Introduction

The Library Network of the Eastern University, Sri Lanka comprises the Main Library which caters the faculties of Agriculture, Arts & Culture, Commerce & Management and Science, one branch library for the faculty of Health Care Sciences, Trincomalee Campus Library for the faculties of Communication & Business Studies and Applied Sciences and the Institute Library of Swami Vipulanandha Institute of Aesthetics Studies for the faculty of Music.

Though the facilities of the EUSL libraries available at present are considerably less than the requirements in the present situation and further more to synchronize with the fast developing information revolution, there is a diverse collection of information resources in the EUSL libraries, especially in terms of the breadth and depth of coverage. The collection is multi-disciplinary, encompassing a variety of subjects related to the established faculties and a full range of services is provided in each of four libraries including loans, inter library loan, reference and advisory services.

VISION

In accordance with the mission of the Eastern University, Sri Lanka, to be a center of excellence in higher education with emphasis on national relevance, international recognition and development, the library network is mounting as an exclusive cohort in the teaching, learning and research activities of the University.

MISSION

The libraries are to support the university’s commitment to excellence in higher education by:
- providing quality information services to students, staff and the community at large.
- developing resources without prejudice and limitation to languages, contents and formats.
- ensuring a continuous free flow of information via state of the art technology.
- collaborating with university, institutional and governmental libraries in Sri Lanka for resource sharing.

LIBRARY ACADEMIC / PROFESSIONAL STAFF

University Librarian
Mrs. T. ARULNANDHY
Chartered Librarian
B.A (Hons.), BLIS, MLSc., Dip.Pres.Ed., ASLLA

Main Library :

Senior Assistant Librarian (Clients’ Services)
Mr. W. J. JEYARAJ (On Study Leave)
Chartered Librarian

Senior Assistant Librarian (Acquisition & Technical Sections)
Mr. T. RAMANAN
Chartered Librarian
B.Sc. (Hons.), Dip. HRM, MLSc., ALA

Senior Assistant Librarian (e-Resources)
Mr. M. N. RAVIKUMAR
Chartered Librarian
B.Sc. (Hons.), Dip Comp.H.Eng., ALA, MLSc., ALA

Senior Assistant Librarian (Periodicals & Conservation)
Mrs. G. NAVIRATHAN
B.Sc. (Hons.), MLSc.

Assistant Registrar (Library Services)
Mrs. Y.D.A.D.PERERA

Systems Analyst cum Programmer
(Library Systems Management & Automation)
Mr. M. JEYAKANANTHAN

Branch Library
(Faculty of Health Care Sciences)

Senior Assistant Librarian
Mr. S. SANTHAROOBAN
B.Sc. (Hons.), M.Sc., MLSc.

Library
(Trincomalee Campus)

Senior Assistant Librarian
Mrs. S. VIJYALUXMY
B.B.A (Hons.), MLSc.

Library
(Swami Vipulanandha Inst. of Aesthetics Studies)

Assistant Librarian
Mr. B. PRASHANTHAN
B.A. (Hons.), MLSc.

OPENING HOURS of LIBRARIES

Session Time and Long Vacation

MAIN LIBRARY
Monday - Friday : 8.00 am - 7.30 pm
Saturday & Sunday : 8.00 am - 4.30 pm

BRANCH LIBRARY
(Faculty of Health Care Sciences)
Monday - Friday : 8.00 am - 7.00 pm
Saturday & Sunday : 8.00 am - 4.00 pm
INSTITUTE LIBRARY
(Swami Vipulananda Inst.of Aesth. Studies)
Monday - Friday : 8.00 am - 4.15 pm
Saturday : 8.00 am - 4.15 pm
(Closed on Sundays)

CAMPUS LIBRARY
(Trincomalee Campus)
Monday - Friday : 8.30 am - 4.30 pm
Saturday & Sunday : 8.30 am - 4.15 pm

The Library is divided into the following sections for users. They are as follows:
LENDING, REFERENCE, PERIODICALS, e-RESOURCES, RARE COLLECTION/CEYLON ROOM, RESEARCH CUBICLE, DISCUSSION AREA

The Lending Section contains all books for lending.
The Reference Section houses Permanent Reference Materials and Scheduled Reference Materials (Overnight/Week-End use).
The Periodical Section consists of Scholarly Journals, Magazines, News Papers, Annual Reports and Gazettes etc.

1. LIBRARY MEMBERSHIP

1.1 STUDENTS:
Those who are registered at the Eastern University as..
1. Undergraduate Students
2. Post-graduate Students.
The Undergraduate & Post-Graduate students studying for more than one academic year need to be renewed their membership every academic year.

