



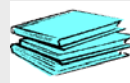
# **UNIVERSITY OF MORATUWA LIBRARY**

[www.lib.mrt.ac.lk](http://www.lib.mrt.ac.lk)

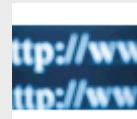


## **USER'S GUIDE**

## WHAT WE OFFER



- **Books & CDs for lending.**
- **Books, Standards, Audio Visual Material, Electronic Media, Magazines and Journals for reference.**
- **Free Internet access.**
- **Access to the Library Online Public Access Catalogue (OPAC).**
- **Reference Query Service through the web site (“Ask a Librarian”).**
- **Assistance and guidance to use the library services through User Education Unit**
- **Current Awareness (Information on new arrivals through e-mails)**



# **STUDENT LIBRARY GUIDE**

## **Contents**

	<b>Page</b>
1. Introduction	01
2. Floor Structure	01
3. Borrowing	02
4. Collection Details	08
5. Facilities	11
6. Services	11
7. De-registration	13
8. Subject Index	14
9. Library Floor Plans	20
10. Library Sectional Heads	24
11. Library Rules	25
12. Library Opening Hours	26

**"Please treat our facilities with the  
same respect as you would like to  
receive yourself"**

## **1. WHAT DOES THIS GUIDE PROVIDE?**

This guide provides information you need to effectively use the University Library while you are at the University. It describes library resources and services available to you, provides instructions to the users for efficient use of the library resources and outlines the rules and regulations. Please keep this guide throughout your stay in the University.

## **2. LAYOUT (FLOOR STRUCTURE)**

Your library is housed in a five-story building including a basement and an attic floor. Given below is what you get in each floor. Floor plans are given in pages 20-23.

### **FLOOR 4 (ATTIC FLOOR)**

On request collection (OR)  
Temporary Collection (TC)  
Periodicals (Back Issues)

### **FLOOR 3**

Lending collection  
Issues / Returns counter  
Online Catalogue (OPAC)  
Display shelf of new additions  
E-resources Collection  
Thripitaka Collection

### **FLOOR 2 (ENTRANCE FLOOR)**

Luggage Counter (Cloak Room)  
Reader Service Office/ Membership Counter  
Computer Room  
Learning Commons

## **FLOOR 1**

Periodicals Collection  
Permanent Reference Collection  
Past Question Papers  
Standards  
Sri Lanka Science & Technology Collection (SLSC)  
Theses/ Dissertations Collection  
Undergraduate Project Reports  
Display Shelf of New Additions  
Library Science Collection  
Photocopy Service  
Internet facilities for Undergraduate/ ITUM Students  
User Education Unit  
Leisure Corner  
TV Area

## **GROUND FLOOR**

University of Moratuwa Archival Collection (UOMAC)  
Diandas Collection (Special collection on transport)

## **3. BORROWING**

Our library has a total stock of about 92,000 books, about 300 journal titles and a range of other materials such as theses, dissertations, standards and so forth. Most of these items can be borrowed subject to the regulations given under Section 3.3.

### **3.1 HOW TO LOCATE AN ITEM**

The most efficient way to identify the location of an item is to use the library catalogues.

## Library Online Catalogue

The On-Line Catalogue (called OPAC – Online Public Access Catalogue) could be accessed through the URL: <http://www.lib.mrt.ac.lk/lsearch.html>. However, you can go to the same site using the University of Moratuwa Library web site [www.lib.mrt.ac.lk](http://www.lib.mrt.ac.lk).

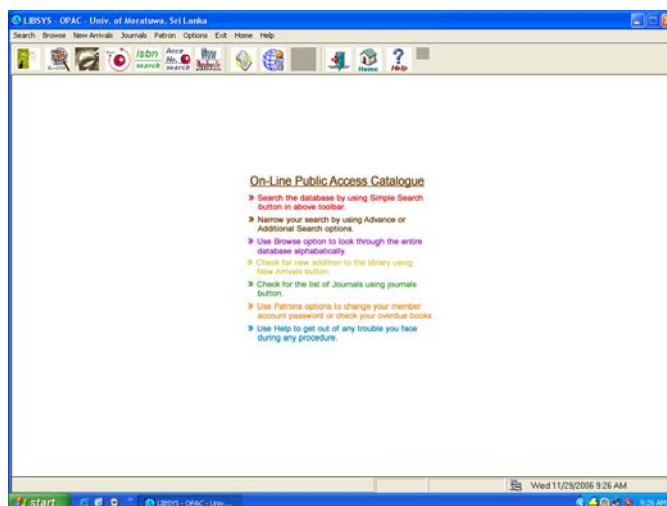
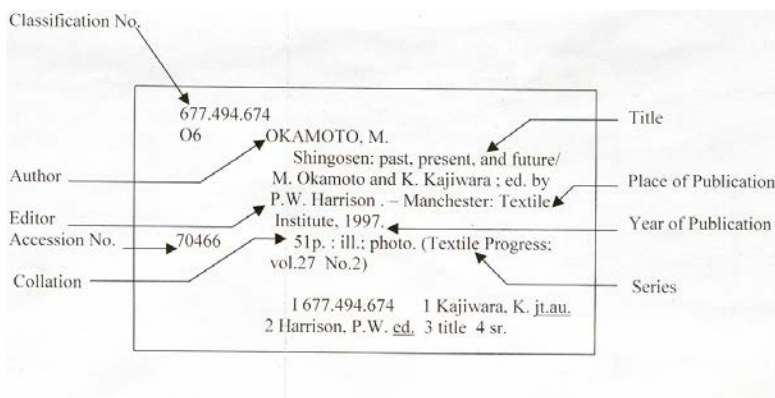


