

LIBRARY POLICIES
(Extract from the SLIIT manual of Procedure)

6. 1 Campuses

6.1.1 SLIIT maintains three libraries (Malabe and Metro Campuses and Matara Centre) and the library membership is obligatory for students and academic staff of the SLIIT. Staff & Students of one SLIIT Campus will be allowed to use the Library of another SLIIT Campus for reference purpose only.

6. 2 Membership

6.2.1 SLIIT students are required to keep a security deposit in order to borrow books from the SLIIT libraries. The deposit of Rs. 3000/- should be paid as a security deposit to the Finance Division and a receipt obtained. Such students will be registered as library users with book borrowing rights. (This may include any other library materials given on loan as determined by the Library from time to time)

6.2.2 Students who have a library membership are allowed to borrow one book for a period of 7 days. Books on high demand will be issued for overnight use during the demanding period. During holidays this period may be increased up to 14 days. Books issued for the weekend may also vary depending on the demand during that period. Post Graduate students are also allowed to borrow one book for a period of 7 days. (One week)

6.2.3 If any SLIIT 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/-

6. 3 Refund of the Library Deposit

6.3.1 Students may claim the refund of the security deposit after handing over the duly filled application form available at the library.

6.3.2 Application for refunds will be entertained at the end of a semester during periods that will be announced periodically.

6.3.3 Accordingly a student may request for a refund:

- At the end of the course for which he/she is registered, or
- If he/she no longer wishes to continue with the borrowing facility (such applications should be forwarded at the periods mentioned above)

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

6. 4 Fines

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 or illness 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 proof. This rule will apply to both students and members of the staff.

6. 5 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 + 25% 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.

6. 6 Lending Books to Academic and other SLIIT Staff

Books from a library in one Campus can only be issued to academic staff attached to that particular SLIIT Campus. If senior lecturers who are involved in teaching are allowed to borrow books from any other Campus, which is considered as secondary membership, and is limited to book borrowing facility up to a limited number of books.

All book loans can be extended to a certain period if necessary. The borrower could extend his/her book with access to the library database online.

A reminder will be sent to borrowers before a book is overdue. A borrower will be receiving a reminder 5 days before the due date and users will be required to either to

return or extend the use of the material. After sending 4 reminders (5 days before, 2 days before, due date and the overdue notice) if material is not returned to the library it will be treated as items deemed to have been lost and appropriate action would be taken.