Library Handbook

Sabaragamuwa University of Sri Lanka

Belihuloy

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1.INTRODUCTION

1.1 History and Background

The Library of the Sabaragamuwa Affiliated University College was first established on 8th February 1992 to serve the information needs of the newly founded Affiliated University College. Initially, the library consisted of about 5000 books and two small buildings were used to keep the lending and reference collection separately.

The first Assistant Librarian of the Sabaragamuwa Affiliated University College was appointed on 02nd August 1993 in order to organize the library in a more systematic and professional manner. However, on 02nd February 1996, the Sabaragamuwa Affiliated University College was elevated to the status of a national university and on 15th September 1995 and simultaneously the library of the Sabaragamuwa University was opened in a new building.

Today, the university library has been comprised with two faculty libraries, in addition to the main library. The main library coordinates the collections and services of the branch libraries: the faculty library of Agricultural Sciences and the faculty library of Management Studies. The main library serves the needs of three faculties at the moment - the Faculty of Social Sciences and Languages, the Faculty of Applied Sciences, and the Faculty of Geomatics. Those of the Faculty of Agricultural Sciences and Management Studies serve the needs of their clients. At present, the Library of Sabaragamuwa University of Sri Lanka(SUSL) is actively involved in developing e-information provision.

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1.2 Vision

Sabaragamuwa University Library serves as an entryway to global information, enabling direct and remote access to resources in a variety of formats. The library is a dynamic partner in the educational experience at the university, evolving to meet the changing needs of its diverse community of learners, while advancing towards the mission, values and vision of the university.

1.3 Mission

Advancing critical thinking and creativity for a diverse community of users building, organizing and maintaining focused collections for academic, creative and research interests and teaching users to identify, locate, access and effectively use a full range of information resources

1.4 Getting in to the Libraries

Main Library:

To reach the Main Library, one has to walk 200 m strait down from the main gate without turning until to the Welfare Shop, which is on your left. Then from the first junction, you have to turn to right and in a few steps ahead you will find the Main Library in your left.

At the left side of the entrance of the library, the Parcel Counter can be found and it allows you to keep files, books, caps, cameras, mobile phones and any other personal belongings which are strictly prohibited to take inside the library. The parcel counter is opened as long as the library is opened.

Faculty Libraries:

All the faculty libraries are located inside the respective faculty buildings and they do not make any complex situation for the clients to reach.

1. LIBRARY COLLECTIONS

2.1 Distribution of Books and Periodicals

At present, there are about 95,000 total collections of books in all the three libraries of SUSL. Each Library has housed their own collection separately in three sections called Lending, Reference and Permanent Reference (PR). The collections have been organized by using Dewey Decimal Classification (DDC) system. Publications were catalogued according to the Anglo American Cataloguing Rules and Regulations 2nd edition and the library uses the Library of Congress Subject Headings for information retrieval.

The main library houses extensive collections in social sciences, languages, surveying science, natural sciences, and general readings. Each of the faculty libraries has some unique features. The faculty library of Agricultural Sciences holds strong collections in agricultural studies and general readings. The faculty library of Management Studies houses good collection in accounting, insurance, and other management related subjects.

Library materials can be searched for through the Library Catalogue: http://192.248.87.9/search/html/SearchForm The total holdings of the Sabaragamuwa University of Sri Lanka as of January 2015 are:

Material Type	Main Library	Faculty Library of Management Studies	Faculty Library of Agricultural Sciences
Books	73888	13035	21181
Print Journals/Magazines	69	06	07
Project Reports/Theses	624	1088	1250
CD/DVD	505	266	347
Cassettes	47	-	20
Floppy Disks	-	-	13
Maps	71	-	-
Past papers	From 1998 to 2014	From 2000 to 2014	From 1998 to 2014
Newspapers	12	08	08

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Journals, Magazines, Project Reports/ Theses, Maps, Past papers, and Newspapers are allowed for in-house reference only while the Library provides lending facility for the other types of materials (except PR collection). In addition to the resources given in Table 1, all the SUSL libraries provide access to the following Electronic resources as well.