Figure 2 – Online Public Access Catalogue (OPAC) Display

You have the facility of searching for books, journals etc. By following the links, you can have bibliographic details like author, title publisher etc. The search interface is very user friendly and you can follow the instructions given there.

You can renew, reserve and request new books through online catalogue.

An example of a catalogue card is shown below. The books in the Library are arranged on the shelves according to the Universal Decimal Classification system, which makes it easy for you to exactly locate the place where the items you want are shelved. The first level of subject index based on the UDC system is provided in pages 15 - 21 for your information.



### 3.2 HOW TO BORROW

- To borrow, you will need a bar-coded ID card, which is issued by the University at the time of registration in the First Year of the Undergraduate/Postgraduate course and renewed at the beginning of each academic year.
- Call over at the issue counters with the book/s and your bar-coded ID card. The staff member will issue the book to you.
- Please report any missing pages, damages to pages of the book or damages to CD cover to the issue counters before borrowing. You will be responsible for such damages if noticed when returning the item.
- All borrowed books should be shown to the person at the door when you leave the library.
- Student bar-coded ID card must be carried at all times to use the Library. The card should be produced at the request of the library staff at any time. Do not lend your card to anyone, as you will be responsible for all loans issued against it.



### 3.3 LOAN REGULATIONS

In order to provide opportunities for everybody to use the library resources and to maintain an effective and an efficient service, every user should comply with the rules and regulations of the library. The loan regulation with regard to the loan periods and the number of items one can borrow at a given time is shown in Tables 1 and 2.

Table 1 – Regulations with regard to loan period

Type of Material	Type of User			
	Undergraduate	Post-graduate	Academic staff	Non-academic staff
Books (Lending)	14 days	28 days	3 months *	14 days
E-Resources				
Periodicals	Reference only		1 week	Short loan
Permanent reference			Reference only	Reference only
Standards			Reference only	Reference only
Special collections			Reference only	Reference only

\* Only for permanent staff.

Table 2 – Regulations with regard to number of items

Type of user	Number of loans/tickets
Undergraduate/ITUM	4 Items (4 lending)
Post-graduate	Variable
Permanent academic staff	15 Items (lending and periodicals)
Permanent academic staff (Probationary)	6 Items (lending and periodicals)
Temporary Lecturers	6 Items (lending and periodicals)
Contract staff (1 year)	3 Items
Temporary Instructors	3 Items (one month loan period)
Permanent clerical staff	3 Items
Permanent non-clerical staff	1 Items

The library deposit for Post Graduate students is as follows.

No of Books	1	2	3	4	5	6
Course						
Full Time	Rs. 2,000					*Rs. 6,000
Part time	Rs. 2,500	Rs. 5,000	Rs. 7,500	Rs. 10,000	Rs. 12,500	Rs. 15,000

\* Department guarantee for Rs. 9000.00 required

Material issued on loan may be recalled by the library staff at any time.

### 3.4 RENEWAL OF LOANS

Renewal of loans may be granted provided those items are not required by other borrowers. Please use our book renewal mode using web OPAC.

**Note: Only one renewal will be granted for all students**

### **3.5 RETURNING LOANS**

Please remember that you are responsible for all your loans until they have been returned and discharged by Library staff. To safeguard against overdue penalties and as a courtesy to others who may be waiting for the library material you have, please return it on the due date.

### **3.6 OVERDUES**

The Library's lending policy aims to allow as many readers as possible to access materials. Therefore if you do not return items, you may have to pay an overdue charge. Overdue notices are issued the following day after the due date through e mails. Penalties may begin accruing before you receive it and your borrowing privileges will be suspended if you have overdue loans.

