

LIBRARY HANDBOOK



**INSTITUTE OF INDIGENOUS MEDICINE
UNIVERSITY OF COLOMBO
RAJAGIRIYA**



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THE LIBRARY

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UNIVERSITY OF COLOMBO

RAJAGIRIYA

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ADDRESS

The Library
Institute of Indigenous Medicine,
University of Colombo,
Rajagiriya

TELEPHONE NUMBERS

General - 2692385/ 2694308
Senior Assistant Librarian - 2674854, Ext.221
Library Staff - Ext.220
Fax - 2697175
E – Mail - lib@iim.cmb.ac.lk

HOURS OF OPENING

	Week days	Saturdays	Sundays and Public Holidays
Term	8.30 a.m - 6.00 p.m	8.30 a.m – 5.00 p.m.	Closed
Long vacation	8.30 a.m - 4.30 p.m	Closed	Closed
Short Vacation	8.30 a.m - 6.00 p.m	8.30 a.m – 5.00 p.m.	Closed

LIBRARY STAFF

PROFESSIONAL STAFF

Mrs. C. K. Gamage - Senior Assistant Librarian
B.A.(Hons.) (University of Sri Jayewardenepura)
PG Dip. (LIS) (Kelaniya)
MLS (Colombo)
Member of SLLA

Mrs. P. M. Ayomi - Assistant Librarian
B.A. (Hons.) (Kelaniya)
MASSc. (LIS) (Kelaniya)

SUPPORTIVE STAFF

Mrs.W. A.S. Wijesooriya	- Senior Staff Assistant (Library Services)
Mrs.W. A. S. Jayanthi	- Library Assistant (Grade I)
Mr. K. A. M. D. Samantha	- Library Assistant (Grade I)
Mrs.R.N. Pathirana	- Library Assistant (Grade III)
Mr. Sanka Senevirathna	- Library Assistant (Grade III)
Mrs.K.M.C.M Keerthisinghe	- Library Assistant (Grade III)
Mr. L.H.D.C Lenard	- Book Binder (Grade II)
Mr.M. D. Ranaweera	- Library Attendant (Grade II)
Mrs.D.S Kaushalya Subawickrama	- Library Attendant (Grade II)
Mr. P.Vajira Prasanna	- Labourer (Grade III)
Mr. R.A Chandrasena	- Office Peon

THE HISTORY OF THE LIBRARY

The history of the Library could be dated back to 1929 with establishment of the Ayurveda College. The absorption of the Ayurveda College to the University of Colombo took place in 1977 and thereafter the College was renamed as the Institute of Indigenous Medicine. The Institute Introduced B A M S and

B U M S Degrees to the students. With this development the Library was expanded to meet the requirement of the undergraduates.

In the year 1985, a Post Graduate Division was established. This division is responsible for conducting post graduate courses such as Master of Philosophy and Post Graduate Diploma in Ayurveda and Unani. Hence, the library at present caters to the requirements of undergraduate and postgraduate students, Academic and non academic staff.

LOCATION

The Library is located in the last block of the old building of the Institute. Access to the library is through the main entrance of the building which is just close to the Department of Moulika Siddhantha

SECTIONS OF THE LIBRARY

The library comprises of various sections such as, Lending, Reference, Periodicals, Research, Ola Leaf, Photocopying and Bindery.

LENDING SECTION

Lending section is located on the left side after passing the library office. The books are issued for two weeks at the

main counter. The books of this section are issued from 8.30 a. m. to 6.00 p.m.

REFERENCE SECTION

The reference section which covers a large floor area has a seating capacity for 100 students.

The books storied in this section are only for reference and permanent reference. Books of this section are recommended by the teaching faculty and essential reading materials which are limited in number. Among them there are quick reference books as well. These include Dictionaries, Glossaries, Bibliographies and Encyclopedias which are very valuable. Permanent reference books are not lent to anyone under any circumstances.

