



## USER GUIDE



**LIBRARY**  
Trincomalee Campus,  
Eastern University, Sri Lanka.

## **Introduction**

The Library, Trincomalee Campus, Eastern University, Sri Lanka caters for the staff and students of faculties of Applied Science, Business and Communication, and Siddha Medicine, and other staff and students of Trincomalee Campus, Eastern University, Sri Lanka.

The library has a good collection and growing towards to have a diverse collection of information resources. The collection is multidisciplinary, encompassing a variety of subjects related to the established faculties and a range of services is provided including inter library loan, reference and advisory services.

## **Vision**

Aligned with the vision of Trincomalee Campus, Eastern University, Sri Lanka to become a globally recognized educational and research institution distinguished by academic excellence and human values, the library stands as an integral pillar in advancing the teaching, learning, and research endeavours of the Campus.

## **Mission**

The Library is to support the commitment of the campus to become a globally recognized educational and research institution by;

- Serving as a central hub for creating, transforming, and disseminating knowledge through a comprehensive collection of resources.
- Facilitating teaching and learning by providing access to diverse educational materials and resources.
- Supporting research endeavours by offering a rich repository of academic and scholarly resources.

- Engaging dynamically with stakeholders to understand and meet their evolving information needs.
- Adapting and responding to new challenges, ensuring the library remains a relevant and vital resource for the campus community.
- Maintaining a commitment to upholding human values in all aspects of library services and interactions.
- Contributing to the sustainable development of the region, nation, and globe by fostering an environment of continuous learning and knowledge dissemination.
- Operating with good governance principles to ensure efficient and transparent library services.
- Striving for accessibility and inclusivity, ensuring that library resources are available to all members of the campus community.
- Empowering users with the skills and resources necessary for lifelong learning and information literacy.

## **LIBRARY ACADEMIC / PROFESSIONAL STAFF**

**Mrs. Vijeyaluxmi Suthakaran**

MLIS, BCom (Hons.)

**Senior Assistant Librarian Gr. II**

*(Acquisition, Automation & e-Resources)*

**Mrs. Krishanthi Sivalingam.**

MSc in Env't. Soil Science, BSc in Agri (Hons.)

**Assistant Librarian**

*(Periodicals, User Services, Technical Services,  
Museum and Preservation & Conservation)*

## **1. Library Opening Hours**

Monday - Friday: 8.30 am – 4.30 pm

(Closed on Sundays & Public Holidays)

## **2. Library Service Units**

The service units of the library include:

- **Lending:** Contains all books available for lending.
- **Reference:** Houses permanent reference materials.
- **Scheduled Reference:** Contains materials for overnight and weekend lending.
- **Periodicals:** Consists of scholarly journals, magazines, newspapers, annual reports, and gazettes, etc.
- **Discussion Area:** Allows users to discuss academic matters.
- **Museum:** Features local artifacts.
- **Photocopy Section:** Facilitates all users with photocopy facilities.

## **3. Library Membership**

### **3.1 Students**

Those registered at the Trincomalee Campus, Eastern University, as undergraduates are eligible for membership. Undergraduates studying for more than one academic year need to renew their membership annually.

### **3.2 Staff**

Those who are appointed at the Trincomalee Campus as,

1. Academic Staff (Permanent, Temporary)
2. Administrative Staff
3. Non-Academic Staff (Permanent)

(Membership registration forms are available at the Counter, Library)

#### **4. Locating a Document in the Library**

The most efficient ways to locate a document include utilizing the Library Card Catalogues and the computerized Online Public Access Catalogue (OPAC) system. Books in the library are organized on the shelves following the Dewey Decimal Classification (DDC) System.

Accessing library materials via OPAC is faster than using a manual catalog. The Online Public Access Catalogue (OPAC) provides quick, one-click access to all bibliographical data at the Library, Trincomalee Campus. (Visit: <http://opac.lib.tc.esn.ac.lk/>)

Navigating the library's catalog system involves utilizing two main catalogues.

**Author/Title Catalogue:** Organizes entries alphabetically by author names or titles.

**Classified Catalogue:** Arranges works by subject using the Dewey Decimal Classification (DDC) system. To effectively use these catalogues, one must refer to the Subject Index to identify the relevant class numbers corresponding to their subject area.

The initial tier of the Subject Index, employing the DDC system, is located at the end of this booklet, spanning pages 12 to 15.