### **3.7 FINES/OVERDUE CHARGES**

Fines will be levied for overdue items borrowed from the Lending and Reserve Collection as given below. New rates with effect from 01.01 2007 are as follows:

#### **Under graduates:**

##### **NDT:**

1 – 7 days after the due date:	Rs. 5.00 per day
Next 7 days:	Rs. 7.50 per day
Beyond 14 days:	Rs. 10.00 per day
Maximum fine:	Rs. 2500.00 per item

#### **Post graduates:**

First 2 weeks:	Rs. 10.00 per day
Next 2 weeks:	Rs. 15.00 per day
Beyond 4 weeks:	Rs. 20.00 per day
Maximum fine:	Rs. 5000.00 per item

- No fines will be levied from staff members of the University.

Please pay fines to the Accounts Division and return the voucher to the counters to cancel the fines. An administrative charge of Rs. 25.00 will be charged for the issue of a duplicate voucher.

The fine rates are subject to change and will be determined by the Library Committee from time to time.

***REMEMBER: YOU CAN AVOID PAYMENT OF ALL CHARGES IF YOU RETURN MATERIAL ON TIME!***

### **3.8 LOST / DAMAGED /REPLACEMENTS ITEMS**

If you do not return the item and the item continues to be overdue it will be treated as a lost item. In such a situation, in addition to the measures outlined previously, you will receive a bill for the replacement of the material.

If you lose an item you have borrowed, please report it immediately to the Library staff. You will be charged the cost of replacement of the item, which will include following charges:

- Cost of the item (the current price)
- Departmental charges (if any)
- Overdue fines (if any)
- Other taxes applicable

## **4. COLLECTION DETAILS**

### **4.1 LENDING COLLECTION**

The Lending Library which is on the third floor has almost 90,000 books, CDs & DVDs. Please refer Loan regulation section for borrowing details.

## **4.2 PERIODICALS COLLECTION**

This contains both the current and back issues of periodicals including major indexing and abstracting journals, which are arranged in the alphabetical order. The library receives over 50 titles of current print periodicals on subscriptions. It provides seating accommodation for 30 readers. This is housed in the 1<sup>st</sup> Floor of the Library. If you cannot locate the issue you need, please ask library staff for assistance. Photocopying and scanning facilities are also available in the periodical section for in-house collections.

Library also subscribes to online electronic resources containing full text electronic journals. Refer the Library web site for more information. ([www.lib.mrt.ac.lk](http://www.lib.mrt.ac.lk))

Periodicals are such an important source of information that more than half of the library's book budget is spent on subscription to periodicals. **They are just too good to ignore!**

## **4.3 REFERENCE COLLECTION**

The reference collection contains a wide variety of permanent reference materials such as encyclopaedias, dictionaries, bibliographies, data books, manuals etc. This collection is housed in the First Floor of the library and is available for reference only. Any material required will be allowed for photocopying.

## **4.4 STANDARDS**

Sri Lanka Standards (SLS), American Society of Testing Materials (ASTM) standards and British Standards (BS) are available in the First Floor of the Library and are available for reference only.

## **4.5 THESES AND DISSERTATIONS**

The library holds most copies of all higher degree thesis and dissertations completed by PG (Dip), MPhil, and M.Eng. students of UOM and those of UOM academic staff members who obtained PG degrees in overseas universities and institutions. UOM dissertations are listed in the

catalogue under the subject Thesis and dissertations. This collection is held in the Periodicals Section and is available for **reference** only.

Anyone who writes a thesis as part of his/her degree requirement must provide the University with copies along with CD, one of which will be placed in the Library.

Those who wish to give permission to the library to duplicate their thesis should mention so in a letter submitted along with the thesis.

#### **4.6 SRI LANKA SCIENCE AND TECHNOLOGY COLLECTION (SLSC)**

This collection holds materials either written by Sri Lankan authors or in subjects relevant to Sri Lanka. This is available for reference only. Any material required will be allowed for photocopying and scanning. This is housed in the Periodical Section.

#### **4.7 UNIVERSITY OF MORATUWA ARCHIVAL COLLECTION (UOMAC)**

All materials such as handbooks, by-laws, conference proceedings, prospectus etc. published by the University of Moratuwa are included in this collection. This is housed in the room no. 0-22 in the Ground Floor and is available for reference only.

#### **4.8 MAPS**

This collection contains the maps pertaining to Sri Lanka Roads, Towns Geography etc. and is available for reference only.

#### **4.9 LEISURE CORNER**

This collection comprises English and Sinhala novels, (from the Ladybird series to classics) and general knowledge books. This is housed on the first floor and is available for reference only. This is specially maintained to improve the reading habits of our users.

#### **4.10 DIANDAS' COLLECTION**

Diandas' collection consists of 8000 books, conference proceedings, reports etc. and 7000 journals related to transport and highways. The collection was donated by the late Mr. John Diandas. Details are being entered in the catalogue and the collection is available in the ground floor.