The reference books are issued only after 3.00 p.m. daily for overnight and weekend use. The reference collection of the borrowed materials should be returned back to the library by 10.00 a.m. on the following working day.

PERIODICAL SECTION

This section is on the right side of the library and facing the Main Counter.

Periodicals and Magazines containing current information on medicine are found in this section. Back issues of periodicals are housed in the store room.

Photocopies of important articles can be obtained on payment.

RESEARCH SECTION

This section is adjacent to the Periodical Section and is set apart only for academic staff and postgraduate students. All the publications available here are for permanent reference only.

In addition to the books, a separate glass fronted cupboard containing post graduate dissertations under the closed access system. These are given only to academic staff members and postgraduate students who have to handover the identity cards after filling the form. This can be used only in the Research Section.

OLA LEAF MANUSCRIPTS SECTION

This section is housed in adjacent to the library office. All users of the library are entitled for this service, on request. It contains 472 Ola leaf manuscripts and are arranged in glass fronted cupboards and has closed access.

A database giving details of each Ola leaf has been prepared separately.

BINDING SECTION

There is a separate section to bind old and torn books. Periodicals for each year are also bound as a separate cumulate volume.

CLOAK ROOM FACILITIES

Before you enter the library, shelves have been provided at the entrance to deposit all books, files, umbrellas, bags and other personal belongings. But the library will not hold itself

responsible for any articles lost. Although there is no separate cloak room, these facilities are provided at the entrance.

RESOURCES OF THE LIBRARY

The library has over 32000 volumes of books, Ola leaf manuscripts, bound journals, theses and current journals. This comprehensive collection covers a wide range of medical books relating to Medicine, Dentistry, Pharmacology, Nursing, Anatomy, Physiology and allied subjects. It has a good collection of books on Ayurveda and Unani. There are three special collections comprising of medicinal plants, ola leaf manuscripts and hand written manuscripts. Books on Ayurveda which are in Sanskrit language and Unani books in Urdu language are among the book collection.

SERVICES OF THE LIBRARY

Institute of Indigenous Medicine Library is gradually converting to modern working university library, providing a full range of high quality services based on print and electronic media.

Usually the library provides lending, reference, photocopying, inter library loan, content page service and internet services

READER SERVICES

All issues relevant to the registration of students and staff members, issuing and cancellation of library tickets, issuing no claim certifications and various requirements of readers are handled by the Reader Services Section.

REFERENCE SERVICES

An “Inquiry Service” which is attached to the Reference Section entertains readers for their subject and academic information requirements. This service provides directional and referral information and guides the readers to the correct materials. Members of academic staff are also provided and opportunity to request materials from outside sources on Inter Library Loan scheme operated by the Senior Asst. Librarian.

LENDING SERVICES

The lending collection of the library is kept open from Monday to Friday till 6.00p.m and Saturday till 5.00 p.m. lending books and reference books are issued at the counter which is on the left side of the library as you pass the library office. Books are loaned for a period of two weeks.

PHOTO COPYING SERVICES

The Photo copying Service for the readers operated in the library is located at the left side of the entrance of the library. This service operates on concessionary basis and priority is gives for library materials.

PHOTOCOPYING RATES

Paper Size	One Side Rs. Cts.	Both Side Rs. Cts.
A3	2.00	3.50
A4	1.70	2.75
A5	1.00	1.50
B4	2.00	3.25
B5	1.00	1.50
Legal	2.80	2.80

THE CATALOGUE AND THE CLASSIFICATION SCHEME

LIBRARY CATALOGUE

The book collection is catalogued according to the second edition of Anglo American Cataloguing Rules. (AACR 2). The catalogue card pertaining to each book given in the cataloguing cabinets kept in the lending section.

