

Circulation Policy

MEDICAL LIBRARY



INTRODUCTION

The Circulation Policy applies to the Medical Library, University of Colombo. The Library has adopted the following guiding principles to ensure the best practices in the use of library materials. Borrowers should be aware of the loan, recall, and fine regulations when using the Library.

INFORMATION TO THE BORROWER

Students (undergraduates and postgraduates) and staff members of the Faculty who are registered with the Library are eligible to borrow books.

The borrower is responsible for any item borrowed from the Library until it is returned.

Borrowed library materials should not be shared with friends or colleagues.

The borrower is liable for any charges incurred due to overdue, damaged, or lost items during the borrowing period.

Borrowers are required to return all library materials upon termination of library membership, immediately after final examinations, or upon resignation or retirement from 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.5000.00 per year.

Master's degree (Two Years) – Rs. 5000.00 per year/ Rs. 10,000.00 per two years

PhD Degree (Three Years) – Rs. 5000.00 per year/ Rs. 10,000.00 per two years/
Rs. 15,000.00 per three years

- A refundable library deposit of Rs.15,000.00 per book to obtain lending facilities.

Once the Library receives the list of students who have paid the library fee, the library membership will be granted for library transactions.

The membership card 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.3000.00/per course duration

****The above rates are duly approved by the 453rd meeting of the Finance Committee, University of Colombo.*

TEMPORARY READERSHIP

Temporary library readership will be granted initially for a period of up to three months upon payment of the prescribed registration fee. Renewal may be permitted at the discretion of the Librarian.

Registered readers will be provided with reference facilities.

Applicants are required to submit a duly completed application form for registration.

Registration fees for local and foreign users are as follows:

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

Foreign: Rs.4500/= for the first three months and Rs.4500/= for additional month.

These rates will be applicable for elective students as well.

****The above rates are duly approved by the 453rd meeting of the Finance Committee, University of Colombo.*

RESTRICTIONS APPLICABLE TO BORROWERS

Any of the following conditions may result in restrictions on the borrowing of library materials:

- The maximum number of items has been borrowed.
- The maximum unpaid fine limit has been reached (Undergraduates – Rs. 100/=; Postgraduates – Rs. 100/=).
- The user has overdue items.
- The user ID has expired or has been cancelled.

CIRCULATION DESK HOURS

All items (Lending and Reference) will be issued from 8.00 a.m. to 7.30 p.m. The Library closes at 8.00 p.m. on weekdays, weekends, and public holidays, except on holidays declared by the University of Colombo.

LOAN PERIOD

User Category	Type of Loan	Number of Loans	Loan Period
Undergraduate – 1st & 2nd Year	Lending	1	07 days
Undergraduate – 1st & 2nd Year	Reference	1	02 days
Undergraduates – 3rd, 4th, 5th & Final	Lending	1	07 days
Undergraduates – 3rd, 4th, 5th & Final	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 / Reference	2	30 days

RENEWAL OF ITEMS

Only lending items that do not have any reservations may be renewed by returning them physically to the Library, provided that the due date has not passed.

FINE POLICY

Fines will be levied for overdue items borrowed from the Lending and Reference collections, as indicated below.

No fines will be charged to staff members of the University.

For lending books:

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

For reference books:

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

OVERDUE NOTICES

Overdue notices for borrowed items will be sent to all users via email (libsys@lib.cmb.ac.lk), generated on the first working day after the due date. Users are **responsible** for regularly checking their academic email accounts.

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 materials belonging to the Library.

Any existing marks or damage to books must be reported before the items are issued at the counter. In the absence of such reports, the item will be presumed to be in good condition at the time of issue, and the borrower will be held responsible and may be fined for any damage observed upon return.

The borrower will be liable to pay the replacement cost of any item that is damaged or lost, in accordance with the Library Cost Recovery Policy. Alternatively, the borrower may replace the item with a new copy (same or latest edition), subject to Library approval.

Additional charges may include:

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

PAYMENT OF COST OF REPLACEMENT

The cost of replacement must be paid at the University Shroff counter after obtaining the payment voucher from the Library.

After making the payment, the paid voucher must be presented at the Library counter to clear the borrower's overdue record.

Overdue records will not be cleared until the paid voucher is submitted to the Library.