



SLTC
Research University



Library Handbook

2022-2023

Version 2

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Introduction

The library of SLTC Research University plays a vital role in fulfilling the information requirements of its students and research community. The Library supports the educational needs of the students, faculty, and staff of the Sri Lanka Technological Campus. The library was established in 2015 and houses a collection of over 4000 volumes and other media. Faculty and the librarian select materials to meet the curricular needs of the campus and to build upon the collection. The role of the library in higher education is much more important since the library is considered a prime requirement in higher education. Therefore, the library is considered the 'heart' of any academic institution. As a student of the SLTC Research University, you have access to the resources made available through the library. This handbook will guide you in learning what materials and services are available to you and how to use them.

Contact Us

Email: librarian@sltc.ac.lk

Postal Address: The Library
Main Campus,
Ingiriya Road,
Padukka,
Sri Lanka.

SLTC Library membership

All SLTC students automatically become members of the library

Library Opening Hours

The Library is accessible 24/7 except for Mercantile and Special SLTC Holidays

Library Vision

To be regarded as essential for students, academics, and staff at SLTC

Library Mission

The mission of the SLTC Library is to provide high-quality scholarly information resources, responsive user services, and a user-friendly environment for information access to faculty, students, and staff of the SLTC in supporting their teaching, learning, and research activities.

The Main Library Goal

The primary goal of the SLTC library is to provide access to information in all formats to support the teaching-learning research and personal growth of its users. The SLTC library will be responsive to user needs, enrich their lives, advance their carrier, and make them become lifelong learners.

Main Objectives of the Library

- To teach students to access, evaluate, and use information
- To maintain a well-balanced and timely collection appropriate to the needs and mission of SLTC
- To assist in locating and using instructional materials
- To promote instruction in information literacy
- To provide a welcoming environment
- To foster a love of reading that will develop lifelong learning
- To develop, organize and maintain a collection
- To support college research and instruction programs by the preparation and dissemination of bibliographic and reference guides and appropriate information services.
- To publicize and promote awareness and use of the library's resources and services to students, faculty, and administrative staff through public relations programs and staff participation in campus activities.
- To stimulate and encourage students to develop lifelong habits of good learning, reading, study, and research.

Library Resources

Print Resources

- **Reference Collection**
The reference collection includes several copies of each essential/prescribed textbook. Books are not allowed to borrow from the reference collection.
- **Permanent Reference Collection**
Permanent Reference Collection consists of dictionaries, thesaurus, glossaries, encyclopedias, etc. These materials are not allowed to be borrowed
- **Lending/ Circulation Collection**
Circulation/lending books shall refer to those which can be borrowed for a longer period. Users are allowed to borrow books from the lending section for two weeks.
- **Periodical Collection**
The library maintains periodical collections of Arts, Education, Finance and Management, and Social Sciences.
- **Theses Collection**
The library holds a collection of undergraduate theses. It is only for reference and not allowed to be taken out.
- **Past Examination Paper Collection**
They are also available in print format in the library.
- **Fiction Collection**
The fiction collection consists of both English and Sinhala novels and short stores

Electronic resources

➤ **DSpace**

SLTC DSpace is the digital repository or the online location for collecting, maintaining, and disseminating the scholarly output of the SLTC. This service allows members of the SLTC to share research with the wider community. For more information, please log in to <http://repo.sltc.ac.lk/password-login>

➤ SLTC Digital Library

The digital library contains Past Examination Papers and recommended and extra reading materials in electronic format (eBooks). Users are allowed to utilize these resources with user credentials. For more details please refer to our Digital Library at <https://digilib.sltc.ac.lk/login>

Digitized Past Examination Paper Collection

Past exam papers are available in the digital library online (as PDF). User credentials are required to download past exam papers. Please contact the library for more information.

[Exams past papers](#)

SLTC Online Public Access Catalogue
Library, Sri Lanka Technological Campus (SLTC)

Search Library catalog GO

Advanced search Course reserves Authority search Tag cloud

Home

Quick Links

- HOME
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- About
- Prospective Students
- Schools & Departments
- International
- Campus Life
- Contact Us
- Past Exam papers

Library Opening Hours

Weekdays - 9:00 a.m. - 6:00 p.m.
Weekend/Mercantile Holidays and Poya

Welcome to Library of SLTC

The SLTC library, possesses a collection of various types of information resources based on the curricula of degree programs of faculties which suits the needs of the reader community. The reader community comprises of undergraduate students and academic staff members and non academic staff members. It has a comprehensive collection to meet the needs of its users. The Library provides a variety of services designed to support students, faculty members, researchers, and staff members of SLTC. All categories of members of the Library are encouraged to examine, consult, borrow and browse through any book, journal, printed/non-printed materials, on-line resources, and receive other services of the SLTC library.

Professionally trained personnel are responsible for the care of SLTC Library and its contents, including the selection, processing, and organization of materials and the delivery of information, instructions, and loan services to meet the needs of its users. The Library personnel are devoted to applying theory and technology to the creation, selection, organization, management, preservation, dissemination, and utilization of the collections of information in all formats and help to manage and mediate access to information.

The collection is organized subject-wise and International standard, Classification system (Universal Decimal Classification System) and Anglo-American Cataloguing Rules are used for classification and cataloguing books. With the existing collection and facilities, the library offers a range of library services to its user community.

Search tips
Begin your search in the text box at the top of this page, or click Advanced Search for additional search options.

You can log in to your account by entering your sltc mail address as a Login Name and your email password as a Password.

Once you logged into your sltc mail address, books, videos, CDs, and DVDs are available.