The user should necessarily have a good idea about the library catalogue. If he/she wants to use the library properly. Catalogue consisting of two files namely,

1. Classified catalogue.
2. Author – Title catalogue.

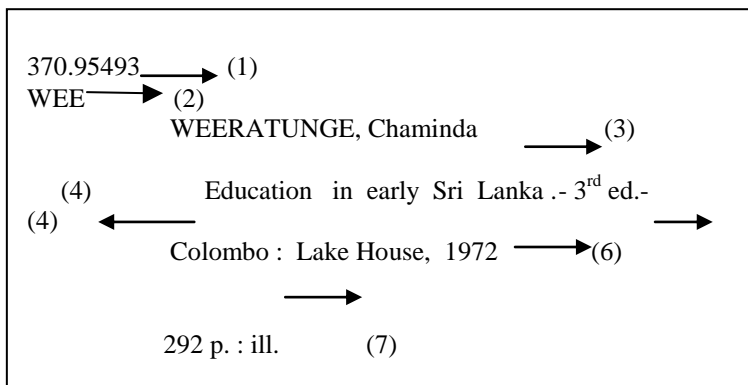
CLASSIFIED CATALOGUE

Catalogue cards of the classified catalogue are filed according to the class numbers under each subject. Accordingly, each book is given a class number. This number is indicated on the catalogue card and the spine of the book. The books are arranged in the racks according to the class numbers.

AUTHOR –TITLE CATALOGUE

Particulars of the books under the author, editor, translator and book title given in alphabetical order are depicted by Author – Title catalogue. The user will be able to find out the book with much ease if he/she knows the author or title.

Below is a sample classified catalogue.



- (1) Class number (i.e. where the book is shelved in the library.)
- (2) Call number
- (3) Author's surname and forename
- (4) Title of Book
- (5) Edition
- (6) Imprint (i.e. Place of publication, Publisher, Date)
- (7) Collation (i.e. number of pages, illustrations)

COMPUTERIZED CATALOGUE

The whole library collection has been computerized according to the software "PURNA". This facility is available in the Counter area. For further support to use computerized catalogue the user may contact the library staff.

CLASSIFICATION SCHEME

Dewey decimal classification scheme is adopted to classify books in the library. This classification scheme contains ten broad headings as follows.

- | | | |
|-----|---|----------------------------------|
| 000 | - | Generalities |
| 100 | - | Philosophy and Psychology |
| 200 | - | Religion |
| 300 | - | Social Science |
| 400 | - | Language |
| 500 | - | Natural Sciences and Mathematics |
| 600 | - | Technology (Applied Sciences) |
| 700 | - | Arts - Fine and Decorative Arts |
| 800 | - | Literature and Rhetoric |
| 900 | - | Geography & History |

Since this is a medical library, all the medical science books are classified under the class number 610. Some of the most important numbers are given below.

- 610 - Medical Sciences - Medicine
- 611 - Human Anatomy
- 612 - Human Physiology
- 613 - Promotion of Health
- 614 - Forensic Medicine, Incidence of Disease,
Public Preventive Medicine
- 615 - Pharmacology & Therapeutics
- 615.1 - Drugs (Materia Medica)
- 616 - Diseases
- 617 - Miscellaneous Branches of Medicine Surgery
- 617.7 - Ophthalmology
- 618 - Gynecology and Obstetrics
- 618.1 - Gynecology
- 618.2 - Obstetrics
- 618.9 - Pediatrics & Geriatrics

LIBRARY REGULATIONS

MEMBERSHIP

Those entitled to use the Library -

- (1) (a) All Registered undergraduates
- (b) Post graduate students
- (c) Academic staff of the Institute.
- (d) Non- Academic staff of the Institute.

- (2) Those who may obtain library privileges on written application to the Director/Senior Assistant librarian - Visiting scholars and Researchers for reference privileges only, if their period of using the library is less than 2 months. Under special circumstances, the Director/ Senior Assistant Librarian may at her/his discretion permit other persons, for occasional use of the library.

IN ADDITION

Those who obtain approval in writing from the Director of the institute are also entitled to use the library.

REGISTRATION AND RENEWAL OF LIBRARY CARDS.

All categories entitled to use the library are required to register with the library and obtain their library tickets after presenting their identification card, with duly filled application form.