1.2 STAFF
Those who are appointed at the Eastern University as..
1. Academic Staff
   (Permanent, Temporary, Contract, Visiting)
2. Administrative Staff
3. Non-Academic Staff (Permanent)

Membership Registration Forms could be obtained from the Reception Counter.

Students should produce a photocopy of their Student’s Identity card / Registration book / an acceptable document.
Staff should produce a photocopy of their Appointment letters.

After obtaining the Library Membership, if he / she wants to leave Sri Lanka, temporarily / permanently, he / she should promptly inform the Librarian about same. (This is applicable to those going on study leave abroad / inland).

Researchers of other Universities may be registered as members on payment of a deposit of Rs. 100/- or incase of Non-Sri Lankans, an annual fee of Rs. 500 /- (They are entitled to all the other facilities except borrowing materials)

2. HOW TO LOCATE A DOCUMENT

The most efficient way to identify the location of a document is to use the Library Card Catalogues. (On-Line Catalogue is also in trial operation- http://10.19.192.111:8080/opac/html/SearchForm). The Books in the Libraries are arranged on the shelves according to the DEWEY DECIMAL CLASSIFICATION (DDC) System.

The Card Catalogue located in the libraries is in two parts:
1. Author / Title Catalogue which contains entries for all works are arranged in one alphabetical sequence by the names of Authors, Titles etc.
2. Classified Catalogue contains entries for all works according to their Subject, arranged by DDC numbers. In order to use these Catalogues, one needs to know the Subject Index. i.e Class Numbers relevant to one’s Subject area.

An example of a Catalogue Card is shown in page no. 25.

The first level of Subject Index based on the DDC system is provided in the last pages of this booklet. (Pages from 26 to 30)

3. BORROWING FACILITIES

3.1 STUDENTS

(a) LENDING PROCEDURE

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

Library Matrix Card for borrowing materials will be issued and the books could be borrowed as follows;

UNDERGRADUATE STUDENTS
(Only for the Materials from Lending Section)
First Year - One Book
Second Year (Additional) - One Book
Third year (Additional) - One Book
Fourth year (Additional) - One Book
(At the Beginning of every Academic year, the students must renew their membership at the Clients’ Service Unit)

One Material could be obtained for Scheduled Reference (For Over night / Week-end use) by using the same library Matrix Card.

POSTGRADUATE STUDENTS
(Only for the Materials from Lending Section)
Two Books

(b) LENDING HOURS

Materials for LENDING
Session Time & Long Vacation
Monday - Friday - 8.30 am - 6.00 pm
Saturday & Sunday - 8.30 am - 4.00 pm
*(Only for Postgraduate Students)*

**Materials for SCHEDULED REFERENCE**
(For Over night / Week-end use)
Session Time & Long Vacation
Monday - Friday - 1.30 pm - 6.00 pm
(No lending facilities on Saturdays & Sundays)

NOTE: To those who wish to borrow the Scheduled Reference Books.
If students wish to obtain these books, they should enter their names and the details of the Book to be borrowed in a Special Reservation Register at the Service Counter on the particular day from 8.30 am - 1.00 pm.

Library Membership Card is not Transferable.

When borrowing the Books, Students are requested to produce their Library Matrix Card

In case the Library Membership Card is lost, it should be reported to the Librarian in writing immediately. Duplicate Cards may be issued and on payment of Rs. 100/-. 

### 3.2 STAFF

(a) **LENDING PROCEDURE**

#### ACADEMIC / ADMINISTRATIVE STAFF

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

On registration each member is provided a Library Membership Card and Books could be borrowed by using the same card.

**PERMANENT ACADEMIC STAFF** - 10 Books

**ADMINISTRATIVE STAFF** - 03 Books

**Temp. ACADEMIC STAFF** - 05 Books

**CONTRACT / VISITING STAFF** - 04 Books

*(On recommendation of the particular Dean/Head)*

**NON-ACADEMIC STAFF**

Once the registration process is over, the Library Matrix card will be issued and Two books could be borrowed on the Library Matrix card.

(b) **LENDING HOURS**

**Materials for LENDING**
Monday - Friday - 8.30 am - 6.00 pm

**Materials for SCHEDULED REFERENCE**
Monday - Friday - 1.30 pm - 6.00 pm
(No lending facilities on Saturdays & Sundays)

4. **RETURNS OF ISSUED BOOKS**

A Client remains responsible for the Books / Materials borrowed. Books / Materials should be returned on the due date / Time at the Counter as follows:

**STUDENTS**

- **Materials for LENDING** - One Week
- **Materials for SCHEDULED REFERENCE** (For Over night / 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.