2.2 Electronic Resources

The Library of Sabaragamuwa University provides an extensive collection of e-resources:

E-databases:

Visit:

http://wlib.sab.ac.lk/index.php/e-databases

http://wlib.sab.ac.lk/index.php/e-tools

One can use E-databases to study and download research articles from a variety of research areas. Each of these databases includes hundreds of journal titles. In short, a single database is a collection of electronic journals. Hence, the users have been provided with a wide opportunity to select more relevant articles for their studies. Access for most of the databases is based on the IP authentication. Therefore, they can be accessed freely within the IP range of the University. Others need a separate Username and Password to access them. Users are allowed to contact the Library at any working hour to obtain the Usernames and passwords.

The following list shows the available E-databases of the SUSL Library system:

• EbscoHost

• Emerald

• Oxford University Press

• Wiley • IndianJournals.com

• Sage Research Methodology

E-journals:

Visit:

http://wlib.sab.ac.lk/index.php/e-journals

Unlike E-databases, the electronic journals do not include multiple journal titles in a single item. They are individual journals and provide access to Chapter 02 04 relatively less number of research articles. One can freely access all the following E-journals within the University IP range.

Journal of Marketing Research   –   The Indian Forester
JMR   Journal of Surveying Engineering

Online Public Access Catalogue – OPAC:

Visit:

http://192.248.87.9/search/html/SearchForm

Library users can use the OPAC to search the availability of a particular book, CD/DVD, etc. in the SUSL Library network. In addition to the availability, status (checked out or on shelf), location (main library, agricultural library, etc), call number, section (Lending, Reference, etc.), number of copies, and due date-if already checked out can be known by using the OPAC. Moreover, the present status (borrowings, due dates, fine, etc.) of the user's own Library account can be checked through this resource.

EndNote Reference Manager:

EndNote is a proprietary reference management software package, used to manage references and bibliographies when writing articles or dissertations. Most bibliographic databases allow exporting references to EndNote libraries. It also facilitates to format the citation automatically into whatever format the user wishes from a list of over two thousand different styles. This software has been installed on several computers of the library and users are allowed to use it in-house.

CD/DVD/Cassettes/Floppy Disks (see Table:1)

Some of the subject specific CDs/DVDs are distributed among the relevant academic staff of the university for their study purposes. Moreover, some of the CDs and DVDs are accompanied with their relevant text book and it has been facilitated to borrow both or one of them. Most of these resources have been networked and can be accessed on the Internet via the Library Web Chapter 02 05 page. Details of the e-resources are listed at the Library web page:

http://wlib.sab.ac.lk/

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2.3 Special Collections

Special collections at the Sabaragamuwa University Library contain precious resources which support study, teaching, and academic research. The special collections are located at the Main Library. These are allowed only for in-house reference and are kept in closed stacks. One can make a request to the circulation counter to bring them out for reading.

These include:

• Prof. I.Balasooriya
• Dr. S. Deraniyagala
• Prof. D. Somasundara
• Mr. J. G. R. Sugatadasa
• Mr. P. Wattegama
• Prof. R. Wijesinha
• Oliver De Zoysa
• Manfred Kessler
• Sam Wijesinha
• JAICA
• American Shelf
• Asia Foundation
• Staff Development Center

2.4 Other

Publications relevant to Sabaragamuwa province and publications from Sabaragamuwa University can be found under "Sabaragamuwa Collection". Some of the reference materials can also be found in the university museum. Moreover, regular government publications such as Acts, Gazettes, Bills, Parliamentary publications, Circulars, etc. can also be acquired.

3. LIBRARY SERVICES

3.1 Circulation Services

Library Membership:

U ndergraduate students have right to obtain their library membership when they are admitted to the University. This membership is valid for doing transactions with any of the three libraries and entitles to borrow materials according to the Table 2. Students who have been registered will be renewed their membership at the beginning of each and every academic year. The validity of the membership will be retained from the registration/renewal of membership to end of the academic year.