### **5. FACILITIES**

#### **5.1 PHOTOCOPYING**

A Photocopier is available in the First floor - Periodicals Section and offers the service from 8.00 a.m. – 5.00 p.m. from Monday to Saturday.

Current photocopy charges are displayed near the photocopier. Library materials subject to fair use as well as your own notes, text books etc could be photocopied.

#### **5.2 DOCUMENT SCANNING**

Scanning facilities are available in the Lending Section (3rd Floor) and the Periodicals Section (1st Floor). Except theses and standards, all other library materials are available for scanning.

### **6. SERVICES**

#### **6.1 INTER LIBRARY LOAN SERVICE (ILL)**

This service may be used by the faculty, post-graduate students, and undergraduate students and authorized research personnel of the University of Moratuwa. Requests should be submitted to the Librarian through a letter by the Head of the Department or the course coordinator. Delivery time usually takes between two to three weeks. The loan period depends on the regulations of the library, which lends material, but most libraries lend materials for two weeks from date of issue.

Although there is no charge for this service from the user the library spends considerable amount of money for this service. Please check the UOM catalogues (card and online) before submitting your requests to interlibrary loan. Contact Issue Counter staff if you require this service.

## **6.2 BRITISH LIBRARY DOCUMENT SUPPLY CENTRE (BLDSC) LOANS**

The articles of journals, books that are not available in local institutions, could be obtained through BLDSC. As an article consisting 10 pages costs Rs. 2500.00 (approx.), the most essential articles required for research work are catered to through this service. The library absorbs the cost of loan fees and the article will be a property of the library, which will be accessioned and shelved.

## **6.3 USING OTHER UNIVERSITY LIBRARIES**

All students and staff may use facilities of other university libraries for any research work. Please remember to obtain a letter of introduction from the Head of the Department and the Librarian to the respective Librarian whose discretion will be considered to provide such facilities.

## **6.4 NEW ADDITIONS: E-GROUP**

This is a complimentary current awareness service provided by Library, University of Moratuwa, to announce recently added items, through e-mails.

More details: [ts@lib.mrt.ac.lk](mailto:ts@lib.mrt.ac.lk)

You can join by sending e-mail to [uomlibnewbooks-subscribe@yahoogroups.com](mailto:uomlibnewbooks-subscribe@yahoogroups.com)

Or

Visit <http://groups.yahoo.com/group/uomlibnewbooks/>



## **7. DE-REGISTRATION (Cancellation of membership)**

Please return all your books to the library if

- You have completed the degree
- You leave the course for any reason
- The student membership terminates due to disciplinary action taken by the University Authorities

**Refund of library deposit:** Please complete the appropriate form available at Exams Division and produce the record book and the barcode ID to the library to issue the no-claim certificate.

*Issue of certificates will be withheld until no-claim certificate is issued by the library.*

## 8. SUBJECT INDEX

**This is a basic index to subjects according to the Universal Decimal Classification (UDC).**

SUBJECT	Class. No.
Accountancy	657
Agriculture/Forestry	63
Air & Space Transport Eng.	629.7
Apparatus with wheel or motor mechanism	681.1
Applied Sciences	6 & 60
Architecture	72
Articles of iron & steel	672
Arts, Recreation	7
Astronomical Instruments & Techniques	52
Automatic control eng. Cybernetic	681.5
Automobile (vehicle) Eng.	629
Bibliographies. Catalogues	01
Biological Sciences	57
Blacksmithery	682
Bookbinding	686
Botany	58
Building (construction) trade	69
Business Management	658
Chemical Technology & Engineering	66
Chemicals	661
Chemistry, Crystallography, Mineralogy	54

