Library User Guide

Library

Uva Wellassa University
UWU Library: An introduction

Welcome to the Uva Wellassa University Library which is one of the central support services of the University. This user guide is designed to make your library visit more convenient. This guide provides UWU library regulations, procedures, services, collections and staff services. The Uva Wellassa University Library plays a vital role in the collection development and dissemination of scientific and technical information to meet the present and future needs of the university.

We invite you to visit the UWU library in order to enjoy the wealth of resources available in our library. For access information, and further details, visit: http://www.lib.uwu.ac.lk/.

History

With the establishment of the Uva Wellassa University (UWU) in Badulla in 2006, the Library of Uva Wellassa University was founded fulfilling the need for information of students and academia. Since the buildings were still establishing at that time, the physical structure of the Library was limited to a temporary chamber in the University. Nevertheless, the initial operations were undertaken by lecturers and the essential information needs of the users were fulfilled. The library was shifted to the present premises in the year 2009.

Henceforward, the library progressed steadily towards the present technologically enhanced setting. UWU Library collection consists of purchased and donated printed and digital materials. Categories of the books are Lending (L), Scheduled Reference (SR) and Permanent Reference (PR) books. At present, the Library is catering to over 2,750 users including both students and staff members. It provides the library user community with quality services and access to the right information in an efficient way to enhance the teaching, learning and research environment.

The present Library collection encompasses over 20,500 printed and non-printed materials. It possesses a collection covering a vast area of subject disciplines. It also
owns collections of general reading materials, CDs, and DVDs, and online journal collections etc.; to uplift the user quality through varying content access. Library uses the Dewey Decimal Classification (DDC) system to classify the books. The Library provides services through the Reference Section, Lending Section, and Information Technology section and it also provides spaces for self-studying.

The Library has recently embarked on an extensive and exciting services in order to provide the best possible services for library users.

### Avail on

<table>
<thead>
<tr>
<th>Term/Semester</th>
<th>Opening Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Weekdays</td>
</tr>
<tr>
<td>Throughout the Semester</td>
<td>8.30am-6.15pm</td>
</tr>
<tr>
<td>Study Leave Period</td>
<td>8.30am-6.15pm</td>
</tr>
<tr>
<td>Examination Period</td>
<td>8.30am-8.15pm</td>
</tr>
<tr>
<td>Vacation Period</td>
<td>8.30am-4.30pm</td>
</tr>
</tbody>
</table>

*Library self-reading area is open 24 hours*

Library hours are subject to change during examination periods. It always extends its hours during exams to allow students more time to study. Changes in library hours are communicated to students via the notice board at the library and our website. To verify the library hours, students may contact the Circulation Desk via 055-3560114.
Membership

Students (Undergraduates, Postgraduates), academic staff, administrative staff, academic supportive staff and non-academic staff of the University are eligible for the library membership.

A library lending and reference facility is restricted to members. Application for membership is to be made on the prescribed form obtained from the Library.

Borrowing Privileges

The students may borrow Lending circulating library materials for a 14-day period, and a SR book overnight as given below.

<table>
<thead>
<tr>
<th>Category of the Students</th>
<th>No. of Books</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Year</td>
<td>01 (L)</td>
</tr>
<tr>
<td></td>
<td>01 (SR)</td>
</tr>
<tr>
<td>2nd Year</td>
<td>02 (L)</td>
</tr>
<tr>
<td></td>
<td>01 (SR)</td>
</tr>
<tr>
<td>3rd Year</td>
<td>03 (L)</td>
</tr>
<tr>
<td></td>
<td>01 (SR)</td>
</tr>
<tr>
<td>4th Year</td>
<td>03 (L)</td>
</tr>
<tr>
<td></td>
<td>01 (SR)</td>
</tr>
<tr>
<td>Postgraduate</td>
<td>03 (L)</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Category of the Staff</th>
<th>No. of Books</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Staff</td>
<td>08 (L)</td>
</tr>
<tr>
<td></td>
<td>02 (SR)</td>
</tr>
<tr>
<td>Administrative Staff</td>
<td>04 (L)</td>
</tr>
<tr>
<td></td>
<td>01 (SR)</td>
</tr>
<tr>
<td>Academic Supportive Staff</td>
<td>04 (L)</td>
</tr>
<tr>
<td></td>
<td>01 (SR)</td>
</tr>
<tr>
<td>Nonacademic Staff</td>
<td>02 (L)</td>
</tr>
<tr>
<td></td>
<td>01 (SR)</td>
</tr>
<tr>
<td>Temporary Lecturer</td>
<td>03 (L)</td>
</tr>
<tr>
<td></td>
<td>01 (SR)</td>
</tr>
</tbody>
</table>

Any user who fails to return the library materials on the due date will be fined as follows,

<table>
<thead>
<tr>
<th>Category of the Book</th>
<th>Fine Rate (Rs./Day)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lending Book (L)</td>
<td>3.00</td>
</tr>
<tr>
<td>Scheduled Reference (SR)</td>
<td>5.00</td>
</tr>
</tbody>
</table>

When a Library user damages or lose a book, they are also fined as per the rules and regulations.
Library User Policies

✓ Users should bring their University identity cards when they visit the UWU Library.