Members of the Academic and Non-Academic staff should have to complete the membership form to obtain the library membership. Application for membership is to be made on the prescribed form available at:

http://wlib.sab.ac.lk/index.php/useful-forms

Applications of academic staff, academic support staff, temporary

staff and non-academic staff of the university shall be recommended by the Heads of the relevant Departments. Postgraduate Students, Research Assistants and the others should have to apply for the library membership through the corresponding Director or the Head of the department.

As the Sabaragamuwa University library has been fully automated, we do not issue library tickets at present. Instead, all the library transactions are done using The identity cards issued by The University or the library. Circulating items can be charged out at the counters.

Library members may borrow

Lending and Reference books only. Permanent Reference books, Periodicals, Special Collections, and any other material marked "Not for Borrow" are not allowed to borrow. Members of the library can make two consecutive renewals if there is no reservation or request for the same item.

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Each and every item borrowed must be returned on or before due date or due time. If you fail to do so, overdue charge

shall have to be paid for the number of days/hours between the due date/time and the date/time of receipt of the item.

The number of entitled books and their loan period can be shown as in Table 2.

User Category	Lending		Overnight Reference	
	No. of Books	Loan Period (Days)	No. of Books	Loan Period (Time)
First year undergraduate students	03	14	01	2.00 pm-10.00 am of following day
Second year undergraduate students	04	14	01	2.00 pm-10.00 am of following day
Third year undergraduate students	04	14	02	2.00 pm-10.00 am of following day
Fourth year undergraduate students	05	14	02	2.00 pm-10.00 am of following day
Postgraduate diploma students	04	14	02	2.00 pm-10.00 am of 2.00 pm-10.00 am of following day
Masters students	03	14	02	following day
MPhil Students	05	14	02	2.00 pm-10.00 am of following day
Ph.D. students	06	14	02	2.00 pm-10.00 am of following day
Non-academic staff	04	14	-	-
Executive staff	04	14	04	2.00 pm-10.00 am of following day
Instructor/Demonstrator	03	14	03	2.00 pm-10.00 am of following day
Probationary lecturers	04	14	04	2.00 pm-10.00 am of following day
Senior lecturers	05	14	05	2.00 pm-10.00 am of following day
Deans/Heads	10	14	05	2.00 pm-10.00 am of following day

Returns

Books checked-out should be returned to the same counter where they were borrowed. All the borrowings should be returned to the University Library on or before the due-date.

Renewals

Borrowed materials are allowed to renew on the due-date.

Overdue and Losses

Fines are an incentive for library users to return books on time, so that books and other items may

be circulated fairly and effectively among all those who need to use them.We would prefer that library users do not incur fines. However,

when fines are incurred, it is important that the library applies them fairly to all.

The library will endeavor to apply its fines policy uniformly, equally and fairly. Fines may be waived or reduced where exceptional circumstances apply. In considering whether to cancel or reduce a fine, the library will take into account factors such as substantiated illnesses or other compassionate circumstances. Further, there may be occasions when you feel that a fine has been incurred unfairly, or when you may wish to discuss circumstances, which you feel should mitigate the fine. In such cases you should have to furnish the reasons with conceivable evidence.

Table :03 — Overdue charges *(per item)*

Collection	Loan period	Fine after Due Date/Time
Lending	14 Days	Rs. 1.00 per day
Reference *(per item)*	Overnight (2.00 pm-10.00 am of following day)	Rs. 2.00 per hour

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Reservations

Users can make reservations on books that are already borrowed by another user. This can be done at the Library counter or using the client account of a particular user. You will be notified once the book is available for your use. However, the reserved book will be held only for a limited period of time and after that it would be issued for some other if it is not checked out.

Clearance Certificate/Non-Liability Certificate

Senior Assistant Registrar/ Examination will be required the students of the university to produce a Library Clearance Certificates (also called No Claims Form) from the university libraries that they have returned all books and cleared all dues before they grant their Degree Certificate.