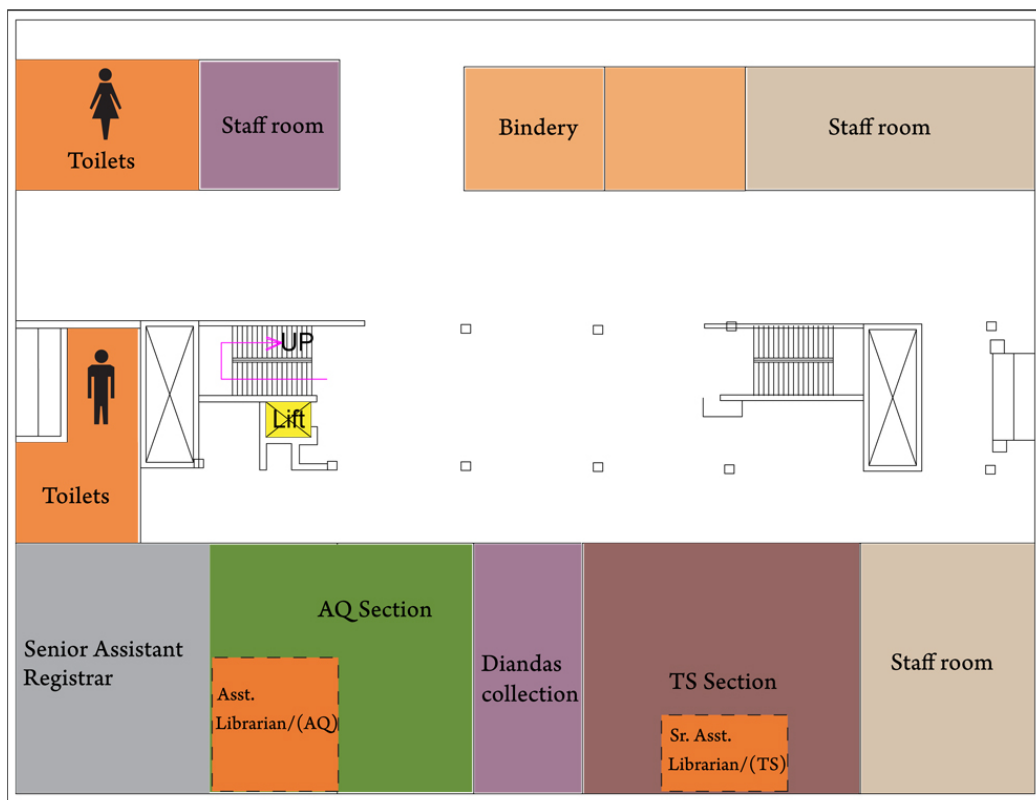
Chip formation. Cutting/Grinding	621.9
Civil Eng.	624
Clothing Industry	687
Coastal Eng.	627
Colour Industry	667
Commerce , Trade	38
Communication Technology	621.39
Computer science	004
Diseases, Pathology & Medicine	616
Domestic science. Housekeeping	64
Earth Sciences, Geology, Meteorology	55
Electric circuits, supply & control , Electric machines, measurements	621.31 to 621.37
Electrical Engineering	621.3
Electricity	537
Electronic (devices) Engineering	621.38
Energy (Economics of)	620.9
Engineering Materials	620.1
Engineering , Technology in general	62
Engraving & sculpting machines	681.9
Entertainment	79
Ethics	17
Ethnography, Custom & Tradition	39
Explosives, Fuels	662
Fluid Mechanics	532
Fluids handling	621.6
Food Industry (Production & Prevention)	664

Footwear., sports equipment	685
Fuels	662
Furniture & allied Industries	684
Geography. Biography. History	9
Geology. Climatology	55
Glass Industry, Ceramics, Cement	666
Health & Hygiene	613
Heat Engines	621.1
Highway Engineering	625
Hydraulic energy	621.22
Hydraulic Eng.	626
Industrial Microbiology	663
Information Technology. Cybernetics. Robotics	007
Instrumentation	681.2
Internal Combustion & other special Engines	621.4
Inventions	608
Ironmongery. Bottling. Lamps	683
Journalism	07
Landscaping	712
Languages	420
Law	340
Leather Industry	675
Lenses	681.4
Library Science	02
Literature	8
Logic. Theory of knowledge	16

Machine Elements, Lubrication	621.8
Management, Organization of Industry	65
Materials	620
Mathematics	51
Measuring instruments	681.2
Mechanical Engineering in general	621
Mechanical Technology (Work Shop Eng.)	621.7
Medical Sciences. Anatomy	61
Metallurgy	669
Military Eng.	623
Mining	622
Musical Instruments	681.8
Natural waterway. Port, Harbor, Dams	627
Nature Study/Environmental Sciences	502-504
Nuclear Engineering	621.039
Oils, Fats, Waxes, Adhesives, Resins	665
Optics. Light	535
Organic Chemical Industries	668
Organizations. Associations	06
Painting	75
Paleontology	56
Pharmacology. Toxicology	615
Philosophy	1
Physical Eng.	621.03
Physics	53
Pneumatics Energy, machines, Refrigeration	621.5