#### **5. Borrowing Facilities**

Upon registration, every member is granted library membership, allowing them to borrow books using their membership card.

Membership Card is not transferable.

If the Membership Card is lost, it must be reported in writing immediately. Duplicate cards may be obtained from the relevant department.

## **5.1 Lending Procedure**

With the exception of certain categories (e.g. Permanent Reference Materials, Encyclopedias, Dictionaries, Atlases, Books on Sri Lanka, Glossaries, Students' Project Reports, Research Thesis, Periodical Materials etc.,) all other Books may be borrowed.

### **5.1.1 Students**

Undergraduate students at Trincomalee Campus have access to lending facilities as follows:

First Year	- 01 Book
Second Year (Additional)	- 01 Book
Third year (Additional)	- 01 Book
Fourth year (Additional)	- 01 Book

Students are required to renew their membership at the beginning of each academic year.

Additionally, they can borrow one material from the Schedule Reference section (for overnight / week end use).

Students can reserve books by entering their names and book details in the register at the Schedule Reference section on the designated day from 8:30 am to 12:00 pm. When borrowing books, they can obtain them by completing the slip by using their Membership number at the library counter in Trincomalee Campus.

### **5.1.2 Staff**

Trincomalee Campus staff members have access to lending facilities as follows.

#### **5.1.2.1 Academic / Academic Support /Administrative Staff**

Trincomalee Campus academic, academic support, and administrative staff members can access borrowing services, encompassing both lending and scheduled reference, as follows,

Academic Staff (Permanent)	- 10 Books
Academic Staff (Temporary)	- 05 Books
Administrative Staff	- 03 Books

### **5.1.2.2 Non-Academic Staff**

Non-academic staff at Trincomalee Campus can borrow one book from the Lending Section.

## **5.2 Lending Hours**

Monday - Friday	-	8.30 am – 4.00 pm (Lending Section)
Monday - Friday	-	12.00 pm – 4.00 pm (Schedule Reference)

## **5.3 Returning Books**

Users are responsible for the books/materials they borrow, and these should be returned at the designated counter by the specified due date and time as outlined below.

### **5.3.1 Students**

Materials from Lending section - One Week

Materials from Section Reference (For Overnight / Week-end use)

On Week days - The next day **before 9.00 am**

Week-ends - The first working day falling after the particular Week-end **before 9.00 am.**

### **5.3.2 Staff**

#### **5.3.2.1 Academic / Academic Support /Administrative Staff**

Materials from Lending section - One Month

Materials from Shedule Reference Section

On Week days - the next day **before 9.00 am**

Week-ends - the first working day falling after the particular Week- end **before 9.00 am.**

### **Non-Academic Staff**

Materials from Lending section - One week

## **5.4 Fine**

Failing to return the issued Books / Materials on the due date / time, a fine will be imposed as follows:

All Users

- For the materials from Lending - Rs. 2/- per day
- For the materials from Scheduled Reference Rs. 2 /- per hour

## **6. Photo Copy Facilities**

With the exception of certain categories (e.g. Under Graduates' Thesis) all the other matters may be photocopied.

## **7.No Claim Certificate**

### **7.1 Students:**

All Undergraduate students should handover the Library Membership Card and the materials they obtained from the library within two weeks after their Final Examination.

### **7.2 Staff**

Staff Members should handover their Library Membership Card and the Library materials they borrowed from the library at least a day in advance if they intend leaving the University permanently.

***Issue of No Claim Certificates will be withheld until the respective applicants return all Library Membership cards / Materials or they settle the amount value for same.***

## **8. Damage To and Loss of Library Books**

The marking and defacing of books is strictly forbidden. Users should report any marks or damage to books, before they remove them from the issuing counter.



In the absence of such reports, the books will be presumed to be in good condition when loaned and borrower will be fined for any damage when the books are returned. The borrower will be liable to pay the full cost of replacement of the book along with an additional 30% replacement charges and in addition any other fee that the librarian responsible for user service thinks fit.

Loss of a material should be reported immediately to the Librarian responsible for user service. If the book is not found within two weeks, the borrower must replace the same book, otherwise he / she must pay the charges shown here.

The rates will be calculated according to the year of publication as shown here.

