



Handbook of the Library

Main Library

University of Ruhuna

Matara

Sri Lanka

Library, University of Ruhuna

1. Introduction

The Library System of the University of Ruhuna is the most advanced academic library in the southern region of Sri Lanka. At the beginning, the library was established at the present Technical College premises in Matara, to comprise the information requirements of the Faculty of Humanities and Social Sciences in 1981. In 1986 the library premises were shifted to its present location at the Wellamadama university premises to cater to two founder faculties. At present, the Ruhuna University Library is providing services to ten faculties by expanding the library network towards five branch libraries in addition to Main Library. These are, the Faculty of Agriculture at Mapalana, Faculty of Engineering at Hapugala, Faculty of Medicine at Karapitiya, Faculty of Allied Health Science at Mahamodara and Uluvitike and Faculty of Technology at Karagoda Uyangoda, Kamburupitiya. Main Library which is located in the Wellamadama university premises is mainly served five faculties; Faculty of Humanities and Social Sciences, Faculty of Fisheries and Marine Science & Technology, Faculty of Science, Faculty of Management and Finance and Faculty of Graduate Studies. In addition to that, services are provided for outside communities too.

2. Staff of the Library

Library Staff of the University is consisted of 13 academic, two administrative staff members and 40 paraprofessionals to cater to the library and other information needs of the patrons.

Academic Staff Members

Librarian (Acting)	Mr. N. Hettiatiarachchi B.Sc. (Hons) (Ruhuna) MSSc. (Lib. & Inf. Science) (Kelaniya)
Senior Assistant Librarian (Faculty of Agriculture)	Mrs. S.L. Gammanpila B.Sc. Agri (Hons) (Ruhuna) MLS (Colombo)
Senior Assistant Librarian (Technical Service)	Mr. N. Hettiatiarachchi B.Sc. (Hons) (Ruhuna) MSSc. (Lib. & Inf. Science) (Kelaniya)
Senior Assistant Librarian (Reader Services)	Mr. U.A. Lal Pannila B.A. (Hons) (Peradeniya) MSSc. (Lib. & Inf. Science) (Kelaniya)
Senior Assistant Librarian (Faculty of Engineering)	Mr. J.J. Garusing Arachchi B.A. (Hons) (Kelaniya) MLS (Colombo)
Senior Assistant Librarian (On study leave)	Mrs. T. Kuruppu Arachchi B.Sc. (Hons) (Ruhuna) MLS (Colombo) Reading for Ph.D. (Australia)
Senior Assistant Librarian (Faculty of Medicine)	Mr. K.T.S. Pushpakumara B.Sc. (Hons) (Ruhuna) MLS (Colombo)

Senior Assistant Librarian
(Digital Library and Periodicals)

Mr. I.D.K.L. Fernando
B.Sc. (Hons) (Ruhuna)
M.ISM. (Colombo)

Senior Assistant Librarian
(Cataloguing and Classification)

Mrs. R.A.P.S. Senevirathna
B.A. - Lib Sci. (Hons) (Kelaniya)
Dip. in Journalism (Colombo)
MSSc. (Lib. & Inf. Science) (Kelaniya)

Senior Assistant Librarian
(Acquisition Division)

Ms. P.K. Jayasekara
B.Sc. Agri (Hons) (Ruhuna)
MLS (Colombo)

Senior Assistant Librarian
(Faculty of Allied Health Science)

Mr. P.G. Nishantha
B.Sc. (Hons) (J'Pura)
MLS (Colombo)

Assistant Librarian
(Faculty of Technology)

Mr. J.A. Ajith
B.A. (Hons)(J'Pura)
MA (J'Pura)
MIT (UCSC, Colombo)
Reading for MSSc. (Lib. & Inf. Science)
(Kelaniya)

Administrative Staff Members

Senior Assistant Registrar
(Library Services)

Mr. C.P.K. Edirisinghe
B.A. (Hons) (J'Pura)
PDBA (Ruhuna)

Senior Assistant Registrar
(Library Services)

Mrs. G.A. Jagathi Hemmali

3. Library Opening Hours

Opening hours of the library may vary according to the time of the academic year and faculty. Since all the students from any faculty can access to any of the libraries in the system, it is important to know the opening hours of the main library and faculty libraries apart. Opening hours of the Main Library and faculty libraries are listed below.

