

# Library Handbook

## Sri Lanka Technology Campus



2026

# Library Resources and Services

## Introduction

In higher education, learning is primarily facilitated through instruction rather than conventional teaching methods. Consequently, the role of the academic library becomes more significant than in secondary education. The library supports independent learning, critical thinking, and research-based education, making it a fundamental requirement of any higher education institution. For this reason, library is often described as the *“heart” of an academic institution*, as it sustains and enriches the intellectual life of the campus.

The Library of Sri Lanka Technology Campus (SLTC) was established in 2015 in conjunction with the inauguration of the institution. Since its inception, the library functions as a central academic support unit, facilitating teaching, learning, and research activities in accordance with institutional policies. The Library serves all faculties, Department, and units of the Sri Lanka Technology Campus and provides access to scholarly resources and professional library services for students, academic staff, and other authorized users.

**The role of library professionals extends beyond traditional book lending. Library staff function as Information Providers, Information Disseminators, Knowledge Disseminators, and Information Literacy Educators. They actively guide users in locating, evaluating, and ethically using information resources, which is essential in today’s digital and research-driven academic environment.**

This handbook is designed to guide users in making effective and efficient use of the library’s resources and services, thereby supporting academic success and lifelong learning within Sri Lanka Technology Campus.

## Library Vision

To bring together knowledge, education, and research by creating a supportive environment for learning, teaching, and intellectual growth.

## Library Mission

To advance the vision of Sri Lanka Technology Campus by integrating knowledge, education, and research through equitable access to information resources, innovative library services, and supportive learning environments.

## Main Goals and Objectives of the Library

- **Strengthen Teaching and Learning Support**
  - Enhance the quality of teaching and student learning through effective library resources and services.
- **Enhance Research Excellence and Visibility**
  - Support research productivity and increase the visibility of scholarly output.
- **Improve Access to Knowledge and Digital Services**
  - Ensure seamless, equitable, and technology-enabled access to information resources.
- **Foster Inclusive and Engaging Learning Environments**
  - Create welcoming, inclusive, and collaborative physical and virtual library spaces.
- **Strengthen Governance, Staff Capacity, and Sustainability**
  - Enhance organizational effectiveness through skilled staff, transparent governance, and sustainable practices.

## Library Collections

The Library always strives to maintain a balanced and up-to-date collection supporting approved academic programmes. Subject areas include Business Management, Computer Science, Information Technology, Engineering, Science, Fashion and Textile Studies, Biosystems Technology, Agricultural Technology, Environmental Science, Music, and the English Language.

The collection consists of textbooks, reference materials, and other academic resources. All library materials are classified and arranged according to the Universal Decimal Classification (UDC) system to ensure systematic organization and ease of access.

### Lending Collection

The Lending Collection consists of books that may be borrowed by registered library users for an extended period. These materials are intended to support coursework, independent study, and general reading. Users are permitted to borrow books from the lending section for a period of **two (2) weeks**, subject to library lending rules and availability. Borrowed items must be returned on or before the due date to avoid the library fine imposed to the library.

### Reference Collection

The Reference Collection includes multiple copies of **essential and prescribed textbooks** required for academic programs. These materials are provided to ensure equitable access for all users. Books from the reference collection may be borrowed for a **maximum period of four (4) days** and must be returned promptly to support continuous availability.

## Permanent Reference Collection

The Permanent Reference Collection comprises materials of long-term academic value, such as **dictionaries, thesauri, glossaries, encyclopedias, handbooks**, Theses and Research Reports, and **single copies of recommended textbooks**. These resources are designated for **in-library use only** and are not permitted for borrowing, ensuring constant access for all users.

## Research Reports / Theses Collection

The library maintains a comprehensive collection of **undergraduate research reports** and **postgraduate theses** produced within the institution. These materials are available strictly for **reference purposes within the library premises** and may not be borrowed or removed, as they represent original scholarly work.

## Fiction Collection

The Fiction Collection includes a variety of **English and Sinhala novels and short stories**. This collection is maintained to promote reading for pleasure, relaxation, and cultural enrichment among users, alongside academic pursuits.

## Past Examination Paper Collection

Hard copies of past examination papers are systematically maintained in the library to support student exam preparation. These materials are available for **on-site consultation only**, ensuring preservation and continued access for future users.

# Digital Collection

## Past Examination Paper Collection – E-Version

Electronic versions of **past examination papers** are available through the **Learning Management System (LMS)**. These resources are organized **faculty-wise, year-wise and semester I and Semester II**, for ease of access. Users may view and download materials using their **authorized LMS login credentials**, subject to institutional access policies.

