librarianship, Engineering, Social Sciences, Computer Science, Operations, Logistics & Quality, Tourism & Hospitality etc.



Oxford University Press publish over 230 journals in the humanities, social sciences, law, science, and medicine, two-thirds of which are published in partnership with learned and professional societies. OUP has the highest percentage of journals in the top 10% by impact factor.

2.2 Borrowing Facility

Expect certain information resources (Permanent reference materials), all other library materials can be borrowed by the registered readers for a stipulated period.

2.3 Circulation

The image of library depends upon the functions of Circulation Section because a majority of the users in academic libraries interact with the staff of this Circulation Section. The following circulation services have been provided by the Central Library:

- Issue/Check-out
- Return/Check-in

- Renew
- Reservation/Hold
- E-mail Alerts on every transaction

2.4 Inter-library Loan (ILL)

ILL allows you to borrow books and other materials from other Libraries. Requests for inter-library loan should be submitted to the Librarian through a letter by the Head of the Department or the Dean of the faculty. Delivery time usually takes one day to two weeks depending on the location of the library where the item is been held. The loan period depends on the regulations of the library, which lends the material, but most libraries lend materials for two weeks from date the of issue.

2.5 Photocopy Service

The private photo copying service point situated near the main entrance. The readers use in this photo copying facilities should borrow the relevant items for main counters and return the same items at stipulated items. The book binding are also provided by them.

2.6 Document Delivery Service - (DDS)

In addition, Consortium of Sri Lanka academic libraries (CONSAL) has also now established a Centralized Document Delivery Service through the British Library Document Supply Service (BLDSS), with funding from the UGC, Sri Lanka. The objective is to fulfill the scholarly literature needs of Sri Lankan academics. DDS allows you to request journal articles not available, via the e-databases provided by CONSAL, University subscribed databases or internet for free of charge. This service extends to the British Library Document Service (BLDS) provided by the CONSAL funded by UGC. Academics and research students may enjoy these facilities by filling in the following forms.

2.7 Wi-Fi Service

Students have free Internet access through Wi-Fi technology which has been provided by the Library.

2.8 Library Clearance Certificates

All the registered library user have to clear all kind of pending library dues against his/ her account and produce the prescribed No Dues Certificate at the Circulation Desk for obtaining the Library Clearance Certificate. Every student is required to obtain a **No Due** clearance certificate from the library before leaving the University after returning the library books. Further, Clearance from Library membership is mandatory for students upon completion of his/her studies.

2.9 Discussion area

The Library provides a discussion area for students to conduct their own studies and discussions.

2.10 Library user orientation Programme

User education is provided at the time of new enrollments in the University. Orientation sessions and library tours are provided to new students before the library registration process takes place.

2.11 Library Awareness programme

The library takes an active part in the awareness programme organized by the library for the benefit of students and academic staff in university. They are taken around the library to familiarize them with various resources and services available for them. Training sessions are also organized whenever a new product or service is introduced. Any user desiring to know more about library resources and service or to learn how to use a particular resource like OPAC, e-journals, databases etc. should have to contact library.

2.12 Library Community services / Outreach service

Library is conducting workshops, training programmes, reading moth programme in school, book donation library organization to enhance the skill of teacher librarians, public and piriven librarians in north central province.

2.13 E-Services

2.13.1 E-Databases

With the objectives of increasing access to scholarly journals in a cost effective manner and increasing the research productivity of participating universities in high quality journals, the Consortium of Academic Libraries of Sri Lanka (CONSAL) was established. Currently it has subscribed to 02 databases to the library including more than 450 journals with the funding support of the UGC. The library has access for Oxford University Press and for Emerald insight.

2.13.2 Online Catalogue (OPAC)

Online Public Access Catalogue (OPAC) is the library's search tool used to locate books. The Library plays a vital role in the collection development and dissemination of scientific and technical information to meet the present and future needs of the university. The library is automated using KOHA open source Integrated Library Management (ILM) software. Web OPAC provides the facility of searching, browsing and reserving physical materials available at the library. With OPAC, library user can search the entire library's collection by author, title, publisher, ISBN, keyword, year of publication, subject and even the call number. The objective of this session is to provide a basic idea on the library's Online Public Access Catalogue (OPAC).