Opening hours of the Main Library

Description of the period	Days of opening	Hours of opening
Regularly	Monday to Friday	8.00 a.m. to 6.00 p.m.
	Saturdays	8.30 a.m. to 5.00 p.m.
	Sundays	Closed
Study Leave and Examination	Monday to Friday	8.00 a.m. to 8.00 p.m.
	Saturdays and Sundays	8.30 a.m. to 5.00 p.m.
Vacation	Monday to Friday	8.00 a.m. to 5.00 p.m.
	Saturdays	8.30. a.m. to 5.00p.m.
	Sundays	Closed
Public holidays and Poya days	-	Closed

Opening hours of the Library, Faculty of Agriculture

Description of the period	Days of opening	Hours of opening
Regularly	Monday to Friday	8.00 a.m. to 7.00 p.m.
	Saturdays	8.00 a.m. to 6.00 p.m.
	Sundays	Closed
Study Leave and Examination	Monday to Friday	8.00 a.m. to 8.00 p.m.
	Saturdays and Sundays	8.00 a.m. to 6.00 p.m.
Vacation	<i>The Library hours may be altered (shortened) during the vacation of the faculty. The library will be closed on public holidays and on special holidays.</i>	

Opening hours of the Library, Faculty of Engineering

Description of the period	Days of opening	Hours of opening
Regularly	Monday to Friday	8.00 a.m. to 6.00 p.m.
	Saturdays	8.30 a.m. to 5.00 p.m.
	Sundays	Closed
Study Leave and Examination	Monday to Friday	8.00 a.m. to 6.00 p.m.
	Saturdays and Sundays	8.30 a.m. to 5.00 p.m.
Long Vacation	Monday to Friday	8.00 a.m. to 4.00 p.m.
	Saturdays	closed
	Sundays	Closed
Public holidays and Poya days	-	Closed

Opening hours of the Faculty of Medicine Library

Description of the period	Days of opening	Hours of opening
Regularly	Monday to Friday	8.00 a.m. to 8.00 p.m.
	Saturdays	8.15 a.m. to 6.15 p.m.
	Sundays	8.15 a.m. to 6.15 p.m.
Study Leave and Examination	Monday to Friday	8.00 a.m. to 8.00 p.m.
	Saturdays and Sundays	8.15 a.m. to 6.15 p.m.
Public holidays and Poya days	-	Closed

Opening hours of the Faculty of Technology Library

Days of opening	Hours of opening
Monday to Friday	8.30 a.m. to 4.30 p.m.
Saturdays and Sundays	Closed
Public Holidays and Poya Days	Closed

Opening hours of the Faculty of Allied Health Sciences Library

Description of the period	Days of opening	Hours of opening
Regularly	Monday to Friday	8.00 a.m. to 6.15 p.m.
	Saturdays	8.15 a.m. to 5.00 p.m.
	Sundays	Closed
Public holidays and Poya days	Closed	

4. Library Collections

The library system of the university is mainly consisting of two collections, the library core collection and the legal deposit collection. In the Main Library core collection, there are nearly 300,000 books, 4000 audio-visual devices, 20 titles of printed periodicals and more than 5000 online journals are available. These collections are growing daily with the requirement of the patrons. The legal deposit collection, on the other hand, having nearly 280,000 publications made in Sri Lanka since 1996.

The core collection of the library has further divided into five more sub collections and sections depending on the type of lending, availability, value and relevancy of the materials. Those are Lending (L), Reference (R), Permanent Reference (PR), Sri Lanka Collection (SLC), Colour Plate Collection (CPC) and Periodicals Collection. Lending materials are indexed in the lending section of the library building while the reference and CPC materials are kept for reference in the reference collection.

4.1 Lending Section

The lending section is located on the second floor of the Library. Lending section issues books for a period of two weeks to undergraduates. If needed, a patron can extend the lending duration for another

14 days. This extension can be performed through the online user account or over the library counter during the working hours of the desired library.

