



LIBRARY POLICY & RULE 2018

On the recommendation of the Senate, the Council of the Wayamba University of Sri Lanka, as the governing authority of the Wayamba University of Sri Lanka, by resolution adopts the following policy.

Dated: 26.07.2018

Last amended: Not applicable

Signature: Signed

Position: Vice Chancellor, Wayamba University of Sri Lanka

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1 Name of policy

This is the Library Policy & Rule 2018.

2 Commencement

This policy and rule commences on the day after the day on which it is approved.

3 Policy is binding

Except to the extent that a contrary intention is expressed, this policy binds the University, staff, students and affiliates.

4 Statement of intent

The Library Policy & Rule provides:

- (a) the conditions for use of library resources;
- (b) the terms on which library resources may be borrowed;
- (c) the terms on which printing and photocopying services provided;
- (d) the circumstances in which fees or charges may be charged

5 Application

This policy applies to all staff, students and affiliates of the University.

6 Definitions

Library	means any physical site managed by or on behalf of the University Librarian.
Identity card	means any of a student card, staff card or a library card issued by the University
Library resource	means any item, facility or service (including any online or networked resource or service) available in or through the Library
Misuse	includes use in a manner which breaches any law or licence condition, use for commercial purposes and use in contravention of a direction from Library or security staff
Staff member	means an employee of the University, including a casual employee.
Student	means a person who is currently admitted to candidature in an award course of the University or who is enrolled in a unit of study conducted by the University
University Librarian	means the Librarian of the University Libraries, and in appropriate circumstances, any person authorised to act on behalf of the University Librarian



7 Access to the Library and library resources

- (1) The Library and library resources are provided primarily to facilitate and support the educational and research activities of the University, its staff and students.
- (2) Staff and students of the University have priority of access.
- (3) The University Librarian may determine who else may use the Library and library resources and under what conditions.

8 Library Circulation Policy

The purpose of the Library Circulation Policy is to ensure timely and equitable access to library materials for all users. Borrowers must know and abide by loan, recall and fine regulations as a condition for using the Library, Wayamba University of Sri Lanka (WUSL). Library has concerned on following objectives in developing the Library Circulation Policy.

- A. Loan Policy
- B. Reservation Policy
- C. Late Charges Policy

All Wayamba University Academic staff, Academic Support Staff, Administrative Staff, Non Academic Staff, Temporary Academic and Support Staff, Postgraduates Students, Undergraduate students are eligible to borrow books and other material from the Wayamba University Library Network.

Other individuals or entities who wish to use the library collections should contact the Senior Academic Librarian Office in Wayamba University Library.

A. Loan Policy

- (1) Borrowing facilities are available for undergraduate students and the members of the Academic, Administrative and Non-Academic staff of the university. The Permanent Reference (PR) books and Scheduled Reference books (SR) are placed in the reference room for in house use. The 'SR' books are allowed for overnight use. All users can access their personal accounts by using National Identity Card Number or Student Number (NIC) and users are allowed to view their reading history, late charges, reminders, notices and warnings etc. via the system.
- (2) The borrower of any library item is fully responsible for that item until it is returned to the library. It is not advisable to lend library items to friends or colleagues. If any library item becomes overdue, damaged or lost during usage of a third party, the borrower to whom the library issued the item remains solely responsible. The library will not bill a third party for any charges.
- (3) Borrowers who are leaving the University after graduation or termination of studentship are obligated to return all library materials before they leave, regardless of the due dates stamped on the items.

Table 1 shows number of loans, Loan period, Renewals allowed, Renewal Period for different categories of membership.



Table 1: Number of Loans allowed for different member categories.

Category	Lending	Reference (SR)	Multimedia	Maximum Items
Academic Staff (Permanent)	10	10	10	10
Academic Support	3	2	2	5
Administrative	3	2	2	5
Library Non-Academic	3	0	2	3
Non-Academic	2	0	0	2
All Temporary academic staff	3	2	2	5

Table 2 gives the loan period, renewal period for different membership categories.

Table 2: Loan period, Renewal Period for different member categories

Member Category	Item Category					
	Loan period			Renewal period		
	L	EM	SR	L	EM	SR
Academic Staff (Permanent)	30 days	30 days	30 days	30 days	30 days	30 days
Academic Support Staff (Permanent/Temporary)	14 days	14 days	20 hours	7 days	0	0
Administrative Staff	14 days	14 days	20 hours	7 days	0	0
Library Non-Academic Staff	14 days	14 days	0	7 days	0	0
Non-Academic Staff	14 days	0	0	7 days	0	0

L: Lending; EM: Electronic media; SR: Scheduled Reference

A.1 Return of Items

When returning books, the borrower should ask the library staff to duly cancel the relevant issue. Counter staff will issue a cancel recipe as an evident. The borrower is responsible for the book until the borrowing item is remaining in the personal accounts.