2.13.3 Institutional Repository

The repository is where you can access the world class open access research from the University. Articles are from a wide range of research

groups and across the Institutions. An institutional repository is an online collection of an institution's research output. This repository is vital important to increase the accessibility and visibility of Rajarata University research output and to increase citation rates and ranking of the University. Currently it contains more than 1900 assets (Abstracts and Full Texts).

- ❖ To support individual members of the University in providing open online access to their research output
- ❖ To ensure the storage and preservation of Rajarata university research output at institutional level
- ❖ To showcase the research output of Rajarata university academics, and raise their national and international profile



2.13.4 E-Learning Resources

Exam Papers / Book chapters are Online provides access for staff and students of the University of Rajarata via e-learning system.

2.13.5 SMS Alerts

The library sends alert e-mail messages to the users about the transactions in the library.

2.13.6 Laptop Using facility

The library users can use their personal laptops in the library.

2.14 Library Web Page

The Library provides access to its resources via the library webpage. The webpage is to be functional, appealing, user friendly, applicable to our audience and a work continually in process. The library webpage is an important access point to the collections, services and instruction available through the library. It consists of general library information.

Library Membership

3.1 Membership Category

The persons mentioned bellows are eligible to obtain the membership of the library.

- ❖ Internal students who are registered in the university
- ❖ Postgraduate students who are registered in the university
- ❖ Permanent staff members of the Academic staff in the university
- ❖ Temporary staff members of the Academic staff in the university
- ❖ Permanent-Executive officers of the university
- ❖ Non Academic staff of the permanent services in the university

4. Library Classification

Library is use the Dewey Decimal Classification System (DDC) to arrange books on similar subjects together. This classification system was invented in 1876 by Melvil Dewey. It is kept up to date and is widely used around world in all types of libraries and it is a tool used by many



libraries to arrange items on a shelf by subject. Dewey organized all of the world's knowledge into ten great divisions - hence decimal. These are called the main classes. Each subject comes under one of these classes and is assigned an appropriate class number. The class number is like the book's address and is placed on the

book's spine. The call number has two components, the DDC number and the Cutter number.

4.1 Dewey Decimal Classification System (DDC)

The main essence of classification is to bring together information sources of related subjects. The ten main classes include:

000-099 Computers, Information and General Reference

100-199 Philosophy & Psychology

200-299 Religion 300-399 Social Sciences

400-499 Language 500-599 Natural Sciences

600-699 Applied Sciences (Technology)

700-799 Arts & Recreation 800-899 Literature

900-999 History & Geography ,Information and General Reference



4.2 Library Cataloging

The Library follows AACR-II for cataloguing of books and book-like materials. AACR-II provides complete guidelines for the cataloguing of the library materials. Before cataloguing, a cataloguer should examine the subjects that are auxiliary to the main subject. This makes it possible for the cataloguer to provide adequate keywords enabling users in locating the documents of their interest.



4.3 Online Public Access Catalogue – (OPAC)

Library has a computerized online catalog of all the available materials which is called Online Public Access Catalog or OPAC. This catalogue can be accessed by several computer terminals within the library, or via the Internet. The OPAC can be searched by author, title, subject, keywords, classified number, publisher, etc. The OPAC is accessible through the following Internet address:

<http://opac.rjt.ac.lk/>



Figure 1: Library Catalog Entry Page

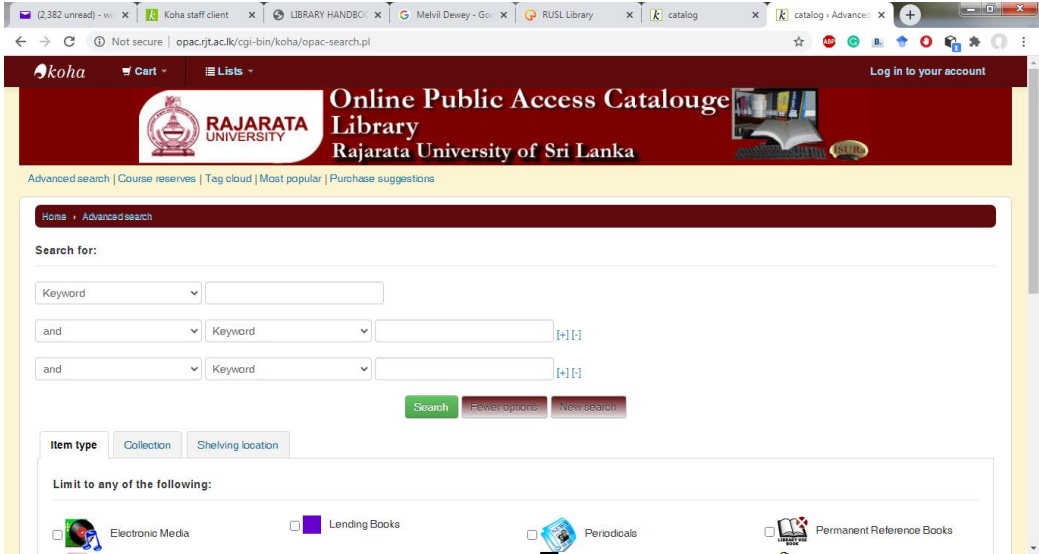


Figure 2: Search page



Figure 3: Available Search Fields

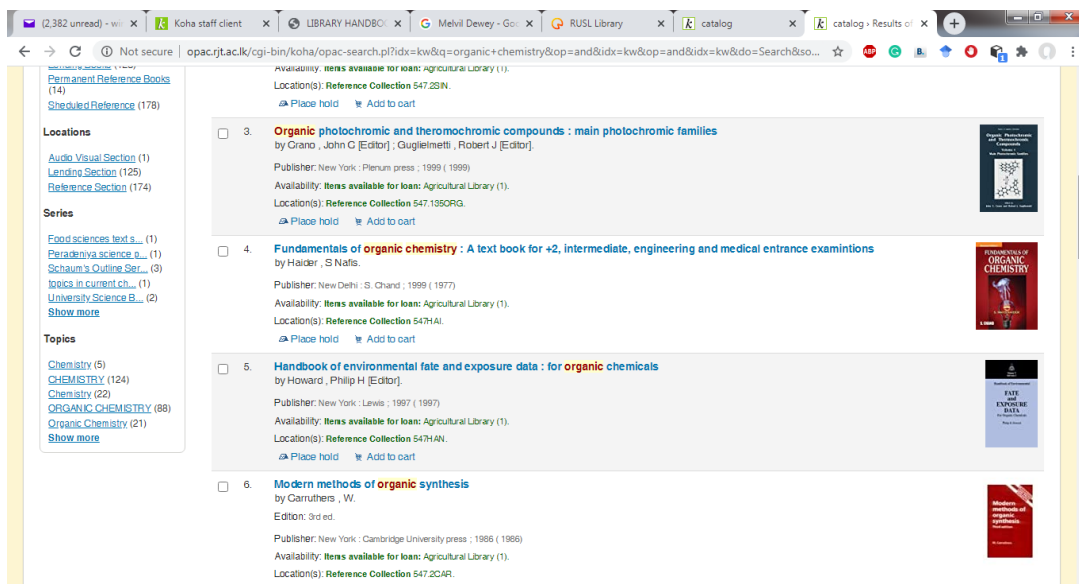


Figure 4: Example of Book Records

5. Borrowing Rules

1. The readers should check the books thoroughly for missing pages, chapters, etc. while getting them issued.

2. No book in damaged condition will be accepted from the users on return. Damaged books will have to be replaced with new books by the borrower.

3. Loaned items should not be transferred from one borrower to another but must be returned to the library and formally re-issued.

4. Borrowers are held personally responsible for the safe custody of any material(s) on loan to them. They shall be required to pay the cost of replacement of any item, which is lost while on loan to them.

5. Library users will not be cleared unless all borrowed book(s)/ or information material(s) are returned. All lost items must be replaced by the borrower.



5.1 Overdue Fine

Items that are returned after the due date are considered overdue. The overdue fine is calculated at the following rates:

1. Rs.5.00 per day for the books issued from the Lending Section and Book Bank Section.
2. Rs. 10.00 per day for the books issued from the Reference Section.