4.2 Reference Section

This section is located on the first floor of the Library. The reference section includes reference materials, Colour Plate Collection and Permanent Reference materials. Reference materials are issued to students for overnight use. Thus, these materials could be borrowed between 3.00 p.m. to 5.00 p.m. in the borrowing date and must be returned before 10.00 a.m. of the following day. Permanent reference materials (such as encyclopaedias, dictionaries, glossaries and other valuable books) are intended strictly for reference within the library. In addition, the reference library floor is arranged for patrons to use as a reading and working space. Patrons are allowed to take their laptops and other mobile devices in silent mode to the reference section. However, consuming meals and beverages is strictly prohibited anywhere in the library.

4.3 Periodical Section

The periodical section is located on the first floor of the Library. The periodical section consists of different kinds of printed periodicals. The collection displays periodicals from the current year and the following year. All the back volumes of printed journals, newsletters, and other printed periodicals are stored separately and users can request them for reference during the opening hours of the section. The University of Ruhuna Library has subscribed to numbers of online databases with the auspicious of UGC through the Consortium of Academic Libraries of Sri Lanka (CONSAL). Patrons can access to these online databases through the library website (www.lib.ruh.ac.lk). These online databases are IP based and should be accessed through the university network. Apart from the periodicals, a comprehensive collection of past examination papers from the Faculty of Humanities and Social Science, Faculty of Fisheries and Marine Sciences and Technologies, and Faculty of Science are kept in the periodical section. Users can access these materials during the working hours. The periodical section of the main library is open from 08:30 a.m. to 04:00 p.m. on weekdays.

Printed periodicals currently subscribed by University of Ruhuna Library

1. Scientific American
2. National Geographic Magazine
3. Time magazine
4. Lanka Monthly Digest
5. Journal of the National Science Foundation of Sri Lanka
6. වෛද්‍යවරයා
7. විජය පරිගනක සඟරාව

Databases subscribed through Consortium of Academic Libraries of Sri Lanka (CONSAL)

1. Emerald
2. Taylor & Francis
3. SAGE Research Methods Online
4. Oxford University Press
5. Science Direct
6. Wiley online Journal
7. HINARI (access password should be taken from the faculty librarian)
8. AGORA

9. OARE

4.4 The Sri Lanka Collection (Ceylon room)

This collection is arranged in a separate room on the first floor of the main library building. This collection is specific to publications made by authors from ancient “Rohana Deshaya” and Sri Lanka specific library materials. The collection carries invaluable information related to Sri Lanka. The collection consists of;

1. Government publications (Annual reports, statistical reports)
2. Rohana collection
3. Copies of Master's and Doctoral theses of Academic staff and students of the University of Ruhuna
4. Professor Justin Labrooy collection
5. Professor Alawaththagoda Premadasa collection
6. Newspaper collection

Sri Lanka collection is a Permanent Reference Collection that patrons are not permitted to lend any items; however, readers are welcome to access the collection from 9.00 a.m. to 4.00 p.m. on weekdays.

4.5 Colour Plate Collection

The colour plate collection is located on the first floor of the library. This collection consisted of books with valuable colour images. Colour plate collection is kept in a glass cupboard in the reference section of the library for careful preservation. Students need to make a request to use this collection.

4.6 Legal Deposit Collection

Legal Deposit Collection (LDC) is located in the newly established extension to the main library. LDC is one of the main collections in the University of Ruhuna Library with also recording uniqueness with respect to the other university libraries in the country. Maintaining a legal deposit collection is a national requirement of a country. Thus, according to the publication law of Sri Lanka, every publication made in Sri Lanka has to hand over five copies of that publication to the government. These five copies are stored in five separate places in the country including the University of Ruhuna. This valuable collection consists of all the publications published within Sri Lanka since 1990. Currently, the LDC marked a total of about 280,000 items including books, newspapers, journals, magazines, handbooks, annual reports, pamphlets, government publications such as gazettes, hansards, acts, school textbooks, proceedings, posters etc. that written in various languages. These items are stored under preservative conditions and only available for reference within the premises. This collection is opened from 9.00 a.m. to 4.00 p.m. on weekdays.