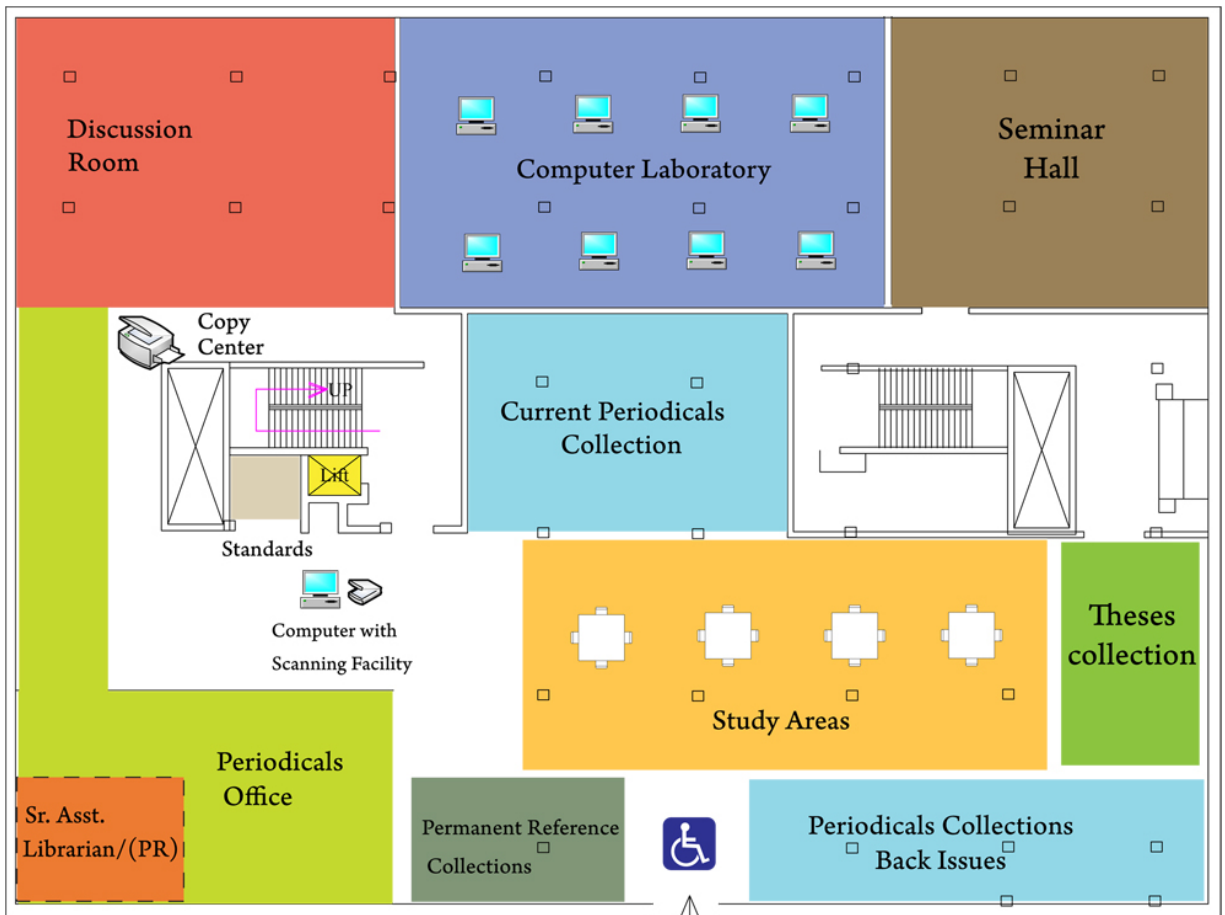
Political Science	32
Precious stones, metals, gems	67 to 671
Processable materials	679
Psychology	159.9
Public Health & Safety	614
Public Health Eng.	628
Pulp & paper Industry	676
Pumps	621.6
Pure Sciences	5
Railway & Highway Eng.	625
Religion	2
Rubber & Plastic industry	678
Sciences & Knowledge	001
Social Sciences	300
Social Welfare	36
Software	681.3.06
Statistics	31
Steam Power, Boilers	621.1
Surveying	528
Telecommunication, Telephony, Radio, Communication, Video Tech.	621.39
Textile Industry	677
Timber & woodworking industry	674
Town & Country Planning	711
Traffic Eng.	656
Transport Eng. Railway/Highway	625
Vibrations, Acoustics. Sound	534

Water Power	621.11
Working or machining with chip formation, cutting/grinding	621.9
Zoology	59