Log in to your account:

Login:

Password:

Login instructions

You can log in to your account by entering your Membership Number or PIN Number and your password.
or
You can log in to your account by entering your sltc mail address as a Login

Click to the Exams past paper Tab

Books Requests

If there is a title that we do not have, that you would like to access, you may suggest that the librarian purchase the item or ask for an Interlibrary Loan. You can send your requests on books to librarian@sltc.ac.lk

Search

- Library catalog ▾
- Library catalog
- Title
- Author
- Subject
- ISBN
- ISSN
- Series
- Call number

Advanced Search Reserves Authority search Tag cloud

- Home
- HOME
- My Account
- Advanced Search
- About
- Prospective Students
- Schools & Departments
- International

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Log in to your account:

Login:

Password:

Cataloging and Classification of Library Materials

An introduction to woodland ecology by John Cousins	Forest ecosystems of the world M. Shafi & M. Raza (editors)	The wild woods: a regional guide to Britain's ancient woodland by Peter Marren	Biodiversity and ecosystem processes in tropical forests Gordon Orians <i>et al</i>	African rain forest ecology & conservation: an interdisciplinary perspective edited by William Weber	Forest Phoenix: how a great forest recovers after wildfire by David Lindenmayer <i>et al</i>	Boreal ecology by William O. Pruitt, Jr.
577 3 COU	577 3 FOR	577 .30941 MAR	577 .34 BIO	577 .34096 AFR	577 .342409945 FOR	577 .37 PRU

Books are first shelved in the numerical order of their classification (by subject)

If two or more books have the same classification, they are shelved in the alphabetical order of their suffix (by author, title, editor etc.)

Books are catalogued and classified according to the Anglo-American Cataloguing Rules 2 (AACR2) and the Dewey Decimal Classification System (DDC).

Library Facilities for users

- Active learning space
- Wi-Fi facility
- Group study cubicles
- Self-check-in and check-out machine for circulation of books

How to search Books: Online Public Access Catalogue (OPAC)

Users can locate books on Author, Title, Subject, etc. using the OPAC

Books Borrowing and Returning Procedures

- The SLTC Library is using the computerized system (KOHA) for circulating books and other library materials.
- Student ID must be produced at the time you borrow books and other library materials.
- Library users are allowed to use either the self-checkout machine or ask for assistance from the library staff when borrowing books.
- When returning books, users are allowed to use the DropBox, self-check-in machine, or assistance of the library staff.
- The book should be returned on or before the due date but is considered overdue if returned later than the date stated in the due date slip.
- Library users may renew a book after its due date if there is no demand for the same.

Renewal of Books

To renew book/s, borrowers should bring the book/s to the circulation desk for renewal of the due date or the borrower can send a formal email request for renewal to the library at librarian@sltc.ac.lk.

Handling Fines and Lost Books

Fines.

The SLTC Library imposes fines for those who do not return the library material during the loan period. Students who fail to return the book on time shall pay ten rupees (Rs.10) per day, per book, including Saturdays, Sundays, and Holidays.

Lost/Damaged books and other library materials

If the book is lost, the borrower should notify the librarian as soon as possible.

Library users will be charged for lost or damaged books. Damage fines will be assessed by the librarian.

Loss materials, such as books, serials, audio-visual, and other non-print materials should be paid at their current price by the borrower.

The lost library materials should either be paid for or replaced within 2 weeks but not later than 30 days after the date of report of loss.

All payments should be made directly at the Cashier's Office.

Other Services to Users

- Book loan service
- Inquiry service and search/research assistance
- Reference interviews
- Document Delivery Service
- Selective Dissemination of content page
- Current Awareness Services
- Orientation programs for undergraduate and postgraduate students
- Conference alert service
- Access electronic resources
- Inter-library loan service
- New arrival display

Library Clearance

To ensure that library users have no accountabilities before they leave the campus, they must secure a library clearance.

Loss of Library Privileges

Non-compliance with the library rules and regulations shall result in the suspension of the library privileges of the user.

- The librarian has the authority to expel anyone who is misbehaving in the library.
- The librarian shall send the final reminder to the borrower who fails to return the material after two recall notices have been sent.
- If the written warning is ignored, the librarian may suspend temporarily the borrowing privileges of the user until the material is returned and the accrued fines are paid.
- If the offenders refuse to pay for the outstanding charges, such as fines, replacement costs of damaged books, or repair of damaged properties, the librarian withholds their borrowing privileges until their accounts are cleared or subject to pertinent institutional rules.
- Repeated offenses may lead to total loss of library privileges. These may also lead to disciplinary action as provided under the institution's rules for library users.

Library Regulations

- Silence must be firmly observed within the library. Users are reminded to switch off all beeping devices such as alarm watches and mobile phones while studying in the Library. Loud conversations and other unnecessary noises are strictly prohibited.
- Food and beverage are not allowed in the library.
- Student ID must be produced for inspection at the entrance.
- Outsiders are not allowed in the library.
- Library users should follow the instructions on the proper use of the Library as displayed in the library or given verbally by library staff.
- It is the user's responsibility to attend to their personal belongings. The SLTC Library will not be responsible for any loss or damage to personal property.
- Unauthorized removal and/or mutilation of Library equipment/materials/ resources print and/or non-print, either in whole or in part, or any attempt to do so will subject the offender to serious disciplinary action.
- The library must be kept clean. Littering on the table or floor is not allowed. Wastebaskets are provided inside the library for cleanliness purposes.
- Bringing any bags, files, folders, umbrellas, or attaché cases into the library shall be prohibited.
- A lost book must report immediately to avoid the accumulation of fines. It must be replaced with the same kind or paid not later than two (2) weeks after the librarian has been notified of the loss.
- Smoking, unseeing behavior, disturbance, or any other conduct interfering with the proper use of the library shall be forbidden.

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