✓ Personal belongings such as bags, books, files, bottles and cameras are not permitted in the Library. They can be placed at the Library Cloak place.

✓ All Library materials should be authorized by the circulation counter staff before taking out of the Library. If not, disciplinary action will be taken by the UWU Library.

✓ All Library materials should be shown to the security officers at the entrance of the Circulation Counter.

✓ Maintain silence in the Library. A library is a place for research and study. Talking loudly or involving in lengthy conversations is NOT permitted.

✓ You should obtain your clearance for cancellation of membership when you leave the University permanently.

✓ The Librarian may recall books at any time from any reader and borrower must return the books immediately to the Library.

✓ Food and drinks are NOT allowed in the Reference Section, Information Technology Section and Circulation Section. This policy is strictly enforced. Repeated violations of the food policy will result in a suspension of library privileges.

✓ Cellular phones must be put on to silent mode.

✓ Destroying or vandalizing Library properties is prohibited. Please report such incidents to the library staff as soon as possible, when witnessed. Removing materials from the library without checking them out properly, hiding, mutilating materials, or depriving others from using the same is an offence and can be called for disciplinary action.

✓ Lost and found personal property is to be returned to Library Circulation Desk.

✓ Users are advised not to reshel the used Library materials. Library staff will reshel the above.

✓ Please report suspicious activities or individual(s) to the Circulation Desk, as safety is always first. Library users are also advised to evacuate the building immediately in an emergency situation.

✓ For better use of the Library, members can approach the library staff.

✓ Any infringement of the above will render the privilege of admission to and borrowing books from the library liable to forfeiture.
Library Services & Facilities

Lending Services

The UWU library offers library lending service. Valid members of the UWU library can borrow books /items based on their user category.

How to use it

Simply visit our library during opening hours. You will need a university identity card to access the lending facilities. The UWU Online Catalogue accessible via http://opac.lib.uwu.ac.lk will allow you to find collections and to check the availability of item in the library.

Our experienced circulation staff will help you during normal staffed hours. They are located at the circulation Desks.

Scheduled Reference/ Short Loan Collection

The UWU library has a separate collection of books along with lending books that are in heavy demand. This is called the Scheduled Reference /Short Loan Collection.

Short Loan items can be found in the lending books stack area and may be borrowed for a period of 01 day for students. If borrowed on a Friday they are due back by the following Monday morning.

The Online Public Access Catalog (OPAC)

The Uva Wellassa University Library plays a vital role in the collection development and dissemination of scientific and technical information to meet the present and future needs of the university. The library is automated using KOHA open source Integrated Library Management (ILM) software. Web OPAC provides the facility of searching and browsing physical materials available at the UWU library. With OPAC, you can search the entire library's collection by author, title, publisher, ISBN, keyword, year of publication, subject and even the call number.

How to use OPAC: a simple guide

1. With OPAC, you can search the entire library's collection by author, title, publisher, ISBN, keyword, year of publication, subject and even the call number. Type the title or author of the book in the given space. E.g Integrated soil fertility management strategies for tea stakeholders OR Prematilake, K G. Then click on ‘Go’ button. You will get the book detail as follows.
2. Then, you can check the availability and location of the book to borrow from the library. You will also see the number of books available in the library and class number of the book. If you need any assistance in this regards you can approach the circulation counter staff.

Reference Collection

The current edition of general text books, directories, indexes, bibliographies, dictionaries, statistical sourcebooks, and other basic reference materials are kept in the Reference Collection. It also consists of following collections.

- SPC - Special collection
- UC - Uva collection
- UWU - Uva Wellassa University collection
- SLC - Sri Lankan collection
The Reference section of the Library maintains a collection of past papers of UWU student exams for students to review. The library staff will supply you with the available exam past paper upon requests. Exam past papers available in the reference section are issued for photocopying for a period of one hour. Lecture note materials are also available for referencing purposes.

**Inter-library Loan**

If the material is not available in the library's collection, the library can borrow it from another institution through the Inter-library Loan Service (ILL). ILL service is provided for UWU Staff and students. ILL request forms are available at the Circulation Desk. Completed ILL forms should be given to the library staff. An ILL usually requires ten days to two weeks for processing. For more information, please contact at 055-3560114.

**Induction Programs and Workshops**

The UWU Librarian deliver lectures on introductory, advanced research topics and instruct patrons in the use of all types of electronic information. Students may also sign up for a workshop at the Circulation Desk. For additional assistance or to request, please contact at 055-3560114.