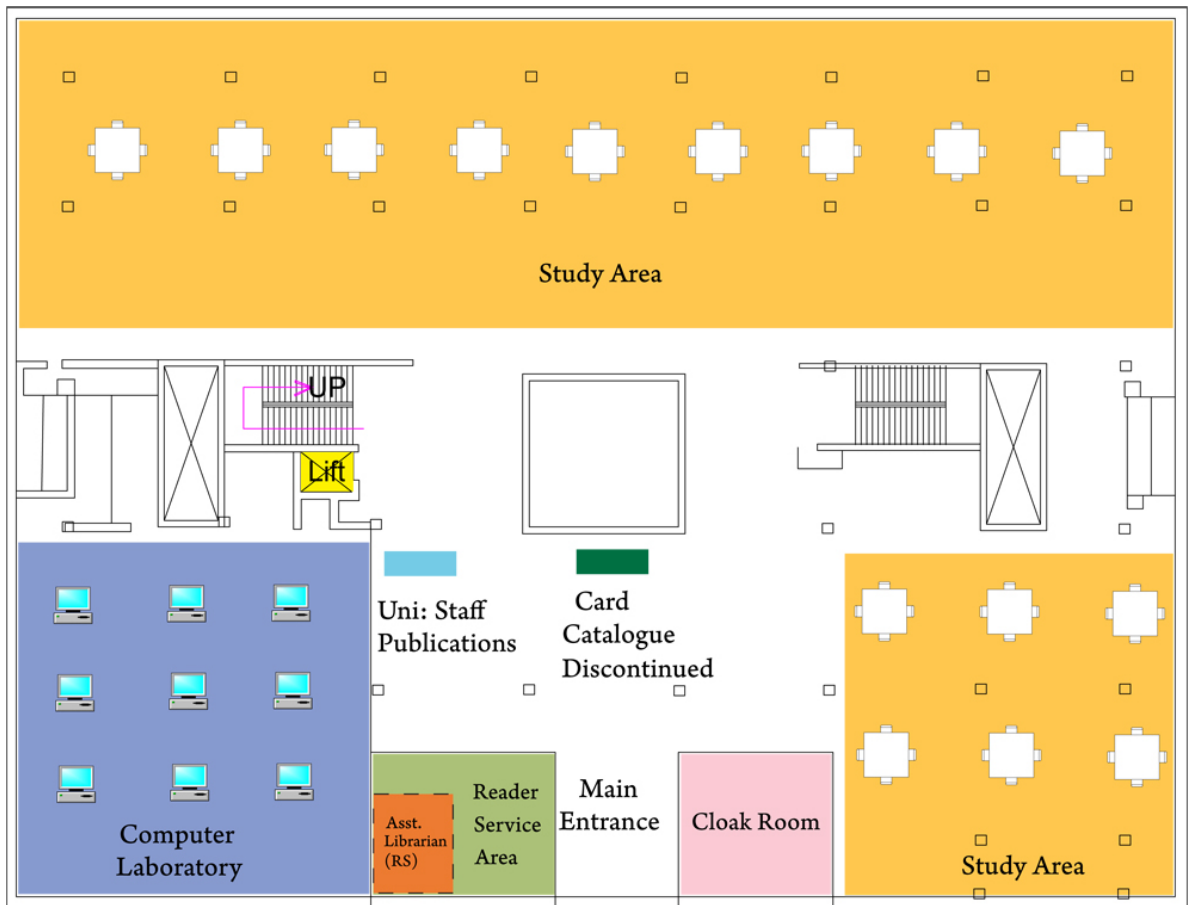


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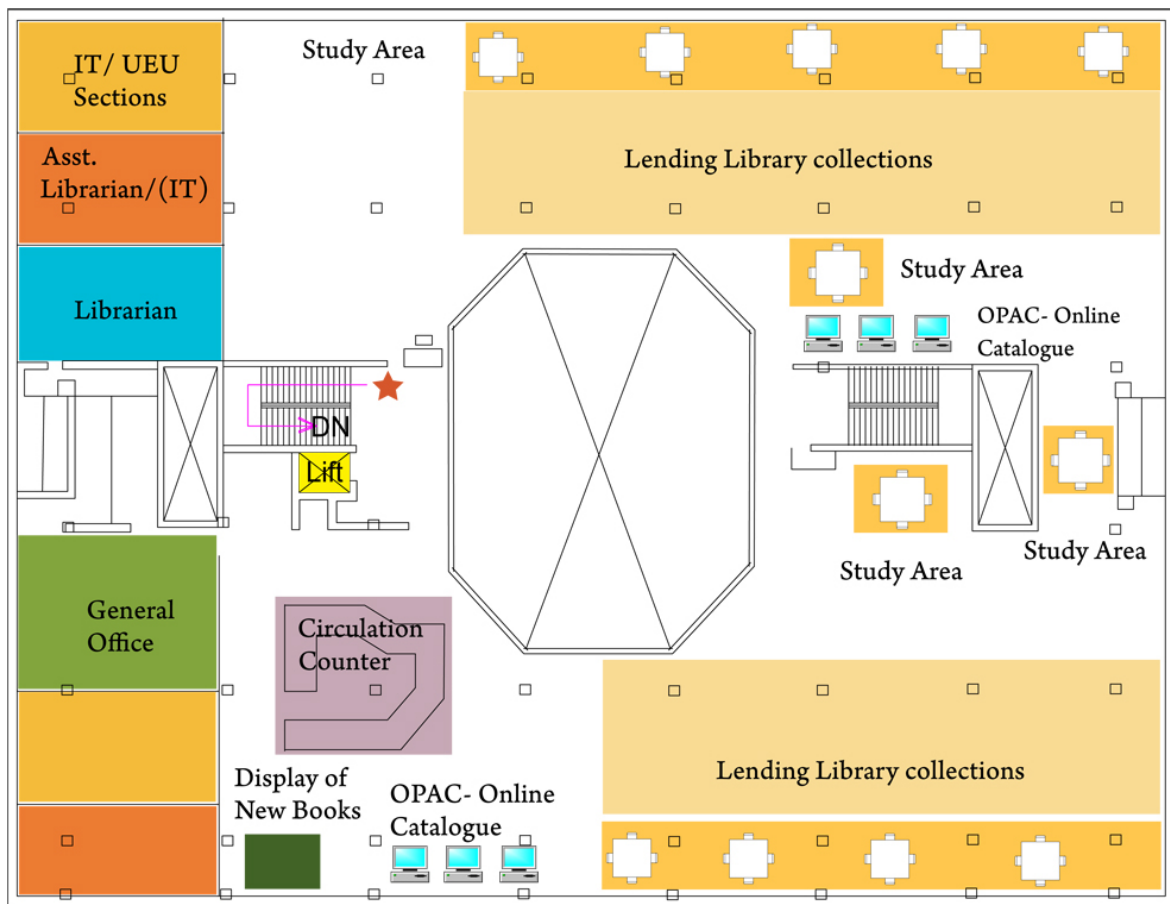