5. Library Resource Classification

The library materials in the University of Ruhuna Library being organized according to the Dewey Decimal Classification (DDC) system. DDC helps to arrange library materials by discipline. The main classes of DDC as follows;

DDC number	Discipline
000	Computer science and general works

100	Philosophy and psychology
200	Religion
300	Social Sciences
400	Language
500	Natural sciences and mathematics
600	Technology (Applied science)
700	Arts; Fine arts and decorative arts
800	Literature and rhetoric
900	Geography and history

However, the Faculty of Engineering is practicing another library classification system to optimise the organization of the Engineering collection. The library materials in the Engineering Library are organized according to the Universal Decimal Classification (UDC) system. UDC helps to arrange library materials by related to a specific discipline. The main classes of UDC as follows;

DDC number	Discipline
0	Computer science and general works
1	Philosophy and psychology
2	Religion
3	Social Sciences
5	Natural sciences and mathematics
6	Technology (Applied science)
7	Arts; Fine arts and decorative arts
8	Langue, Literature and rhetoric
9	Geography and history

6. Library Catalogue

An Online Public Access Catalogue (OPAC) is a computerized online database of all the resources held in the library. Users can use OPAC to search library materials available in the library. It can be accessed from URL: <http://opac.lib.ruh.ac.lk> OPAC provides facilities to search library materials using keywords, title, author, subject, ISBN, series and call number.

7. Library Services

7.1 Ask a Librarian Service

Patrons may find the “Ask a Librarian” forum through the library website or library OPAC to get answered specific questions. Apart from that, patrons can explore answers for general questions through the FAQ pages that available through the library website.

7.2. Skill Development Programs

Library of the University of Ruhuna is currently conducting Information Literacy course modules for Faculty of Fisheries and Marine Science & Technology, Faculty of Agricultural, Faculty of Engineering and Faculty of Medicine. The main purpose of these modules is to develop students’ information literacy and library research skills. Academic staff of the library facilitates students throughout the course module with comprehensive thought courses and hands-on sessions.

In addition to this course unit, library conducting continuous student orientation, training and support for newly affiliated students through workshops and seminars.

7.3. Inter-Library Loans (ILL)

ILL service allows you to obtain a copy of the required scholarly materials that are only available elsewhere other than the university library system. Patrons can make their request online through the library website, library OPAC or made their request to the Senior Assistant Librarian/ reader services in person.

7.4. Library Auditorium and University Museum

Library Auditorium can facilitate for 80 individuals. This facility can be used to conduct small scale meetings, seminars and other events. Interested persons should obtain prior permission from the Librarian to use the library auditorium.

The university museum is also located next to the Library Auditorium. It depicted the astonishing historical outline of the significant events taken place in the university since the beginning.

7.5. Library Self Learning Area

Library Self Learning Area is located on the top floor of the newly established library building and this facility is open from 8.00 a.m. to 8.00 p.m. throughout the year with free Wi-Fi facilities.

7.6. Photocopying Service

The Library provides a photocopying service for those who require copies of reference materials available in the Library. There are two photocopy services located next to the library counter on the ground floor and near the reading area at the new library building.

7.7. Student Counselling

An academic staff member from the library staff has appointed as a student counsellor. Student counselling is promoting the personal development and psychological well-being of students. Students have the opportunity to discuss their various psychological, social and financial issues or any other difficulties they face during their university education and library use. All the mentoring and counselling services maintain strict confidentiality.

7.8. Outreach Programs

Library of the University of Ruhuna is conducting workshops, training programs and awareness programs to enhance the information literacy skills of teacher librarians, library science students and different target populations in Southern province.

7.9 Institutional Repository

An Institutional Repository (IR) is an online system that collects, store, index, and disseminate scholarly information over the Internet. IR of the University of Ruhuna (IRUoR) only provide materials that the University of Ruhuna can claim the copyright. Library users can access to this service through the URL: <http://ir.lib.ruh.ac.lk>.

8. Library Membership

Full membership of the library is available to all registered undergraduate and postgraduate students of the University of Ruhuna and visiting scholars from national and international academia. All students are required to register at the library by using the application form provided during their library orientation programs. All students are required to register in the Library by applying on the prescribed form obtainable from the Library. They are required to produce their duly endorsed Student Record Book, at the time of the registration. At the beginning of each academic year, undergraduate and postgraduate students spending more than one academic year are required to register in the Library. User registration is handled by the registration room near the entrance of the Main Library.