**Study area**

There is a study area located in the front area of the library. This is daily available to UWU students on first-come first served basis. The Library has another study area in the reference section. Nothing should be placed on the study area windows or walls.

**Study Carrels**

Study Carrels are supplied for self-study purposes. These are kept in the inside Library Corridors.

**E-resources Center**

There are computers available in the UWU Library for library users. They can use the computers to access Internet source including e-documents, e-mail etc...Access to the computers are generally on a first-come first served basis. Through your wireless-enabled laptop or another device, you can access the internet in the library. For your convenience, WI-FI access is also available throughout the library premises.
Journal Databases through UGC- CONSAL

With the objectives of increasing access to scholarly journals in a cost-effective manner and increasing the research productivity of participating universities in high quality journals, the Consortium of Academic Libraries of Sri Lanka (CONSAL) was established. Currently it has subscribed to 02 databases to the UWU including more than 450 journals with the funding support of the UGC.

The UWU has access for Oxford University Press and for Emerald insight.

Note: Access available only through UWU network.

E- Document Delivery Service

The UWU library provides one of excellent services to the UWU community by supplying articles on request from thousands of journals for your research purposes. In addition, Consortium of Sri Lan academic libraries (CONSAL) has also now established a Centralized Document Delivery Service through the British Library Document Supply Service (BLDSS), with funding from the UGC, Sri Lanka. Now, this service is available through the UWU library. The objective is to fulfil the scholarly literature needs of Sri Lankan academics.

Institutional repository

The repository consists of scholarly outputs from members of the UWU in digital format. The following types of works form part of the repository after considering the Copyright policy. You can visit via [http://www.erepo.lib.uwu.ac.lk](http://www.erepo.lib.uwu.ac.lk)

- Journal articles.
- Books/ Book chapters.
- UWU Conference publications and proceedings.
- Gray literature-abstracts of Undergraduates thesis, Master thesis/ PhD-UWU.
- Creative, performance based visual arts outputs.
- Convocation address and Keynote speeches and special events.
Plagiarism detection software service through the CONSAL-UGC

Plagiarism detection service is provided by the UWU Library through the UGC subscribed URKUND Plagiarism detection online tool.

Open Access Scholarly Service

Open access scholarly service provides free access to millions of electronic scholarly resources including peer-reviewed and high impact journals, e-books downloading tools, e- study materials, theses and dissertations

Research Support Service

Research Support Service is one of the excellent services of the UWU library on demand for academics /individuals or group of students. RSS will provide knowledge on different aspects of research and will answer for many questions in relation to research management tools and techniques such as online resources (Journals & Theses databases) for scholarly and research work, identifying indexed Vs non indexed journals, listing high impact journals in a subject, effective searching tips, citation analysis, and referencing, reference management system using different software, plagiarism tool and online publishing etc.

Research made easy with Research Support Service through proper guidance and training.

Photocopying

Photocopy service is available in the library. The Library provides photocopy service from its own collections. Charges and opening hours are as follows.

<table>
<thead>
<tr>
<th>Photocopy Charges</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Single Side</td>
<td>Rs. 2.00</td>
</tr>
<tr>
<td>Both Side</td>
<td>Rs. 3.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Opening Hours</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday- Saturday</td>
<td>8.30 am -3.30 pm</td>
</tr>
<tr>
<td>Sunday</td>
<td>Closed</td>
</tr>
</tbody>
</table>

*During examination period: Monday – Sunday 8.30 am - 3.30 pm*
Composition of the Library Committee

- Vice Chancellor (Chairman to the committee)
- Librarian
- Deans of the Faculties
- Registrar
- Acting Bursar
- Directors (CODL, SDC, CGU )
- Senior Assistant Librarians
- Assistant Librarian
- Secretary/Assistant Registrar Library Services

Library Staff

- Librarian
- Deputy Librarian/Senior Assistant Librarians/Assistant Librarians
- Deputy Registrar/Senior Assistant Registrar/Assistant Registrars
- Library Information Assistants
- Library Attendants

UWU Library Web Site

We invite you to visit the UWU library website through www.lib.uwu.ac.lk in order to enjoy the wealth of electronic resources, subject gateways and useful information.
Contact Us

✓ Library Webpage
   www.lib.uwu.ac.lk

✓ To contact the Librarian you may mail to:
   librarian@uwu.ac.lk

✓ For further Library information you may mail to:
   library@uwu.ac.lk

✓ UWU Library on Facebook
   Uva Wellassa University Library – UWUL

   https://www.facebook.com/uwu.ac.lk/

✓ Address:
   The Library,
   Uva Wellassa University,
   Passara Road, Badulla,
   Sri Lanka.

✓ Telephone:
   Librarian : 055-2226670
   Library Office : 055-3560114

“Knowledge is free at the library. Just bring your own container”