5.2 General Rules

- ❖ All students, faculty, and permanent employees of the university are entitled to the membership of the Library.
- ❖ The Library user shall not engage in audible conversation in any part of the Library; they should observe strict silence inside the Library so that others are not disturbed.
 - ❖ Use of Mobile phones is not permitted inside the Library.
 - ❖ Users are not allowed to carry eatables/drinks inside the Library.
 - ❖ Personal Bags should be kept at Property Counter at own risk. No valuable items, e.g., Laptop, mobile, money, ATM Cards, etc. should be kept inside the bags. If kept, the Library will not be responsible for any such loss.
 - ❖ The library shall not be responsible for any loss or damage to the personal belongings of the users.
 - ❖ The users shall not write upon, damage or mark any book belonging to the Library. Marking, scratching, damaging, mutilating, stealing, library materials, or property will invite disciplinary action against the defaulters.
 - ❖ The user is responsible for any damage caused by him/her to the books or any other property belonging to the Library, shall be required to pay the penalty imposed upon him/her by the Library Authority.
 - ❖ The Security officer at the library entrance will check all personal belongings including library books issued to a member.
 - ❖ Books removed from the shelves, if not required further, should be kept on the nearest book trolley/ table. Please do not try to shelve them yourself.
 - ❖ The User should check the books before borrowing to ensure that these are not damaged. If a book is found to be damaged or certain pages are missing, the borrower should get this statement recorded on the

book. Otherwise, he/she shall be held responsible for the damage, discovered at the time of returning the books.

❖ Users should not talk or discuss as they may disturb other Users. Reading areas are meant for individual study and research only.

❖ Computer in the library premises should be used for academic purposes only.

❖ Online chatting/ dating, browsing of social networking sites is strictly prohibited. Strict disciplinary action will be taken against the defaulters.

❖ Playing games/ watching movie on computers is strictly prohibited in the entire Library premises.

❖ Users must carry their student Identity Card card while using the Library.

❖ Users should not remove/ unplug computer cables/ connections, network cables, and other peripherals/ accessories in the library.

❖ Users must take care of their Pen drives, CD/ DVD ROMs, mobiles, wallets, etc. The library is not responsible for any losses.

❖ The seats are to be used/occupied on the first-come, first-served basis.

❖ Users should not rest or keep their feet on tables, chairs, shelves, etc.

❖ Smoking, pan chewing and spitting in the library is prohibited.

❖ These rules are subject to revision/change from time to time without assigning any reason. The Librarian is free to take any decision in the interest of the library or institution.

❖ No notices may be displayed or any items distributed within the Library without the prior approval of the Librarian.

❖ No visitor will be allowed to tour, use library facilities except with permission of the librarian

❖Chairs and tables and other library equipment, fittings and furniture should not be marked, defaced, or disarranged.



5.3 Returning Procedure

Borrowers must return all loan items the circulation counter on or before due date/time.

5.4 Loss and Damage

Any mutilation, damage or loss of library materials must be reported to library staff immediately. Borrowers will be held responsible for loss or damage to any items on loan to their account.

6. Other information

6.1 Security Desk

Members have to show their university Identity card at the security desk and sign the entrance Register at the time of entering the library. Members are requested to hand over the book issued on loan to the security staff on duty. All materials including files, note books etc taken inside the library are to be given for inspection by the security staff when leaving the library.

6.2 Loss and Damage

Any mutilation, damage or loss of library materials must be reported to library staff immediately. Borrowers will be held responsible for loss or damage to any items on loan to their account.

Feedback from Users

Provision has been made for obtaining feedback from users about their satisfaction with library services. Any of the library users can make suggestions for improvement of existing or starting new services, or problems faced in getting required information.

6.4 Contact Information

Mrs. A.S. Siriwardana

Librarian

Tel : +94252266694 Fax: +94252266694

Extension : 2400

E-mail: ssasoka@gmail.com / rajlib@sltnet.lk

Mr. W.M.A.K. Wijekoon

Senior Assistant Librarian Gr. I (On sabbatical Leave)

Tel: +94252266312

E-mail: anurawijekoon@yahoo.com

Dr. Mrs. K.R.N. Harshani

Senior Assistant Librarian

Faculty of Applied Sciences Library

Tel: +94 25-2266314

E-mail: wimukasi@yahoo.com / lib@as.rjt.ac.lk

Mrs. W.P.T. Dilrukshi

Senior Assistant Librarian

Tel: +94252236633

Fax 0252221610

E-mail: thanudilrukshi@yahoo.com

Mrs. W.M.P.G.K. Thusara Wanasinghe

Senior Assistant Librarian

Tel: :+94252226389

E-mail: medrajaratalib@yahoo.com

Dr. S.K. Illangarathne

Senior Assistant Librarian Gr. I

Tel: +9425-2266285

E-mail: skillangarathne@gmail.com

isaman@rjt.ac.lk

Website : <http://www.rjt.ac.lk/library/>

Repository : <http://repository.rjt.ac.lk:8080/>