



Standard Operating Procedure (SOP) for Library Organisation, Access and Circulation Regulations

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INTRODUCTION

The Library collection is systematically organised according to the DDC (**Version 23**), ensuring that all materials are arranged by subject area to support academic study and research. The **Learning Commons** functions as an **open-access facility**, available to students **24 hours a day**, providing a conducive environment for independent learning, group discussions, and research activities. A **partition** separates the **Library Collection Section** from the **Learning Commons area**. The Collection Section closes at **6.00 p.m.** daily, while the Learning Commons remains open continuously for student use. Students are permitted to **bring their personal belongings** into the **Learning Commons area**, but not into the **Library Collection Section**.

All **borrowing transactions** must be completed **on or before 6.00 p.m.**, before the closure of the **Library Collection Section**. The **Learning Commons area** remains **open at all times** for **reference and study, allowing students to use borrowed library materials**, as well as their **personal textbooks and study materials**. For the **safety and security** of users and resources, a **security staff member** will be on duty in the **Learning Commons** from **6.00 p.m. until 9.00 a.m. the following day**. The **Learning Commons** remains **open 24 hours a day** for student use.

The Circulation Policy applies to the library, Sri Lanka Technology Campus. The library has adopted the following guiding principles for best practices in library materials. Borrowers should be aware of the loan, recall, and fine regulations, as well as the library regulations, while using this library.

REGISTRATION TO THE LIBRARY

Students (undergraduate and postgraduate) and staff members of Sri Lanka Technology Campus are eligible to register with the Library. Relevant information—including full name, address, student or staff registration number, and passport-size photograph (image format)—will be forwarded by the University Enrollment Unit or the Human Resources Division to enable uploading to the Library Management System. The photograph is essential to verify the identity of the cardholder and to prevent misuse of the University Identity Card when borrowing library materials.

Library accounts will be activated when students or staff visit the Library and present their University Identity Card.

INFORMATION TO THE BORROWER

Students (undergraduates/postgraduates) / Staff members in the Sri Lanka Technology Campus who are registered with the library are eligible to borrow books from the library. The borrower is responsible for the item borrowed from the library until it is returned. Borrowed library materials

should not be shared with friends or colleagues. Borrower is liable for any charges created by overdues, damage or loss during the borrowing period.

Borrowers are obligated to return all library materials at the termination of their library membership / just after final examinations, or upon resignation or retirement from the service.

RESTRICTIONS APPLY TO BORROWERS

Any of the following conditions will apply to restrict the use of library material.

- The maximum number of items has been borrowed.
- The maximum unpaid fine charges (Undergraduates – Rs. 100/= ; PG – Rs. 100/=). If unpaid, fine charges display in the system
- The user has an overdue item.
- The user ID has expired/cancelled.

CIRCULATION DESK HOURS

All items (Lending & Reference) will be issued from 9:00 a.m. to 6:00 p.m., Monday through Friday. The library is closed on weekends and public holidays.

LOAN PERIOD

There are two types of loans and a loan amount. Loan amount for different library memberships is shown below.

User Category	Type of Loan	Number of loans	Loan Period
Undergraduate –	Lending	2	14 days
- Do -	Reference	1	4 days
Postgraduate	Lending	2	14 days
	Reference	2	4 days
Academic Staff – permanent	Lending / Reference	5	30 days

Academic Staff – probationary	Lending / Reference	3	30 days
Teaching Assistant	Lending / Reference	2	30 days
Administrative Staff	Lending / Reference	2	14 days
Non-Academic staff	Lending	2	14 days

RENEWAL OF ITEMS

Items without reservations may be renewed in person if the due date has not passed.

RESERVATION

All the library borrowers have the reservation privileges. The maximum number of reservations is one. Unless there are no reservations, the item is reserved for up to 3 days. It will be notified through email. If it is unable to borrow, the reservation is automatically cancelled.

FINE POLICY

Fines will be levied for overdue items borrowed from the lending and reference collections as given below. At the moment, no penalties will be charged to the staff members of the Sri Lanka Technology Campus Pvt Ltd.

For lending books / reference books (Borrowed for two nights / weekend use)

A fine of Rs. 50.00 per day will be imposed for each book not returned by the due date.

OVERDUE NOTICES

All users are sent overdue notices for borrowed items by email on the first working day after the due date, generated by the Library Management System (only to library@sltc.ac.lk, an email address created in the SLTC domain). A user is responsible for checking their academic email account (.....@slt.ac.lk).

PAYMENT OF FINES

Library Fines can be paid at the library counter.

DAMAGE / LOST LIBRARY MATERIAL

It is strictly prohibited to mark, detach or damage books or any other material which belongs to the library. The students should report any marks or damage to books before they are issued from the counter. In the absence of such reports, the book will be presumed to be in good condition when loaned, and the borrower will be held responsible and fined for any damage observed upon return.

The borrower will be liable to pay the cost of replacing the item, whether damaged or lost, in accordance with the Cost Recovery Policy in the SLTC Library.

Also, the borrower could replace the item with a new one (of the same or latest edition). However, it will be requested to pay these additional charges:

- Departmental charges
- Overdue charges (if any)
- Other applicable charges

PAYMENT OF COST OF REPLACEMENT

The cost of the replacement should be paid at the library counter of Sri Lanka Technology Campus Pvt Ltd after obtaining the voucher from the library. After making the payment, the paid voucher should be presented at the library counter to cancel the overdue fee. Until the library produces the paid vouchers, overdue fines for the users will not be cancelled.

LIBRARY REGULATIONS

- **Silence:**
Silence must be strictly observed within the library. All users are required to switch off or silence beeping devices such as alarm watches and mobile phones. Loud conversations and unnecessary noise are strictly prohibited.
- **Food and Beverages:**
Eating and drinking are not permitted inside the library.
- **Identification:**
Students and staff must present their official SLTC identification card for inspection at the library entrance.

- **Access:**
Library facilities are exclusively for the use of SLTC students and staff.
- **Personal Belongings:**
The SLTC Library is not responsible for the loss or damage of personal belongings.
- **Library Property:**
Unauthorized removal, mutilation, or damage of library materials, equipment, or resources (both print and non-print), in whole or in part, is strictly prohibited. Offenders will be subject to serious disciplinary action.
- **Cleanliness : Library Learning Commons**
The library must be kept clean at all times. Littering on tables or the floor is not allowed. Waste bins are provided for your convenience.
- **Bags and Personal Items:**
Bags, files, folders, umbrellas, and attachéd cases are not allowed inside the library Collection area.
- **Lost Books:**
Any lost book must be reported immediately to avoid accumulating fines. The lost item must be replaced with the same edition or the latest edition or its calculated value paid, within two weeks of notifying the librarian.
- **Conduct:**
Smoking, disorderly behaviour, disturbances, or any conduct that interferes with the proper use of the library is strictly prohibited.

COPY RIGHT

- Library materials are protected under copyright law. Any deliberate infringement, such as unauthorised copying, constitutes a criminal offence.
- Copying is permitted only for academic purposes and must not exceed one-third of a book.
- Reproduction or photocopying of the **Research Report / Theses / Dissertation** is strictly prohibited. Written permission from the library is required for any reference.

Users are expected to comply with these regulations to ensure the effective management, security, and accessibility of Library and Learning Commons facilities.



Librarian (Consultant)

12.01.2026