Research students and Post Graduate Students also shall be required to produce the Library Clearance Certificate to Senior Assistant Registrar/ Examination, before they are awarded certificates.

For the requirement of this, the main library as well as the faculty libraries have a special form (visit http://www.lib.sab.ac.lk/index.php/useful-forms to obtain the form) to be filled and to hand over to the requested student. Please remember to apply Clearance Certificate/ Non-Liability Certificate in advance, if you need your certificates as your degree is completed.

Opening Hours

Usual opening hours of the SUSL Libraries are shown in table 4. Please note that in addition to weekdays, we are opening the library on every Saturdays (Sundays during the examinations). The library is closed on public holidays and poya days.

Hours Table 04 :	Day/s of the Week	Main Library	Faculty Library of Agricultural Sciences	Faculty Library of Management Studies
	Monday-Friday	8.15 a.m – 8.30 a.m. – 4.30 p.m.	8.00 a.m. – 6.00 p.m.	8.00 a.m. – 4.30 p.m.
	Saturday	3.45 p.m.	8.00 a.m. – 5.00 p.m.	8.00 a.m. – 4.30 p.m.
	Sunday	8.30 a.m. – 11.45 a.m.	Library is closed	Library is closed

3.2 Library Notices

Library notices, including checked out books, reservations, and over dues can be checked from your personal Library account. In addition, some general news is informed on notices boards and via emails.

3.3 Interlibrary Loan Service

The interlibrary loan service supports users' research needs by obtaining needed materials (books, research articles) not owned by the Library. However, we could provide them only if they are available in one of the National Universities of Sri Lanka and depends on the interlibrary loan policy of that particular University. Academic and Administrative staff members are eligible for this service. Eligible users can submit their request using the interlibrary loan form located at:

http://www.lib.sab.ac.lk/index.php/useful-forms

3.4 Institutional Membership of the Library of British Council

The library of the SUSL has obtained the institutional membership of the library of British Council, Sri Lanka. As a result, the members of the Academic staff of SUSL get the opportunity to borrow materials from the library of British Council, Sri Lanka. At present, 20 borrowings are allowed for SUSL at a time and the library has been given 10 membership cards under the institutional membership policy. Contact the library for more details.

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3.5 Request a Specific Document Service for Collection Development

This allows users to submit requests for copies of books, periodicals, reports, etc. that are not available in the University Library. The Library has established partnerships with leading publishers and suppliers in order to purchase these materials. However, all the recommendations should have to be forwarded through the head of the respective department and the Dean of the faculty. In general, this facility is provided only for the academic staff of the University. One can use the following link to obtain the requisition form.

http://www.lib.sab.ac.lk/index.php/useful-forms

3.6 Paper Clipping Service

The Main Library and the Faculty Library of Agricultural Sciences maintain an excellent collection of paper clippings (both Sinhala and English) for the purpose of the students and the staff members. The collection of the Main Library includes subject related articles which are important to all the five faculties, general articles, and articles relevant to the University while the collection of the Agricultural Sciences Library includes Agriculture related articles and the History related paper articles.

3.7 Information and Help Desk

General help and assistance can be obtained from the staff at the counter. Users may also call us at 045 2280045 or email to library@lib.sab.ac.lk

For in-depth help, please contact the academic staff of the Library.

3.7 Instructions

Seminars

Seminars on using various Library resources are held from time to time. Users may also request seminars and workshops for an information related subject area or specific resource, service of the Library at any time during the year.

Library Orientation:

Library orientation sessions are organized for new comers of all faculties at the beginning of each academic year. Faculty members may also request

orientation sessions of Library resources in their subject areas.

Guides

Electronic database guides are available on the Library's web

page:

http://www.lib.sab.ac.lk/index.php/e-databases

Other services

Photocopying

Black and white photocopiers are located between the Reference I and Reference II halls of the Main Library. Table 5 shows the charges for photocopying. A receipt will be issued for every payment and it should be carefully examined to make sure that entries

made herein are correct.