If a Text Material is published in 1973 & before 1973

Cost of Material: ..... +

Present Value : 100% of cost of Material +

Departmental Charges: Rs. 30/-

If a Text Material is published between 1974 & 1987

Cost of Material: ..... +

Present Value : 75% of cost of Material +

Departmental Charges: Rs. 30/-

If a Text Material is published between 1988 & 2001

Cost of Material: ..... +

Penalty : 50% of cost of Material +

Departmental Charges: Rs. 30/-

If a Text Material is published in 2002 & after 2002

Cost of Material: ..... +

Penalty : 25% of cost of Material +

Departmental Charges: Rs. 30/-

If a Non Text Material is published in any year

Cost of Material: ..... +

Penalty : 25% of cost of Material +

Departmental Charges: Rs. 30/-

## **9. General Rules for the Use of the Library**

- No Bags, Files, Briefcases, Parcels, Hats or Umbrellas are to be brought into the Library. They may be kept at the pigeon hole rack placed at the entrance of the Library.
- No valuable article or cash should be kept at the pigeon hole rack placed at the entrance of the Library at the pigeon. The Library will **NOT** hold itself responsible for any losses.
- Silence is to be observed in the Library.
- Smoking, the consumption of food and drink, and the use of matches or open lights are forbidden in all parts of the Library.
- No reader may reserve a seat in the Library.
- Books not accessible on the shelves should be requested for at the circulation desk.
- Readers should not replace books on the shelves but should leave them on a table.
- Any user stealing or knowingly removing Library Materials will be liable to a suspension from borrowing. He / She is also liable to be reported to the Rector for disciplinary action.
- No material may be taken out of Sri Lanka without the permission from the Library.

- No user shall misuse, damage or without permission remove any equipment of furniture belonging to the Library.
- Any disorderly or improper conduct or breach of the regulations will render the user concerned liable to suspension from the use of the Library.
- Permission to use the Library is given on condition that regulations of the Library will be strictly observed.

### ***Navigating the Library***

There are two main catalogs used for navigation in the library.

#### **a. Author/Title Catalog:**

Organized alphabetically by author names or titles, providing a way for users to locate materials based on authorship or specific titles.

### **A typical card catalogue**

#### **Transcript of title and overflow pages**

HEALTH RESORTS – Personal Health

By **PROF. JOHNS LIVINGSTON**

Known as ‘**TREATY**’

Translated from the original Russian Text into English by

**DR. KEVIN LOOTHRAN**

Edited by **DR. KENNEDY POOTH**

Revised and Enlarged by **DR. (Mrs.) SOPHIA CAROT**

Published by

**BOSTON RESEARCH INSTITUTE, USA. 1963**

## Other Information:

Edition : 2<sup>nd</sup>  
 ISBN : 890-436 -125  
 Accession No : 36326  
 Class No. : 613.122  
 Pages : vii, 765 Pages  
 Size of the Book : 23.5 cm

Classification No.		Accession No.	
First three letters of the Author	613.122 LIV	LIVINGSTON, Johnz [TREATY]	36326 PR
			Located Area (e.g. PR - Permanent Reference, L - Lending, SR - Scheduled Reference)
Title	Health Resorts : Personal Health / by Johnz Livingston; translated from the Russian by Kevin Loothran ; ed. by Kennedy Pooth; rev. and enlarged by Sophia Carot.-2 <sup>nd</sup> ed.- USA. : Boston Research Institute, 1963		Sub Title
Translator			Author
Reviser			Editor
Year of the Publication			Edition
			Place of the Publication
Collation	[viii], 765 p ISBN 890-436-125 5 23.5 c.m 1. 613.122 1. Loothran Kevin <u>tr.</u> 2. Pooth Kennedy <u>ed.</u> 3. Carot Sophia <u>rev.</u> 4. Title		Publisher

### b. Classified Catalog:

Organized according to subject matter, using the Dewey Decimal Classification (DDC).

The first level of the Subject Index of the DDC system is provided below.