**STAFF**

- **ACADEMIC STAFF** (Permanent, Temporary, Contract, Visiting)
  - **Materials for LENDING** - One Month
    - (On request, renewal only at once allowed)
  - **Materials for SCHEDULED REFERENCE** (For Over night / 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.
  - **NON-ACADEMIC STAFF** - Two Weeks

On returning the Books / Materials, the Students’ and Staff members should obtain a receipt for Check-In.

5. **FINE**

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

**STUDENTS**

- **Materials for LENDING** - Rs. 10/- per day
- **Materials for SCHEDULED REFERENCE** (For Over night / Week-end use) - Rs. 5/- per hour

**STAFF**

- **ACADEMIC STAFF** (Permanent, Temporary, Visiting)
  - **Materials for LENDING** - Rs. 10/- per day
- **Materials for SCHEDULED REFERENCE** (For Over night / Week-end use) - Rs. 5/- per hour

**NON-ACADEMIC STAFF**

- **Books for LENDING** - Rs. 10/- per day
For all Staff members:
An initial reminder will be sent to the borrower after the 01st week following the due date, a second reminder will be sent after the 02nd week following the due date and a third and Final reminder will be sent in the 01st month following the due date. If the borrower does not respond within 02 days after the 03rd reminder has been issued, action will be taken to deduct the late fee and the cost for that particular book (with other charges as decided by the authorities) from the salary of the borrower, by the Bursar.

6. PHOTO COPY FACILITIES

STUDENTS
With the exception of certain categories (e.g., Post-Graduate Research work / Students' Project Reports) all other matters may be photocopied.

STAFF
With the exception of Post-Graduate Research work, any other matters may be photocopied.

Current Photocopy Charges could be seen at the Photocopy Counter.

7. NO CLAIM CERTIFICATE

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.

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. Clients 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 thinks fit.

Loss of a material should be reported immediately to the Librarian. 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 1963 & before 1963
Cost of Material : .......... +
Present Value : 100% of cost of Material +
Departmental Charges : Rs. 30/-

If a Text Material is published between 1964 & 1978
Cost of Material : .......... +
Present Value : 75% of cost of Material +
Departmental Charges : Rs. 30/-

If a Text Material is published between 1979 & 1993
Cost of Material : .......... +
Penalty : 50% of cost of Material +
Departmental Charges : Rs. 30/-

If a Text Material is published in 1994 & after 1994
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 on the shelves placed in the Cloak Room of the Library.
- No valuable article or cash should be kept on the shelves in the Cloak Room of the Library. 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.
- Join work is not permitted inside the Library.
- Readers may take any book they require from the shelves.
- 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.
- When taking any books, and papers out of the library such materials must be produced for inspection by Library Staff, if required.
- Any Client stealing or knowingly removing Library Materials will be liable to a suspension from borrowing. He / She is also liable to be reported to the Vice-Chancellor for disciplinary action.
- No material may be taken out of Sri Lanka without the permission of the Librarian.
- No client shall misuse, damage or without permission remove
any equipment of furniture belonging to the Library.

- Any disorderly of improper conduct or breach of the regulations will render the client 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.

Clients are presumed to know them and to have undertaken to observe them.

000 - GENERALITIES

nka;apaYk;> mupa Ehy;fs
- epWtdq;fs;> ffpisfSk;
- cj;jhyp>
- 000 - Systems - Kiws;
- 004 - Data Processing - juT epig;l;iy;> j;jhyp>
- 005 - Computer Programs - fzzp epfo;Tfs;
- 006 - Special Computer Methods - tpNIf tzzp
- Kyws;
- 010 - Bibliography - Ehy; tpug;gt;bay;
- 020 - Library & Information Science - Ehy; jfy;> t;PQ;Qhdk;
- 030 - General Encyclopedic Works - nghJfjy;fsQ;rpak;
- 040 - ................
- 050 - General Serial Publications - nghJ gUt
- ntsaPLfs;
- 060 - General Organizations & Museology - nghJ
- epWtdq;fs;> ffpisfSk;
- 070 - Journalism, Publishing, Newspapers - nra;jp
- CIfk;> ntsaPLfs;> gj;jpupiffs;
- 080 - General Collections - nghJ;td Nrfug;Gf;fs;
- 090 - Manuscripts & Book Raritlies - ifnaOj;Jg;gpujpfSk;
- kw;Wk; mupa Ehy;fs;