At the end of the respective loan period the overdue notice will be issued to the borrower through the e mail. If the book has not been returned, despite the initial overdue notice, 1st, 2nd, 3rd and final reminders (4 in all) will be sent to Bursar of the university. Failing the return of books after these notices, the staff member will be deemed to have forfeited his borrowing privileges until he clears his obligations.

Final year students should return their all Library Items which were borrowed after completing their final examinations and they have to be obtaining a “No Dues Certificate” from the Library. The Degree Certificate etc. will not be issued without this No dues certificate. Post graduate students are also should have this “No Dues Certificate” when



they ask for the degree certificate from the University.

A.2 Renewal of Loans

Renewal of Loans may be granted if the other borrowers do not require the items. For this borrower could renew items through own accounts on or before the due date.

Note: Only one renewal will be granted and no overdue loans or the materials from the reserved collection may be renewed.

B. Reservation Policy

The reservation is possible after the books displayed in new arrival shelf near the counter. The reservation priority will be given in the following order

- i) Students
- ii) Academic
- iii) Academic support staff
- iv) Administration staff
- v) Non-academic staff
- vi) Temporary Staff

When the reserved item is returned to the library, a reservation notice will be mailed to the borrower or a telephone call will be made or a reservation notice will be put on the notice board near the issue counter.

The returned reserved items are kept for one week at the counter until the borrower personally appears at the circulation counter. If the borrower does not come during that week, then the item will be issued to the next borrower in the reservation queue or the item will be shelved.

C. Late Charges Policy

The late Charges will be imposed in respect of each Item not returned by the due date. Late charges are determined by the Library Committee.

These charges may be calculated by the database. Reminder will send through email.

All payments should be made to the University Shroff and the receipt has to be produced to the library counter for cancelling the fines. Until the paid vouchers are produced to the library, the fines of the users will not be cancelled.

C.1 Overdue Notices

All users are sent overdue notices for borrowed items, which is generated on the first working day after the due date as an email. Failure of receiving a notice does not excuse the borrower from payment of overdue fine penalties. If a user has changed his/her email address, it's the user's responsibility to inform the library about the change.

D. Damages and Loss of WULN Library Materials

If the borrowed item is not returned to the library and the item continues to be overdue, it will be treated as lost item. In such a situation, other than the fine charges outlined previously, the borrower will receive a bill for the replacement of the material. If any borrowed item is lost, the borrower must report immediately to the Library counter. Also, the borrower could replace the item with a new one (same or latest edition). The borrower



will be surcharged the cost of replacement of the item, which will include following charges.

- a) Marking and defacing of books is strictly forbidden. Borrower should report any marks on or damage to books at the issuing counter when they borrow the item. 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 fined for any damage noticed at the time the books are returned.
- b) Loss of a book should be reported immediately to the librarian. If the book is not found and returned after prescribed period the borrower will have to supply a new copy of the book or surcharged the cost of the item according to following schedule.
- c) Local & Foreign Books
If the book is available (to be purchased) the amount to be surcharged should be equal to the three fold of the present price of the book.
- d) If the price of the book could not be traced, the value should be calculated at the additional rate per printed page determined by the Library Committee and the amount to be surcharged should be equal to three fold of the calculated value. Books published 25 years ago should be considered as rare books. If the book is not available in the market or a limited number of copies have been published can considered as rare titles even less than 25 years of publishing. Recovery of those items shall be decided by the Library Committee.

E. Audio Visual Materials

Above conditions are applied to the all AV items.

9 Book Purchasing Policy

We encourage University staff and students to recommend an item for purchase. The procurement process of library items has been approved by the Council (see Related Documents of this Policy).

- **Guidelines**
The Library Committee will consider the requests based on a range of criteria including content, format, cost and availability.
- **Content**
All materials purchased by the Library need to support the teaching, learning and/or research needs of the University.
- **Format**
The Library's preference is to buy hard copies and ebooks.
- **Cost**
The Library will always seek a balance between the cost of a resource and the benefits to students and staff.
- **Availability**
When the Library Committee selects recommendations for purchase, we will take into account timelines for making material available to users. This means reviewing ordering and processing times for ebooks and shipping times for print.

10 Weeding Policy

Weeding is the removal of an item from the library's active collection for the purpose of either discarding it (recycling as possible) or donating it for reuse to charity. Libraries do not pretend to be permanent depositories of all that has been published, this weeding the



collection becomes as important a part of the maintenance of the collection as does the initial selection.

Wayamba University Library Network (WULN) has been established in 1999 and it serves four faculties in management and science stream subjects. The library collection covers all subject areas related to the university academic modules as well as general reading. The deselection process is an ongoing part of collection development, a deliberate and thoughtful activity that will keep the library current and vital.

10.1 Responsibility for weeding

Final responsibility for weeding materials from the library's collection rests with the librarian (Council). Individuals who participate in weeding include the Senior Assistant Librarian (SAL) / Acquisitions or Collection Management, SAL/ Assistant Librarian (AL) / Reader Services, Faculty members/ Subject experts from respective Departments and other library personal (Library Information Assistants, System Analyst/ Programmer/ System Engineer, AR/LS etc.)