## FIRST FLOOR: Library



## SECOND FLOOR: Library



★ - You are here

## THIRD FLOOR: Library

## **LIBRARY ACADEMIC STAFF**

Librarian	Mrs. R.C. Kodikara ruvinik@lib.mrt.ac.lk	Ext. 1501 Direct. 2650161
Senior Assistant Librarian (Technical Service)	Mrs. T.M. Seneviratne thushari@lib.mrt.ac.lk	Ext. 1517
Senior Assistant Librarian (Reader Services) (User Education Unit)	Mr. C.N.D. Punchihewa nishan@lib.mrt.ac.lk	Ext. 1505
Senior Assistant Librarian (Acquisition Division)	Mr. K.G.A.P. Kiriälla anurap@lib.mrt.ac.lk	Ext. 1522
Senior Assistant Librarian (IT Division)	Mr. A.D.B. Kumara buddhin@lib.mrt.ac.lk	Ext. 1504

## **LIBRARY ADMINISTRATIVE STAFF**

Deputy Registrar (Library Services)	Mrs. P.N. Herath hpriyani@lib.mrt.ac.lk	Ext. 1503
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Address of the library: Library  
University of Moratuwa  
Moratuwa

Telephone: 2650301 - please request for relevant extension  
Fax: 2650622  
Web site: [www.lib.mrt.ac.lk](http://www.lib.mrt.ac.lk)

# LIBRARY RULES

## Be a responsible user please!

- Handle our collection with care: Do not deface them by underlining, writing and drawing in them, by removing any part of them, or in any other way.
- Respect other library users
- Silence should be maintained in the library
- No reservation of seats
- No eating
- No drinking
- No smoking
- Use of mobile phones **not** allowed
- No stereo systems be used
- Return books to the library on the due date
- Please report any cases of vandalism to our library staff
- Valuables should not be left unattended in the library:
- **Be aware!** Library is for the registered students and staff of the University. Report any suspicious person(s) or incidents to library staff. Appropriate identification should be produced upon request of a member of the library staff at any time.
- All library books must be shown to the person at the door when you leave the library
- Only library notices will be displayed in the notice board. Permission of the Librarian should be obtained to display any other notices.

## **UNIVERSITY OF MORATUWA LIBRARY**

### **HOURS OF OPENING**

Lending Section (3 rd Floor)	Monday – Friday Saturday Sunday	8.00 a.m. – 7.00 p.m. 8.00 a.m. – 7.00 p.m. Closed
Membership Counter (2nd Floor)	Monday – Friday Saturday	8.00 a.m. – 4.00 p.m. 8.00 a.m. – 6.45 p.m.
Periodicals Section /Special collection (1 <sup>st</sup> Floor)	Monday – Friday Saturday Sunday	8.00 a.m. – 7.00 p.m. 8.00 a.m. – 7.00 p.m. Closed
Reading Room (Basement)	Monday – Sunday	8.00 a.m. – 8.00 p.m.

Library will be closed on New Year, Vesak and Christmas holidays.

The library will be closed from 12 noon to 1.30 p.m. if library staff meetings are held.

Library opening hours are subject to variation and will be as determined by the Librarian from time to time. Any changes will be notified in advance. Issue counters close 15 minutes before the library closing time.

## Utilities

- Female and male Lavatories are located in the Ground Floor.



## Important!!!

- **In an emergency, the library will ring** the fire alarm, which is a piercing continuous siren. If you hear the alarm, leave the library immediately using the nearest staircase. In such a situation, **do not use the lift.**