By the end of every academic year all the library cards have to be handed over to the counter together with the student Identification card for renewal of their library tickets for their next academic year

ISSUING OF TICKETS

Issuing of tickets to readers as follows.

ACADEMIC STAFF

Members of permanent academic staff are issued five tickets, two for lending and three for reference. Books are given for three months.

UNDERGRADUATS STUDENTS

Three lending cards and one reference card, totaling four cards are issued, for each student. Lending books are given only for two weeks. Reference books are loaned for overnight and weekend use. Two lending cards are issued for Internship.

POSTGRADUATS STUDENTS

One lending and two reference cards are issued to each P.G. Students. Lending valid only for two weeks. Reference books are loaned for overnight and weekend use.

NON- ACADEMIC STAFF

Only two lending cards are issued. Valid only for two weeks.

LOST OF TICKETS

It is the responsibility to the reader to protect his/her library tickets. Loss of a tickets should be reported immediately to the Librarian in writing. A Duplicate will be issued after one month and a payment of hundred rupees per ticket has to be made.

It is a punishable offence to give his or her card to anyone. If it is proved that his/her card has been given to some one else

the holder of the card will be prohibited to use the library for three months.

LOST OF LIBRARY BOOKS

Lost of books should be brought to the notice of the librarian immediately. In case of books lost by the students, he/ she should necessarily handover the same book to the library.

If is not possible the student should pay twice the price of the relevant book. Further he/ she should handover three books (photo copied and bound) which he / she has lost.

BORROWING

Tickets for borrowing books are issued to students and the date for registration of students at the library will be notified. Students should produce their record books and the identification card. Books will be issued as follows.

Academic staff members are eligible to borrow 5 books. Recalls and reminders will be sent to these borrowers requesting to return those books which are over due.

ISSUING OF TICKETS TO READERS

	Reference	Lending
Undergraduates	01	03
Postgraduates	02	01
Academic Staff	03	02
Non Academic Staff	-	02
Internship	-	02

Each lending ticket enables a student to borrow a book for a period of 2 weeks. Reference ticket will be used to borrow a reference book for over night reading. Duplicate ticket will be issued only after verification of lost. A payment of Rs. 100.00 (after a month's verification) is charged.

BORROWING PRIVILEGES RULES
(Undergraduate students)

Type of material	Loan Period
Lending books Reference books Permanent Reference books Current journal Bound journal Theses Past Papers	2 Weeks Over night No loan No loan No loan No loan No loan

RESERVATION

A book which has been borrowed by another reader can be reserved by making a written request to the officer at circulation desk.

RENEWALS OF BOOKS

A book issued for 2 weeks can be renewed if that particular book is not reserved by any other reader.

RECALL OF BOOKS

The Librarian may recall books at any time and the borrower must return books immediately when called upon to do so.

RETURN OF TICKETS / BOOKS

- a. All the students / internal students should return library tickets at the end of each academic year.
- b. Postgraduate students have to return their library tickets before they face the final examination. Please note that they are not allowed to sit the examination or obtain the certificates unless they comply with the above requirement.
- c. All members of academic staff are expected to return library books before they leave the country or get the sabbatical leave.

FINES

STUDENTS

A fine of Rs. 2/= per day will be imposed in respect of each Lending book not returned by the due date.

A fine of Rs. 5/= per day for the 1st week, Rs. 10/= per day for the 2nd week and Rs. 15/= for the third week and rest of days will be imposed.

For a reference book borrowed for overnight or week end use and not returned by the prescribed time. All payment should be paid at the shroff counter in the Account Department between 8.30 a.m. and 3.00 p.m. (Monday to Friday)

ACADEMIC STAFF

Academic staff members are entitled to borrow five books (Reference -3 / Lending – 2) for a period of three months.

It is compulsory to send reminders to Academic staff members two weeks prior to date of return. Fines will be imposed in respect of each book not return duly.