10.2 Frequency of weeding process

WULN intends weeding library materials as an ongoing, process with scheduled organized weeding only when absolutely necessary.

Step 1: Librarians to determine subject areas to be reviewed and to check standard bibliographies.

Step 2: Librarians review the collection in the shelves

Step 3: Faculty review of items being considered for removal

Step 4: Library end processing

(After all above mentioned steps are completed the library staff will finish the weeding process)

10.3 The purpose of weeding material is to;

- Utilize available space in the best and most economical ways
- Maintain up-to-date collections and the library's reputation for reliability
- Increase speed of access and improve accuracy of retrieval
- Remove books least likely to be used in the future
- Increase circulation

10.4 Following defects should be considered when weeding materials from the library

- Currency
- Usage
- Physical condition
- Duplicates
- Completeness
- Uniqueness
- Format obsolescence

10.5 Criteria for weeding

Library materials of all types (print & audio-visual (AV) materials) in poor condition are too worn or outdated to remain in the collection should be weeded/ discarded.



10.6 Formats and material types

- Books
Print books in the collection that are duplicated in electronic versions owned by the library may be candidates for weeding.
- Journals and other recurring publications
Electronic access is available the library may opt to weed the print issues
- Electronic resources
The collection management librarian collaborates with the director/ICT and subject selectors to devise a plan for the weeding of e-resources
- Microforms
- The format is not available in WULN
- Reference materials

Reference materials may be weeded based on any of the criteria listed in format and material types of these guidelines. Print materials may be weeded based on their availability online.

- Media materials
- Maps
- Government publications

10.7 Books are never weed out

- Local history items
- Regional materials
- Authors on the faculties
- Classics in each field
- Core materials in each discipline
- Literacy classics
- Primary sources
- Works deemed to be of historical value by the library professional staff
- Memorials
- Rare books

10.8 Disposition of weeded materials

Materials approved to be weeded from the collection will be physically removed from the building. Records for these items will be removed from the library catalogue and write off from the Accession Register. Weeded materials may be donated to secondary schools in Wayamba Province or other vocational & technical colleges or sold/ exchanged/ recycled according to the Wayamba University rules and regulations or the decision of the university council.

10.9 Review and revision of guidelines

Weeding guidelines will be reviewed regularly by the authorized personnel. (Librarian, SAL/ Collection Management or technical services, Faculty representatives etc.)

11 General Rules on the Use of the Library

1. Readers should maintain strict silence in the designated areas of the library and work in the library without unreasonable or unnecessary disturbance or distraction.
2. Seats in the library may not be reserved by anyone.



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3. Readers are free to remove any book of their choice from the shelves but not to replace. Leave it on the table.
4. Personal belonging should not be brought in to the library unless specified by the Library.
5. Valuable articles or cash should not be kept at the baggage counter. The library staff will not be responsible for any losses. Baggage counter is only for readers of the library.
6. Smoking, consumption of food and drinks and the use of matches or an open flame are forbidden in all parts of the library.
7. No reader may enter any parts of the library to which entry is forbidden.
8. The library will not accept any correspondence or telephone calls on behalf of the readers.
9. All readers leaving the library in possession of books or papers must show them to a member of the library staff on demand.
10. Prior approval, in writing, should be obtained from the librarian to take photographs inside the library.
11. Visitors are required to obtain permission of the Librarian to enter the library.
12. Ink bottles, markers and other such materials should not be brought into the Library.
13. Library facilities are withheld to those who attempt to steal or damage the library materials. Library users should avoid themselves of stealing books from the library and making excuses such as forgetfulness carelessness etc.
14. Readers must produce their University Record Book/ Identity Card when borrowing books or at any other time when called upon to do so.
15. All readers are requested to refrain from wearing unsuitable cloths like shorts, caps etc., when they enter the library.
16. It is an offence to take a library book out without properly borrowing it.
17. Permanent reference books including periodicals are not allowed to be taken out of the library.

The University Librarian may suspend or revoke, a user's access to the Library or library resources if the user fails to comply with this Rule.

The University Librarian may restrict access to library resources by users with outstanding fees or charges, or who have overdue borrowed items.

Any disorderly or improper conduct or breach of regulations will render the reader or the borrower concerned liable to suspension from using the library. Readers are kindly requested to read the notice board daily.

12 Rescissions and replacements

This document replaces all other Library Policy documents approved by the University previously.



NOTES

Library Policy and Rule 2018

Date adopted: 26.07.2018

Date commenced: 01.10.2018

Administrator: Librarian and the Library Committee

Review date: 30.09.2023

Rescinded documents: Previously approved Library Policy documents

Related documents: Library By-laws

Library fees, fines and charges – approved by the Library Committee

Library Book Purchasing Procedure - Wayamba University of Sri Lanka (approved by the Council No.161 on 26/11/2015)

AMENDMENT HISTORY

Provision	Amendment	Commencing
	Not applicable	