Paper Size	Price
A4	Rs. 3.00
A3	Rs. 6.00
B5	Rs. 3.00

Binding

The Main Library established a book binding section for the purpose of internal use. This section serves in fulfilling the administrative purposes as well. The section, with a person that holds the post of machine operator, is still to be developed into a full-fledged one. Even so, the university has an economical advantage through this service. During 2014, more than 150 books have been repaired by this section, Thus, it has given a good service for the requested faculties/ departments of the University too.

4. LIBRARY FACILITIES

4.1 Reading/Late Reading Room

All the tree libraries provide the reading room facility for their users. The main Library provides seating facility for more than 150 readers while the Agriculture faculty library and the Management faculty library afford approximately 100 and 50 seating facility at a time. In addition, there is also a late reading room attached to the main library. It serves seating facility for more than 90 students at a time.

4.2 Study Carrels

The main library maintains 91 study carrels for the use of university students. All the study carrels of the library have been kept in the late reading room and they are ideal for continuing individual studies.

4.3 Computing Facility

There are more than 30 computers are available in all the three libraries for the purpose of the users. Users can access library electronic resources and utilize a wide range of software including Microsoft office suite, EndNote, web authoring software, etc.

Personal laptop computers are allowed to use inside the library and the faculty library of Agricultural Sciences is equipped with wireless network facility.

All the computers connected to the university network and terminals give access to the Internet. The World Wide Web often referred to as WWW or just the web – the global network of computer networks. The unique feature of the web is that it uses hypertext; simply this means that certain highlighted words in a document direct links to other related documents. What you have to do is to follow the links from one document to another by simply clicking the mouse. You do not have to know where information is located, or to be familiar with special commands.

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The library web page http://www.lib.sab.ac.lk/ http://wlib.sab.ac.lk/, provides information on library resources, facilities and services as well as contact details of librarians, including online forms for membership etc. It also provides links to a variety of library-related electronic information sources and services as well as to freely available electronic journals. Further the page provides links for the Management Studies Library and to Agricultural Sciences Library.

5. Regulations Of The University Library System

Library regulations apply to all the libraries including the faculty libraries. The University library system reserves the right to revise these regulations with the approval of the Library Committee when necessary.

5.1 Admission to the Library

All members of the university are entitled to use the library if they have registered as borrowers. The act of registration as a reader or borrower constitutes an undertaking to accept the library rules. Each

person who needs to use the Library must have a valid identity card issued by the University or the Library. This must be produced to the circulation counter whenever books are borrowed or to the library staff on request. Borrowings of a particular person are not transferable. The responsibility of the materials issued goes to the person whose name appears on them. Following rules and regulations must be read, understood, remembered and accepted during the university life to be a good user.

1. Books are not issued without having a valid university/library identity card.

2. No group discussions or meetings will be permitted in the library.

3. Indiscipline behaviour in the library is prohibited.

4. Taking personal files, personal books, caps, cameras, hand mobile phones etc. to the library is prohibited.

5. Permission from the security should be taken before taking personal notes in to the library.

6. Avoid confusing the order of books on shelves and hiding or misplacing them.

7. Readers will be held responsible for any loss or damage to items on loan to them or being used by them in the Library.

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8. The Library may recall an item at any time if it is required for special purposes.

9. Failure to return a recalled item by the required date will result in a fine.

10. At the time of taking books away from the library, make it a point to get the signature of the security person.

11. Reserving chairs in the library or reading room in advance is strictly prohibited.

12. The personal belongings should be taken out when you are leaving the reading room.

13. Smoking and taking foods inside the library is strictly prohibited.

14. Library staff may require any person who is guilty of disorderly or improper conduct or any violation of the Library regulations to vacate from the Library.

15. All readers must leave the building before the closing time.

5.2 Using the Late Reading Room (available only at the main library)

1. Conversations, meetings and any other behaviour likely to disturb or be inconvenient for the other readers must be avoided in the reading areas.

