Read the following case study related to “**SLIIT Library Management**” and answer the questions given below. Map the following processes using word processing tools and upload the document to the link given below at the end of the lab session.

**Case study: SLIIT Library Management**

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;

1. **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.

1. **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/= and submit a completed membership form to the library assistant.

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

1. **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/-

1. **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.