



# Circulation Policy

MEDICAL LIBRARY

Faculty of Medicine | University of Colombo | 2019

## INTRODUCTION

The Circulation Policy applies to the medical library, University of Colombo. The library has adopted the following guiding principles for best practice of the library material. Borrowers should be aware of loan, recall and fine regulations while using this library.

## INFORMATION TO THE BORROWER

Students (undergraduates / postgraduates) / Staff members in the faculty who are registered by the library are eligible to borrow books from the library. Borrower is responsible for the item borrowed from the library until returned to the library. Borrowed library materials are not advisable to share among friends or colleagues. Borrower is liable for any charges created by overdues, damaged or lost during the borrowing period.

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

## POSTGRADUATE STUDENTS

Following fees are applicable for all postgraduate students who wish to use the Medical Library,

- A non-refundable library reference fee of Rs.2000.00 per year.
  - Master Degree (one year) – Rs. 2000.00
  - Master Degree (Two years) – Rs. 4000.00
  - PhD Degree – Rs. 6000.00,
- A refundable library deposit of Rs.10,000.00 per book to obtain lending facilities.

Once the library receives the list of students, who have paid the library fee, library membership card will be issued for library transaction. It is valid only for the duration of the course.

## CERTIFICATE COURSE HOLDERS

Short courses; more than three months and less than 12 months

- A non-refundable library reference fee is Rs.1000.00.

*Above rates are duly approved by 374<sup>th</sup> meeting of the Finance Committee, University of Colombo*

## TEMPORARY READERSHIP

Temporary library readership will be given, up to a period of three months, initially, on payment of a registration fee and renewal can be allowed at the discretion of the Librarian. Readers will be provided reference facilities upon registration. Readers are requested to provide a dully completed application form for their registration.

Registration fees for local and foreign users are as follows:

- Locals: Rs.500/= for the first three months and Rs.500/= per additional month.
- Foreign: Rs.1500/= for the first three months and Rs.1500/= per additional month.

*These rates will be applicable for the elective students as well.*

*Above rates are duly approved by 374<sup>th</sup> of meeting of the Finance Committee, University of Colombo.*

## RESTRICTION APPLY FOR BORROWERS

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

- The maximum number of items have been borrowed.
- The maximum unpaid fine charges (Undergraduates – Rs.500/= ; PG – 500/=).
- The user has overdue item.

The user ID is expired / cancelled.

## CIRCULATION DESK HOURS

All items (Lending & Reference) will be issued from 8.00 am to 7.30 p.m. The library is closed at 8.00pm on week days, week-ends and public holidays, except holiday declared by the University of Colombo.

## LOAN PERIOD

There are two type of loan and loan amount. Loan amount for different library membership is shown as in below

User Category	Type of Loan	Number of loans	Loan Period
Undergraduate – 1 <sup>st</sup> & 3 <sup>rd</sup> Year	Lending	1	07 days
- Do -	Reference	1	02 days
Undergraduates – 3 <sup>rd</sup> , 4 <sup>th</sup> , 5 <sup>th</sup> & Final	Lending	1	07 days
- Do -	Reference	2	02 days
Academic Staff – permanent	Lending / Reference	8	90 days
Academic Staff – probationary	Lending / Reference	5	90 days
Academic support staff	Lending / Reference	5	30 days
Administrative Staff	Lending / Reference	5	30 days
Non-Academic staff	Lending	2	30 days

## RENEWAL OF ITEMS

Only Lending items, which do not have any reservations, may be renewed by returned physically if the due date is not past.

## RESERVATION

The policy is temporarily hold due to some circumstances. It will be announced in due course. It is as in below.

All the library borrowers have the reservation privileges. The maximum number of reservations is one. Unless there are no reservations, the item is reserved only for three 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 collection as given below. No fines will be charged from the staff members of the University.

### **For lending books**

A fine of Rs. 10.00 per day will be imposed in respect of each book not returned by the due date.

### **For reference books (books borrowed for two nights and week end use)**

A fine of Rs.30.00 per day will be imposed in respect of each book not returned by the due date.

## **OVERDUE NOTICES**

All users are sent overdue notices for borrowed items, which is generated on the first working day after the due date by an email (using only .....@med.cmb.ac.lk, which is university domain email addresses). A user is responsible to check their academic email account.

## **PAYMENT OF FINES**

Library Fines can be made 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. Any marks or damages to books should be reported by the students before those 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 damages observed at the time the books are returned.

The borrower will be liable to pay the cost of replacement of the item either damaged or lost, according to the Cost Recovery Policy in the Library.

Also, the borrower could replace the item with a new one (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**

Cost of the replacement should be paid to the shroff counter of the University after obtaining the voucher from the library. After making the payment, the paid voucher should be produced to the library counter to cancel the overdue to the library. Until the paid vouchers are produced to the library, overdue of the users will not be cancelled.