The screenshot displays the Sri Lanka Technology Campus Learning Management System (LMS) interface. At the top, there is a banner image of the campus building with the text "SRI LANKA TECHNOLOGY CAMPUS Learning Management System" and the institution's logo. Below the banner, a "Custom Course Menu" section lists "Last 5 Viewed" items: "Past Examination Papers", "Past Paper Repository", and "Past Examination Papers". A search bar is present below this menu. The "My courses" section shows "Past Examination Papers" and "All courses...". The main content area, titled "Past Examination Papers", includes a "Library, Sri Lanka Technology Campus" section with a "Collapse all" link. It contains a message to "Dear Students" stating that the library maintains a comprehensive collection of past examination papers for academic preparation and revision, organized by faculty, academic year, and semester. It also mentions that the system allows users to view (display) past examination papers online and download copies directly to their personal desktop devices for academic reference and study purposes. Below this, the "Faculty of Engineering" section is visible, showing two folders: "First Year" and "Second Year", each with a "Mark as done" button.

## Research Publication : SLTC E-Repository

In addition to teaching and learning support service, the library staff work as key personnel to disseminate the research output of the institution to global scholarly community by maintaining and regularly updating the **Institutional Repository of SLTC**. Impact of this initiative directly and indirectly support for ranking of the Sri Lanka Technology Campus in the world.

**The SLTC E-Repository** is a digital collection of scientific research publications produced by researchers at Sri Lanka Technology Campus (SLTC). It serves to manage, preserve, and provide open access to the academic work of faculty members, postgraduate students, and research groups. The repository includes faculty publications, abstracts of postgraduate theses, and publications from the International Research Conference.

<http://repo.sltc.ac.lk>



The screenshot displays the SLTC e-Repository website. At the top, there is a navigation bar with the SLTC logo, the text "e-Repository Library SLTC", and links for "Communities & Collections", "All of SLTC-ER", "Statistics", and "SLTC-Home". A search icon and a "Log In" link are also present. Below the navigation bar is a large banner image of a modern building with the text "SLTC e-Repository" and a description: "The SLTC e-Repository is a digital platform designed to store, manage, and provide access to academic and research outputs of the Sri Lanka Technology Campus. It serves as a central hub for theses, dissertations, research papers, and other scholarly content produced by students and faculty." Below the banner is a search bar with the placeholder text "Search the repository ..." and a "Search" button. Under the search bar, the text "Communities in SLTC-ER" is followed by "Select a community to browse its collections." and "Now showing 1 - 5 of 7". A list of communities is shown: 1. E-Books, 2. Project Reports, Thesis and Dissertations, 3. SLTC Research Publications, 4. SLTC Conferences & Workshops, and 5. SLTC Publications. At the bottom, there is a pagination bar with the numbers "1" and "2" highlighted.

# Library Management System and OPAC

The Library operates a fully automated Library Management System since 2018 using the open-source software **KOHA**. Users may access the Online Public Access Catalogue (OPAC) to search the library collection using keywords, author names, book titles, classification numbers, and other search criteria. The OPAC also enables users to view item availability and manage their borrowing records.

<http://opac.sltc.ac.lk>

The screenshot displays the SLTC Online Public Access Catalogue (OPAC) interface. At the top, a dark blue header bar contains the KOHA logo, navigation links for Cart, Lists, and Ask A Librarian, and user information including a welcome message to Dr. Chandrani KURUPPU, search history, and a Log out button. Below this, a light blue banner features the SLTC logo and the text "Online Public Access Catalogue" and "Library, Sri Lanka Technological Campus (SLTC)".

The main search area includes a search bar with a dropdown menu showing search criteria: Keyword (selected), Title, Author, Subject, ISBN, ISSN, Series, and Call number. A "GO" button is positioned to the right of the search bar. Below the search bar, a navigation bar offers options: "Advanced search", "Browse by hierarchy", "Authority search", "Tag cloud", and "Purchase suggestions".

On the left side, a "Quick Links" section lists various library services, including SLTC Digital Library, SLTC Library E Book Request Form, SLTC Library Post Exam paper Request Form, and SLTC Library Research Article Request Form. Below this, a "Library Opening Hours" section specifies the library's operating times: Weekdays 9.00 a.m. - 6.00 p.m., and Weekend/Mercantile Holidays and Poya Days Closed. A map of the SLTC Renuwar University campus is also visible.

The central area features a large banner for the "SLTC Digital Library Collection" by Lightwave Technology, showcasing a variety of digital books and e-journals. To the right of the banner, a "Help Desk" section provides contact information for assistance, including an email address: library@sltc.ac.lk.

At the bottom, a footer section includes a "Ghostwriter" logo, a "Master Counter" displaying the number 22448, and copyright information for the SLTC Library, Sri Lanka Technological Campus, Ingirika Road, Panubba, Sri Lanka. It also provides contact details: Telephone: + Fax: + and email: library@sltc.ac.lk.



