

## Library Information System at SLIIT

Sri Lanka Institute of Information Technology (SLIIT) is the largest degree awarding institute in Sri Lanka with degree programmes diversified to computing, business and engineering. In order to cater to its growing need of knowledge the institute maintains a manual process to record the activities of the library, connecting Malabe, Metropolitan and Matara campuses. Each holds a latest collection of books and periodicals, particularly in the field of Information Technology, business management, engineering, general English, architecture and quantity surveying. The library of the Malabe Campus acts as the main resource center through which all library development activities are coordinated. SLIIT libraries are open to SLIIT students daily including weekends from 7.30 AM to 7.00 PM.

The major requirements of the library involves following;

### **a) Adding library materials**

SLIIT library catalogue is constantly updated to accommodate resource materials relating to new developments in core teaching areas. The newly added material can be a book, a standard, a journal, a CD or an article. To add a new item to the catalogue requires following information; item number, item type (a book, a standard, a journal, a CD or an article), category (Information Technology, business management, engineering, general English, architecture and quantity surveying), title, publisher, year of publication, place of publisher, abstract, medium (english, Sinhala, tamil), edition, ISBN/ ISSN number, shelf number, Call number, bar code number and number of pages.

### **b) Library membership**

Students of one SLIIT campus are allowed to use the Library of another SLIIT campus for reference while Academic staff is eligible to borrow books from any campus they teach. To borrow books one has to become a member.

To become a library member a student have to keep a refundable security deposit of Rs.3000/=.

Refer the annex A for information included in the registration form in order to handle memberships.

Upon registration a member will be given a membership ID and a password.

### **c) Members borrowing books**

Once registered, a library member will be given the borrowing rights. Members have access to core textbooks, reference books, general reading materials, CDs and DVDs.

Students who have library membership are allowed to borrow one book for a period of 5 days. Books on high demand will be issued for overnight use during the demanding period. Books issued for the weekend may also vary depending on the demand during that period. Post Graduate students are allowed to borrow one book for a period of 7 days.

If a member student needs to borrow more than one book at a time he/she is allowed to do so after depositing an additional refundable deposit of Rs. 3000/-

### **d) Members returning books**

Members are required to return the borrowed material according to the retuned date mentioned in the material. If the member is unable to return on the due date, the library will charging a fine for the additional number of days the materials are kept.

### **e) Fine on borrowed material**

Members are required to return books on time. If a book is overdue a fine of Rs. 115/- per day per book will be charged. Absence is no excuse for delay in returning a book.

In case of illness a medical certificate issued by the SLIIT Medical Officer or a recognized Government Medical Officer must be submitted as a proof. This rule will apply to both students and all members of the staff.

**f) Refund of the library deposit**

Students may claim the refund of the security deposit after handing over the duly filled application form available at the library. Application for refunds will be entertained at the end of a semester during periods that will be announced periodically.

Accordingly a student may request for a refund:

- At the end of the course for which he/she is registered
- If he/she no longer wishes to continue with the borrowing facility

However if a student leaves SLIIT for any reason, such student may claim the refund at the time of leaving.

**g) Replacement of lost library material**

If a book is lost or need to be replaced, the borrower responsible should pay the replacement cost of the book and any other appropriate charges as determined by the SLIIT Management.

A user may be permitted by SLIIT to replace the lost item with an identical one acceptable to the Librarian within one month. The person responsible will be required to pay to SLIIT the replacement cost of the particular item + 50% of the value of the book.

If the item lost/damage cannot be replaced, the user will be required to pay a replacement cost as given above and also any other additional charges as penalty as determined by SLIIT.

**h) Search library materials**

All members can search materials available in the library. The items available in the library catalogue can be filtered through item number, item type (a book, a standard, a journal, a CD or an article), category (Information Technology, business management, engineering, general English, architecture and quantity surveying), title, publisher, ISBN/ ISSN number, Call number and bar code number.

**i) Generating reports**

The library staff can generate reports based on the items borrowed, items available, items overdue, membership information.

**Annex A: Undergraduate Student Membership Form**

**Membership No:**

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**SRI LANKA INSTITUTE OF INFORMATION TECHNOLOGY**

**Application for Library Membership- Student**

01. Full Name of Member:

02. Status: **Mr. / Mrs. / Miss.**

03. Student ID No 

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Reg. Year 

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04. Entitle Course: .....

*(ex: SLIIT Honours Degree in IT)*

05. Postal Address: .....

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06. Contact No. *(Home/Office)*


*(Mobile)*

07. E-mail Address: .....

08. Deposited Status

Rs.3000/=	
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Rs.6000/=	
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*I hereby agree to abide by the book lending procedure of the SLIIT Library.*

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.....  
Signature of Member

.....  
Date

**The Library membership fee is refundable. A member can apply for the refund before leaving the campus. Dues to the Library, if any, will be deducted from this deposit.**

It should be very clearly noted that the member should apply for the refund within a period of two years after the graduation. If not you will lose your claim for the refund.

***Use for Library Staff***

Receipt No.: .....

Date: .... / .... / .....

Special Remarks ..... (If Transferred to ...../ Transferred from

.....) Signature of Library Staff..... Date: ... / ... / .....