2. Should maintain strict discipline and silence.

3. There is a ban on influencing others for indiscipline activities.

4. Destroying or damaging equipment would be penalized.

5. No Permission for having foods inside the reading room.

6. Library staff will not be responsible for books and other equipment left in the reading room.

7. No permission for reserving chairs in advance.

5.3 Instructions for Using the Library and Reading Room

1. All the members are required to keep silence inside the library.

2. Deliberate unauthorized removal of library materials, defacing, or deliberate damaging of library property will be regarded as an extremely serious offence against university discipline.

3. If you have no any knowledge of the book arrangement on the shelves, avoid locating books on shelves again.

4. If there is a lack of textbooks or other resources, it should be informed to the operation counter.

5. Library staff is not responsible for your personal material left in the reference area or any other place in the library.

6. Giving your fullest cooperation to the security personnel is very important.

7. Permission will be given to use the reading room only from 7.30 a.m. to 7.30 p.m.

8. Parcel counter is opened as long as the library is opened.

5.4 Borrowing

1. Items available for loan may be borrowed within the limits specified by the University Library Committee. Non-members of the university may obtain borrowing rights at the discretion of the Librarian and on payment of the appropriate fee.

2. Persons who have incurred fines or other library charges may be refused borrowing facilities until such debts have been settled. Such debts constitute a debt to the university.

3. No item may be removed from the library until the appropriate borrowing procedure has been completed.

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4. A reference book will be issued only for a night. If there is no any similar requisition, the user can borrow the same book for another day from the time specified.

5. All items on loan must be returned on or before the date/time stamped on the slip on back page.

6. Before leaving the issuing counter, the member must satisfy himself/herself as to whether the books lent to him/her are in sound condition and if not, he/she must immediately bring the matter to the notice of the assistant on duty at the counter. Otherwise he/she shall be held responsible for any damage discovered afterward.

7. Items restricted to borrow may not be removed from the library without the permission of Librarian or Senior Assistant Librarian. Library Staff may withhold or restrict the circulation of any item of library stock.

8. Borrowers are responsible for all items issued using their cards. This responsibility is not transferable and ends only when the appropriate return procedure has been completed.

9. Damage to or loss of books on loan should be immediately reported to the Librarian. Members are liable to replace such books or pay the damage/ cost of the book as fixed by the Librarian. If one volume of a set is damaged or lost, the whole set may be required to be replaced. No book will be issued to such members till the loss has been made good. They are liable to pay overdue charges in addition to the cost of the book up to the date on which the loss was reported. If the book reported as lost is later found out and returned then overdue charges will be levied from the due date

5.5 Staying Legal

When you use resources in the library or online, you need to remember a number of points to keep within the law:

1. You should photocopy only for private study or research for a non-commercial purpose.

2. You should photocopy one article from a single issue of a journal.

3. You should photocopy one chapter from a book.

4. You should not make photocopies for other people.

5. Using a scanner to digitize pages from a work is treated in the same way as photocopying under copyright law.

6. Online databases and journals are subject to the same limitations but also have their own licenses. Please refer to the individual license terms displayed on their websites.

7. Articles from online databases and journals cannot be sent to others. This also applies to articles you have scanned by yourself.

8. Violation of the copyright law is a serious offence and you will be produced to the court according to the aforesaid law.

6. 𝔉INDING ℜESOURCES

6.1 Classification and Call Number

All three libraries in Sabaragamuwa University of Sri Lanka are using Dewey Decimal Classification (DDC) System as the standard for arranging resources on shelves in the library. The Dewey Decimal Classification System has broadly divided universal knowledge into ten fields as follows:

000 – 099 Generalities

100 – 199 Philosophy and Psychology

200 – 299 Religion

300 – 399 Social Sciences

400 – 499 Languages

500 – 599 Natural Sciences & Mathematics

600 – 699 Technology (Applied sciences)

700 – 799 The Arts – Fine and Decorative Arts

800 – 899 Literature and Rhetoric

900 – 999 Geography and History

Those are the broad subject areas.

Again, each of this subject range is divided into narrow fields ten by ten.