The system provides additional facilities for users, such as selecting books of interest and saving them for future reference as a personal reference list. These lists can be shared with colleagues. Academics can also create and share their reference lists with students as recommended teaching materials. All registered library users are permitted to submit purchase suggestions, place reservations, and renew borrowed books for one additional loan period only.

Both the library user database and the library collection database are maintained within the Library Management System. Accordingly, system-generated emails are automatically sent to users for book issues, returns, due-date reminders, and notifications of overdue items.

## **Library Membership**

All staff and the registered students of the Sri Lanka Technology Campus are eligible for library membership. Library membership is activated upon completion of the registration process. Users are responsible for ensuring that their personal and contact details, including email addresses, are accurately maintained in the Library Management System, at the first visit of the library.

## **Library Services**

The Library provides the following services in accordance with institutional regulations:

- Lending and returning of library materials
- Reservation of library resources
- Renewal of borrowed items (subject to conditions)
- Acceptance of purchase suggestions
- Reference and information services
- Access to OPAC and automated services
- Library staff works as Information Disseminators, Knowledge Disseminators, and Information Literacy Educators

## Borrowing Privileges and Limits

Borrowing privileges are granted in accordance with the institutional library policies.

| Category             | No of Books                           | Loan Period                                  |
|----------------------|---------------------------------------|----------------------------------------------|
| Undergraduates       | 02 <b>books</b> (Lending / Reference) | 14 days for Lending<br>04 days for Reference |
| Postgraduate         | 02 books (Lending / Reference)        | 14 days for Lending<br>04 days for Reference |
| Academic Staff       | 05 books (Lending / Reference)        | For one month                                |
| Teaching Assistant   | 03 books (Lending / Reference)        | For one month                                |
| Administrative Staff | 03 books (Lending / Reference)        | For one month                                |
| Library Staff        | 03 books (Lending / Reference)        | For one month                                |
| Other Staff          | 03 books (Lending / Reference)        | For one month                                |

**Borrower is responsible for the borrowed item until returned.** It must be returned on or before the due date indicated by the Library.

## Renewals and Fines

Users are permitted to renew borrowed items for **one additional loan period only**, provided the item is not reserved by another user. Renewals should preferably be completed through the OPAC.

If a user is unable to renew an item independently, a renewal request may be submitted to the Library via email ([library@sltc.ac.lk](mailto:library@sltc.ac.lk)). Such requests must be made **before the due date** of the borrowed item. Requests made on or after the due date will result in the automatic calculation of overdue fines in accordance with Library regulations.

## Fines / Panalties for Overdue books

The fine will be imposed as follows for the books not returned on the due dates.

| Book Type                 | Fine for day |
|---------------------------|--------------|
| Lending (for 14 days)     | Rs. 50.00    |
| Reference (for four days) | Rs. 50.00    |

Loss or damage to library materials will be subject to penalties under the Lost Recovery Policy as determined by the Library.

## Guidelines

Library users are required to:

- Maintain silence and a conducive learning environment
- Handle library materials with care

- Refrain from marking, defacing, or damaging resources
- Comply with all Library rules and institutional policies

## Notifications and Communication

The Library maintains an integrated user and collection database within the Library Management System. System-generated email notifications are automatically sent to users for book issues, returns, due-date reminders, and overdue notices. Users are advised to regularly monitor their registered email accounts.

## User Support

Professional library staff are available to provide assistance with the use of OPAC, borrowing and renewal procedures, and general library inquiries during official service hours.

## Library Hours

| Space Assigned       | Period                                | Opening Hours           |
|----------------------|---------------------------------------|-------------------------|
| Library Collection   | Monday to Friday                      | From 9.00 am to 6.00 pm |
|                      | Week-ends, Public Holidays            | Closed                  |
| Library Study Common | During the year, except SLTC vacation | Opened 24 Hours         |

## Library Clearance Certification

The Library shall issue a **Library Clearance Certificate** as a mandatory requirement for all students prior to graduation and for all staff members prior to proceeding on study leave, resignation, or termination of service.

Submission of the Library Clearance Certificate to the **Student Enrollment Unit** (for students) or the **Human Resource Unit** (for staff) is compulsory.

All library obligations, including the return of borrowed materials and the settlement of any outstanding library fines, must be fully cleared before the completion of the student's or staff member's tenure at the campus.

Failure to comply with this policy may result in delays in graduation, release on study leave, or completion of employment formalities.

## **Contact Information**

**Consultant Librarian**

**Library, Sri Lanka Technology Campus**

Email: [librarian@sltc.ac.lk](mailto:librarian@sltc.ac.lk) / [library@sltc.ac.lk](mailto:library@sltc.ac.lk)

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