100 - PHILOSOPHY & RELATED DISCIPLINES

nka;apaYk;> m;j hu;ej xOf;F Kiws;
110 - Metaphysics - nka;tpsf;fapay;
120 - Epistemology, Causation, Human kind - mwphjhu
- Kiwapay;> fhuz fhupaj; nju;G> kjdp;_dk;
130 - Paranormal Phenomena & Arts - jOf;fpay; njuhu;
- gh NghihgL> fiys;
140 - Specific Philosophical Viewpoints - Fwppj
- j;jhyp;> fujf;aj;
150 - Psychology - cspay;
160 - Logic - nka;apay;
170 - Ethics (Moral Philosophy) - xOf;ftpay;
(xOf;ji;jhyp;)
180 - Ancient, Medieval, Oriental Philosophy - gz;jila;
- jIf;fhy;> jPo;ehLj; j;jhyp;pay;
190 - Modern Western Philosophy - etPd Nkw;jf;Njaj;
- j;jhyp;pay;

200 - RELIGION rkak;
210 - Natural Religion (Philosophy & Religious Doctrine)
- aw; if rkak; (j;jhyp;aj;> rkak Nkif;g;hLk;)
220 - Bible - fwpjam;j;aj;> j;jhyp;aj;
230 - Christian Theology - fwpjam;j;> wanapay;
240 - Christian Moral & Devotional Theology - fwpjam;j;
- xOf;fkKk;> gt;fpj;wanapay;
250 - Local Church & Religious Orders - cs;Su;j;
- jUrr;jgAk;> fwpjam;j xOQ;F Kiws;
260 - Social & Ecclesiastical Theology - r%fj; jUr;ig
- nhu;ej j;wnapay;
270 - History & Geography of Church - jUr;igapd;
- ty;hu;wKk;> Gpr;urjKk;
280 - Christian Denominations & Sects - fwpjam;jg;
- gpupfSk;> fpi;fSk;
290 - Non Christian & Comparative Religions - fwpjam;jkcy;yhj;jk;> xg;gpay;> klkf;fSk;
- 291 - Comparative Religion - xg;gpay; rkak;
- 294 - Vedic Religion - Nfhy; e;jpa Mupa
- nkhophu;jk;
- 294.2 - Pre Buddhist Brahmanism - ngsifj fhy;> jF Kep;gpukzjPak;
- 294.3 - Buddhism - ngsifj rkak;
- 294.4 - Sainism - rkZk;
- 294.5 - Hinduism - ej;rkak;
- 294.51 - Saivaism - ir;rkak;
- 294.552 - Brahmo Samaj -
- gpupNkhrhhrk;
- 294.553 - Sikhism - rPf;fpak;
- 295 - Parseeism - ghur;p rkak;
- 296 - Judaism - A;jrkak;
- 297 - Islam - jykJk;
- 297.89 - Bahai - ghia;

300 - SOCIAL SCIENCES - r%fj; tPQ;Qhdk;fs;
301 - Sociology - r%fj Mat;pay;
310 - Statistics - Gs;tpqtpqpay;
320 - Political Science - murpay; tp;Qhdk;
330 - Economics - nghUspay;
340 - Law - r;l;k;
350 - Public Administration - nghJ epu;thfk;
360 - Social Problems & Services - r%fj gpurjpid
- _fSk;> gzpfSk;
370 - Education - ftyp;
380 - Commerce (Trade) - tu;jfk; (fhzpgk;)
390 - Customs, Etiquette, Folklore - gz;gh;L kugpay;
- r%fj Mrhu Kwapay;> eht;ju;hpay;

400 - LANGUAGE - nkhop
410 - Linguistics - nkhopapay;
420 - English & Anglo-Saxon Languages - Mq;fypKk;
- gz;jila Mqf;fypKk;
430 - Germanic Languages - German - nku;khdpa nkhop
- nku;kd;
440 - Romance Languages - French - gz;jila yj;ljPd;
- top;jNjhd wpa Kw;fhy; gpupjQ;R kjfs; Ngr;R
- nkhopfs; - gpupjQ;R
450 - Italian, Romanian, Rhaeto-Romance - jhjyp;
- cNuhkd;> Rpwp;ru;he;jod; cNuhkd;> yj;jlPd;
- Kjypa tu;jF nkhopfs;
460 - Spanish & Portuguese Languages - jghdp;>
- kw;Wk; Nghj;jF Nfa nkhopfs;
470 - Italic Languages - Latin - jhjypa nkhop
- yj;jlPd;
480 - Hallenic Languages - Classical Greek - fpNuf;
- d nkhopfs; - gz;jila fpNuf;}k;
650 - Management & Auxiliary Services - Khiki;
Rules & Regulations of the Library Network are subject to variation and will be as determined by the library authorities. Any changes will be notified in advance.

Contact Information

Main Library, Eastern University, Sri Lanka, Vantharumoolai.
Tel : 0094-65-2240213 / 0094-65-2241477
Fax : 0094-65-2240733
e-mail : librarian@esn.ac.lk