In the Faculty of Agriculture, full membership of the Library is available to all registered students, both undergraduate and postgraduate, and to the members of the staff of the University of Ruhuna. Postgraduate students should pay a non-refundable deposit of Rs.2000/ for registration and Rs.1000 per each academic year as the library fee. The Librarian at her discretion may permit other students and scholars to use the Library during vacations for postgraduate research or genuine scholarly needs.

8.2 Borrowing Library Resources

Patrons are allowed to borrow all the library materials other than permanent reference materials, dictionaries, atlases, books under special collections. The university record book or student identity card must be produced when borrowing books. Books may be borrowed before 5.00 p.m. Details about the number of books can be borrowed are given in the following table.

Number of books can be borrowed by students from each library

Study Level	Main			AGRI			AHS			ENG			MED			TEC		
	L	R	EM	L	R	EM	L	R	EM	L	R	EM	L	SR	F	L	R	EM
Level I	03	01	01	03	01	01	02	01	01	02	01	02	01	01	01	01	01	01
Level II	04	02	01	04	02	01	03	01	01	02	01	03	01	01	01	01	01	01
Level III	05	02	01	05	02	01	03	02	01	02	02	04	01	01	01	01	01	01
Level IV	06	02	01	06	02	01	04	02	01	03	02	05	01	01	01	01	01	01
Level V							02	01										
Postgraduate	03	01	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

Note - Level I students are only allowed to borrow one 'Student centred learning' material.

L-Lending, R-Reference, SR-Scheduled Reference, EM-Electronic Medium, F-Fiction

8.3 Returning Library Resources

Borrowed lending items must be returned between 08:30 a.m. - 5:00 p.m. on the due date. Borrowers should responsible for the library materials that they lend. If any borrowed item lost or damaged

accidentally, the borrower shall inform the library immediately through any of the contact information mentioned at the end of this document.

8.4. Fines and Payments

Any borrower that unable to return the borrowed library materials by the due date may subject to a fine. The fine policy of each faculty library is different due to the availability of materials and the item type. The fines charged by each library are as follows;

Item type	<i>Fins per day (LKR) by each library</i>					
	Main	AGRI	AHS	ENG	MED	TEC
Lending	01.00	01.00	05.00	01.00	05.00	05.00
Reference	03.00	03.50	24.00	03.00		24.00
Scheduled reference					02.00	
Fiction					05.00	

Note: Items in the darken cells are not for lending in the desired library

Students can keep a maximum fine limit of LKR. 100.00 and can borrow library materials regularly. When the total fine amount exceeds the upper level (LKR. 100.00) the user account is automatically suspended and students are unable to borrow items anymore. In such situations, students should consult the main library counter and obtain a fine invoice that can payable to the Shroff counter of the University from 09:00 a.m. – 03:00 p.m. on weekdays.

If a borrower lost the lent item, he/she has to replace it with a new copy of the same edition or subsequent edition/ latest edition of the same book as soon as possible. If the book is not available in the market, the borrower will be charged for the replacement cost of the book and a processing fee of 25% from the value of the book.

8.5 Use of the Library

Except for a few usual stationaries, the students are not allowed to bring personal books, files, notebooks, bags, umbrellas, etc. into the Library. Those items should be kept in the file rack before entering the Library. Smoking is completely prohibited and complete silence should be observed within the Library. The cellular phones are also not allowed to be used within the library. All these rules, regulations and conventions are aimed at providing better library services to the patrons.

8.6 Contact information

Contact person	Direct line	Intercom*	Email
Librarian	+94 (41) 222 7028	2201	mainlib@lib.ruh.ac.lk
Main Library Office		2203	
SAL/ Agriculture Library	+94 (41) 229 2816		
SAL/ Allied Health Sciences Library			
SAL/ Engineering Library			
SAL/ Medical Library	+94 (91) 224 3239		
SAL/ Technology Library			
SAL/ Reader Services			
SAL/ Legal Deposit Collection		2212	
SAL/ Cataloguing and Classification		2205	
SAL/ Periodicals	-	2214	kusala@lib.ruh.ac.lk
SAL/ Acquisitions		2204	acq@lib.ruh.ac.lk
Main Library counter		2211	

SAR/ Library Services	2203
SAR/ Library Services	2215

**in order to contact through the general telephone line, please dial the university any of the university hotline numbers and enter the desired intercom number.*