If this fine is not paid, the librarian will inform in writing the respective Head of Department of Ayurveda and Unani

If there is still no response in this regard, the relevant list of defaulters will be submitted to the sectional communities of Ayurveda and Unani

NON- ACADEMIC STAFF

Only two lending books are issued to non- academic staff members for a period of two weeks. Non- Academic staff members are also liable to this fine system and fine will be imposed for each books not returned by the due date. If this fine is not paid, the respective Head of the department will be inform in writing.

DAMAGE TO AND LOSS OF LIBRARY BOOKS

- (a) Marking and defacing of books is strictly forbidden. Students should report any marked on or damaged books before they remove books from the issuing counter. In the absence of such a report the books will be presumed to have been in good condition when loaned, and the borrower will be held responsible and / fine for any damage observed at the time the books are returned.
- (b) The borrower will be liable to pay the full cost of replacement of a book, if it is damaged, and any other fee that the librarian thinks fit to impose.
- (c) Loss of a book should be reported immediately to the Librarian. If the book is not found and returned after two weeks, the borrower shall pay for its replacement.

GENERAL LOAN RULES

- 01 Library members must produce his/her student Identification card with Library tickets when borrowing books.
- 02 Borrowers are held responsible for all books taken to their tickets.
- 03 Borrowers may not use the other member's tickets.
- 04 They must not borrow books on behalf of other members.
- 05 Borrowers must not remove books other than those have been duly issued to them. They must check to

see that all library books have been properly issued to them before leaving the Lending section.

All books must be return when recalled.

Borrowers must report lost books to the Circulation Counter immediately. For over due books fines will be calculated from the date of when the book is reported lost, or till the date the book is returned.

Borrowers who lost books are liable to pay for the cost of the books, binding charges and 25% departmental charges.

When you borrowing books for photocopying leave student identity card at the reference counter / main counter and issued only three books.

Books are deemed to be on loan until they are cancelled at the circulation counter. Borrowers must make sure that the due date is cancelled when returning books and received there tickets.

GENERAL RULES

- 01 Silence should be observed in the Library.
- 02 The Facilities in the Library are for the use of registered members only.
- 03 Cellular / Mobiles phones should be switched off within the Library premises
- 04 No Tabs, bags, cases, parcels, file, umbrellas, hat, water bottles should be brought in to the library.

- 05 Smoking, consumption of food and drinks and the use of matches or an open flame are forbidden in all parts of the Library open to readers.
- 06 Bottles of ink or ink wells should not be brought in to the library.
- 07 The Library will not accept any correspondence or telephone calls on behalf of readers.
08. Seats in the Library may not be reserved by any one.
09. Readers are not allowed to do joint work in the Library.
10. Readers should not remove any books to the Periodical Section.
- 11 Reader should not replace any books on the shelves, but should handover them to a member of the library staff or leave them on tables provided.
- 12 In case of any book is not accessible on the shelves, the person at the circulation desk should be consultant.
- 13 No book may be removed from the library unless it has been properly issued by a library staff.
- 14 Mutilation and theft of library materials are disciplinary offences for which the offender is liable to be punished.

- 15 Fines and/or suspense of library privileges may be imposed for any breach of library rules.
- 16 All books and papers taken to the library should be shown to the Security Guard at the library entrance.
- 17 The borrower should produce the book borrowed from the library at the security desk and hand over the gate pass and the number given from the issuing counter to the security.
- 18 Any member of the staff of the library empowers to examine any book that a student carries out of the library. The rules of the library make obligatory that the student complies promptly.
- 19 Visitors to the library are required to obtain permission of the Librarian to enter the library.
- 20 Valuable articles or cash should not be kept in bags at the entrance of the library. The Library staff will not hold themselves responsible for any losses.
- 21 Readers must produce their University record book / Identity card when borrowing books or any other time when called upon to do so.
- 22 Any disorderly or improper conduct or Breach of regulation will make the reader or borrower concerned liable to suspension from using the library.