For example,

600 – Technology (Applied Sciences)

610 – Medical Sciences

620 – Engineering and Allied Operations

630 – Agricultural and Related Technologies

640 – Home Economics and Family Living

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650 – Management and Auxiliary Services

660 – Chemical Engineering

670 – Manufacturing

680 – Manufacture for Specific Uses

690 – Building

Again, each of above is divided into more narrow fields one by one within the same subject.

630 – Agriculture and Related Technologies

631 – Techniques, Equipment, Materials

632 – Plant Injuries, Diseases, Pests

633 – Field and Plantation Crops

634 – Orchards, Fruits, Forestry

635 – Garden Crops, Horticulture

636 – Animal Husbandry

367 – Processing Dairy and Related Products

638 – Insect Culture

639 – Hunting, Fishing, Conservation

According to the above narrow fields, we build up the narrow fields for subjects by adding decimal point according to the guidelines given by the DDC system. Each of this numerical number is unique to a particular subject of the world. Hence, they can be used as a code to identifying and locating a particular subject. Moreover, these numbers are called Class Numbers.

After searching Card Catalogue or Automated Catalogue (read sections 6.3 and 6.4), you will find

the location of resources through the call number (class number with three alphabetical letters). For example, let's imagine you found a book by searching through the catalogue named 'Lemon cultivation' in Agriculture and its call number was 634.334 JOH. The three digits plus decimal plus three

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digits (634.334) indicates subject as follows

630 - Agriculture and Related Technologies

634 – Orchards, Fruits, Forestry

634.3 – Citrus and Moraceous Fruits

634.33 – Citron Group

634.334 – Lemon

The three letters JOH indicate the first three letters of the first name (John)) of the Author. When the subject gets narrower, the number of decimal points increases its size respectively. The books on the shelves have been arranged according to the class number and three letters.

In general, call numbers are labeled on the spine of books (see Figure 1 and Figure 2). According to the call number, you are directed to the shelf which the document or book has been kept. In this regards, you will guide the Shelf Mark, which labeled on the shelf indicating broad subject areas of collected resources of same shelf.
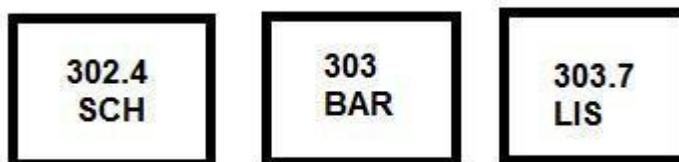
302.4 SCH   303 BAR   303.7 LIS

Figure 01: Call Number

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Figure 02: Call Number on Book Spine

6.2 The Catalogue

The catalogue, which you are guided to required information, provides certain and essential searching facilities. Since our main aim of library services is to provide real information on time for our clients, searching facilities have been provided through the conventional Card Catalogue and the Online Catalogue as well.

6.3 Card Catalogue

The Card Catalogue contains entire holdings of the library in the card form (see Figure 4). It is designed as two parts, the Classified

Part and Alphabetical Part. There is a card in the Classified Part for each book in the library and it gives a class number for the corresponding subject. These cards

are arranged according to the call numbers of the books. The class numbers indicate the subjects of corresponding books. So, the cards relating to books on the same subject are collected together. The alphabetical part contains cards arranged in the alphabetical order of the names of the authors, editors, title, series, subjects etc.

If a book by a particular author is sought, the name of the author can be looked up in the alphabetical part, and the relevant card gives the author's name, title of the book, and the call number under which it is kept in the library. It can be located with the help of call number. Similarly, if the approach to a book is from the side of its Editor, Title, Series under which it has been published, its call number can be obtained by looking up the

name of the Editor, Title, Series etc., from the alphabetical part. If a

person is interested in a particular subject; he is guided from the alphabetical part to the relevant region in the classified part. For example, if one's interest is in 'Marketing' he can look up in the alphabetical part for card with the words 'Marketing' written or typed at the top. This card directs him to see all the cards kept in the classified part under the number 658.8, which is unique for Marketing. There he will find the