## **Class Numbers**

### **000 - GENERALITIES**

- 003 - Systems
  - 004 - Data Processing
  - 005 - Computer Programs
  - 006 - Special Computer
- 010 - Bibliography;
- 020 - Library & Information Science
- 030 - General Encyclopedic Works
- 040 - .....
- 050 - General Serial Publications
- 060 - General Organizations & Museology
- 070 - Journalism, Publishing, Newspapers
- 080 - General Collections
- 090 - Manuscripts & Book Rarities

### **100 - PHILOSOPHY & RELATED DISCIPLINES**

- 110 - Metaphysics
- 120 - Epistemology, Causation, Human kind
- 130 - Paranormal Phenomena & Arts
- 140 - Specific Philosophical Viewpoints
- 150 - Psychology
- 160 - Logic
- 170 - Ethics (Moral Philosophy
- 180 - Ancient, Medieval, Oriental Philosophy
- 190 - Modern Western Philosophy

### **200 - RELIGION**

- 210 - Natural Religion (Philosophy & Religious Doctrine)
- 220 - Bible
- 230 - Christian Theology;
- 240 - Christian Moral & Devotional Theology
- 250 - Local Church & Religious Orders
- 260 - Social & Ecclesiastical Theology
- 270 - History & Geography of Church
- 280 - Christian Denominations &
- 290 - Non Christian & Comparative Religions

- 291 - Comparative Religion
  - 294 - Vedic Religion
    - 294.2 - Pre Buddhist Brahmanism
    - 294.3 - Buddhism
    - 294.4 - Jainism
    - 294.5 - Hinduism
      - 294.551 - Saivism
      - 294.552 - Brahmo Samaj
      - 294.553 - Sikhism
- 295 - Parseism
- 296 - Judaism
- 297 - Islam
  - 297.89 - Bahai

### **300 - SOCIAL SCIENCES**

- 301- Sociology
- 310 - Statistics ;
- 320 - Political Science
- 330 - Economics
- 340 - Law
- 350 - Public Administration
- 360 - Social Problems & Services
- 370 - Education
- 380 - Commerce (Trade)
- 390 - Customs, Etiquette, Folklore

### **400 - LANGUAGE**

- 410 - Linguistics
- 420 - English & Anglo-Saxon Languages
- 430 - Germanic Languages – German
- 440 - Romance Languages –French
- 450 - Italian, Romanian, Rhaeto-Romanic
- 460 - Spanish & Portuguese Languages
- 470 - Italic Languages – Latin
- 480 - Hellenic Languages - Classical Greek
- 490 - Other Languages
  - 491.1 - Indian Languages
  - 491.48 - Sinhala

492 - Semitic Languages  
494.8 - Dravidian  
494.811 - Tamil

### **500 - PURE SCIENCES**

510 - Mathematics  
520 - Astronomy & Allied Sciences  
530 - Physics;  
540 - Chemistry & Allied Sciences  
550 - Sciences of Earth & Other Worlds  
560 - Paleontology  
570 - Life Sciences  
580 - Botanical Sciences  
590 - Zoological Sciences

### **600 - TECHNOLOGY (APPLIED SCIENCES)**

610 - Medical Sciences – Medicine  
620 - Engineering & Allied Operations  
630 - Agriculture & Related Technologies  
640 - Home Economics & Family Living  
650 - Management & Auxiliary Services  
    658.151'1 - Management Policy  
    658.152'44 - Financial Management  
660 - Chemical & Related Technologies  
670 - Manufactures  
680 - Manufacture for Specific Uses  
690 - Buildings

### **700 - THE ARTS**

710 - Civic & Landscape Art  
720 - Architecture;  
730 - Plastic Arts – Sculpture  
740 - Drawing, Decorative & Minor Arts  
750 - Painting & Paintings  
760 - Graphic Arts – Print  
770 - Photography & Photographs  
780 - Music -  
790 - Recreational & Performing Arts

793 - Indoor Games & Amusements

796 - Athletic & Outdoor Sports & Games

**800 - LITERATURE (BALLES -LETTRES)**

810 - American Literature in English

820 - English & Anglo-Saxon Literatures

830 - Literatures of Germanic Languages

840 - Literatures of Romance Languages

850 - Italian, Romanian, Rhaeto-Romanic

860 - Spanish & Portuguese Literatures

870 - Italic Literatures – Latin

880 - Hellenic Literatures – Greek

890 - Literatures of Other Languages

894.8 - Dravidian

894.811 - Tamil

**900 - GENERAL GEOGRAPHY & HISTORY**

910 - General Geography – Travel

920 - General Biography & Genealogy

930 - General History of Ancient World

940 - General History of Europe

950 - General History of Asia

960 - General History of Africa

970 - General History of North America

980 - General History of South America

990 - General History of Other Areas – Vida

**The Library rules and regulations are subject to change, as determined by the Library Committee. Any modifications will be communicated in advance.**

**Published by**

User service Division,

Library,

Trincomalee Campus, Eastern University, Sri Lanka.