SLTC

SRI LANKA TECHNOLOGICAL CAMPUS

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இலங்கை தொழில்நுட்ப பல்கலைக்கழகம்

Library Handbook

2020-2021

Version i

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Introduction

The library of Sri Lanka Technological Campus (SLTC) 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 the staff of the Sri Lanka Technological Campus. The library was established in 2015 and houses a collection of over 5000 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 library in higher education is much more important since library is considered a prime requirement in higher education. Therefore, the library is considered as the 'heart' of any academic institution. As a student of the Sri Lanka Technological Campus, 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.
Website: https://sltc.ac.lk/staff-and-students/library

SLTC Library membership

All SLTC students are automatically become members of the library

Library Opening Hours

The Library is accessible 24/7 except 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 in order to support the teaching learning research and personal growth of its users. With this SLTC library will responsive to user needs, enrich their lives, advance their carrier, and make them to 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 provide assistance 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 to 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 longer period. Users are allowed to borrow books from the lending section for the period of 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

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.

➢ **SLTC Digital Library**

The digital library contains Past Examination Papers and eBooks. Users are allowed to utilize these resources with user credentials.

- ➢ **IEEE Xplore Digital Library**
  - • A powerful resource for discovery of and access to scientific and technical content published by the IEEE ((Institute of Electrical and Electronics Engineers)
  - • provides web access to more than four-million full-text documents from some of the world's most highly cited publications in electrical engineering, computer science and electronics.
  - • The content in IEEE *Xplore* comprises:

    195+ journals

    1,400+ conference proceedings

    5,100+ technical standards

    Approximately 2,000 books

    400+ educational courses

- ➢ **The ACM Digital Library**

The ACM Digital Library is a research, discovery and networking platform.

It contains,

The Full-Text Collection of all ACM publications, including journals, conference proceedings, technical magazines, newsletters and books.

A collection of hosted full-text publications from select publishers

The ACM Guide to Computing Literature, a comprehensive bibliographic database focused exclusively on the field of computing.

A richly interlinked set of connections among authors, works, institutions, and specialized communities.

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.
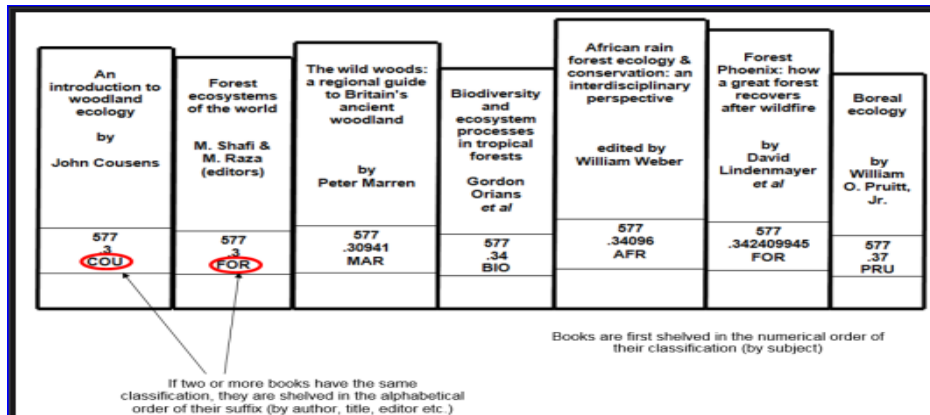
[Exams past papers](#)

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*

Cataloguing and Classification of Library Materials

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

Notation	Description
0	Science and Knowledge. Organization. Computer Science. Information Science. Documentation. Librarianship. Institutions. Publications
1	Philosophy. Psychology
2	Religion. Theology
3	Social Sciences
4	Vacant
5	Mathematics. Natural Sciences
6	Applied Sciences. Medicine, Technology
7	The Arts. Entertainment. Sport
8	Linguistics. Literature
9	Geography. History

Common Auxiliary Signs

The signs (e.g. the plus, the stroke, the colon) are used to link two (or more) numbers, so expressing relations of various kinds between two (or more) subjects.

Notation	Description
+	Coordination. Addition (plus sign). Table 1a
/	Consecutive extension (oblique stroke sign). Table 1a
:	Simple relation (colon sign). Table 1b
::	Order-fixing (double colon sign). Table 1b
[]	Subgrouping (square brackets). Table 1b
*	Introduces non-UDC notation (asterisk). Table 1h
A/Z	Direct alphabetical specification. Table 1h

Common Auxiliary Numbers

Nation	Description
=...	Common auxiliaries of language. Table 1c
(0...)	Common auxiliaries of form. Table 1d
(1/9)	Common auxiliaries of place. Table 1e
(=...)	Common auxiliaries of human ancestry, ethnic grouping and nationality. Table 1f
"..."	Common auxiliaries of time. Table 1g helps to make minute division of time e.g.: "1993-1996"

Nation	Description
-0...	Common auxiliaries of general characteristics: Properties, Materials, Relations/Processes and Persons. Table 1k.
-02	Common auxiliaries of properties. Table 1k
-03	Common auxiliaries of materials. Table 1k
-04	Common auxiliaries of relations, processes and operations. Table 1k
-05	Common auxiliaries of persons and personal characteristics. Table 1k this table is repeated

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 and Subject etc. using the OPAC

Books Borrowing and Returning Procedures

- The SLTC Library is using the computerized system (KOHA) for circulating of 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 check out machine or ask for assistance from the library staff when borrowing books.

- When returning books, users are allowed to use the Drop Box, self check-in machine or assistance of the library staff.

- 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 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 on librarian@sltc.ac.lk.

Handling Fines and Lost Books

Fines.

The SLTC Library imposes fines for those who do not return the library material at 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, 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 its 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 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 a 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 withhold 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.

Differently Abled Access

In order to provide equal opportunities for all library users, the library offers services for people who have physical disabilities such as visual impairments. Please contact the librarian for more information and assistance.

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. Waste baskets are provided inside the library for cleanliness purpose.

- Bringing any bags, files, folders, umbrellas or attaché cases into the library shall be prohibited.

- A lost book must report immediately to avoid accumulation of   fines. It must be replaced with the same kind or paid not later 2 weeks   after the librarian has been notified of the loss.

- Smoking, unseeingly behavior, disturbance or any other conduct interfering with the proper use of the library shall be forbidden.