cards relating to all the books on Marketing available in the library, and it becomes easy to select the book required. Since separate collections available in the library, collection code is also provided along with the call number, wherever necessary to indicate whether the book belongs to Reference Collection, (R) Permanent Reference, (PR) Scheduled Reference, (SR) Lending (L) etc.
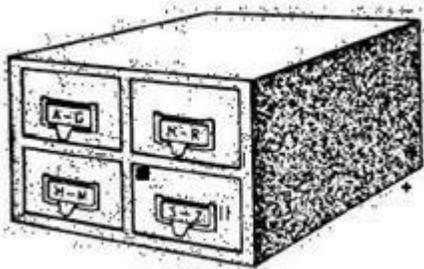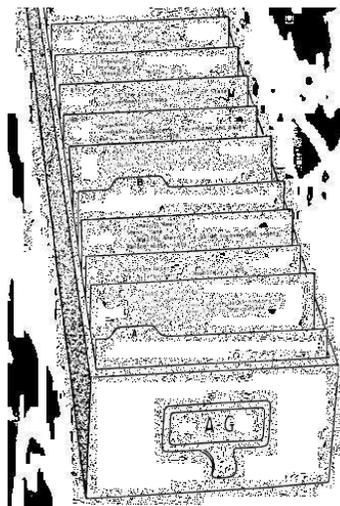

Figure 03: A Card Catalogue Cupboard

Figure 04: Catalogue Cards

6.4 Online Public Access Catalogue (OPAC)

The Automated catalogue is very easy to use and should be largely self-explanatory. What you have to

do is to access a computer dedicated for automated catalogue in the library. Entering search terms in the box appeared for searching on computer screen (see

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results show the corresponding call numbers. Furthermore, these records also indicate the check-in/check-out status, the exact library where the copies available, and the collection type (L, R, PR, etc.) of the needed books.

There are several types of search namely Author, Title, Keyword (or Subject), Series, ISBN, Place, and Publisher. Author search can be used for editors, and for the names of responsible organizations and government bodies as well as authors. Title search is generally the best option if the title is known

Figure 5), you would find results according to your search. The location of the needed materials can be easily found as the search

to you. Just enter the first few words, omitting any initial article like the, a, an, etc. You can specify as many or as few words from the title as you like. Author is preferable if you are not sure of the exact title.

Keyword search can be used to look for a word inserted as a keyword in a particular book. If you prefer to use Advanced Searching technique, terms can be combined using the Boolean operators AND, OR and NOT.

Figure 05: OPAC
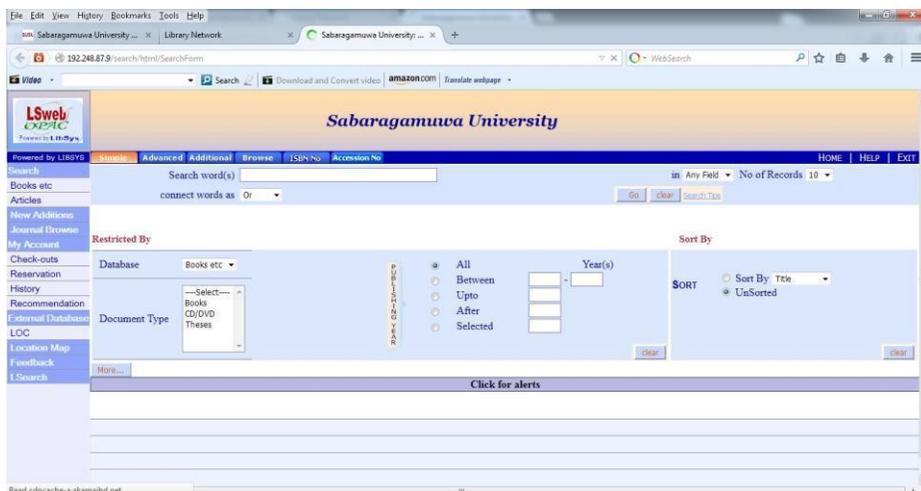
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