

3.2.3 Library

The Library plays an important role in the Institute supporting the three main pillars of the Institute such as, the teaching, learning and research. The librarian is the In-Charge Officer of the library. The Library conducts orientation programs for all new students on the usage of resources at the library.

Library opening hours

	Normal Hours	During Examination period
Week days	8.30a.m - 4.00 p.m	8.30a.m – 6.00 p.m
Weekends	8.30a.m - 4.00 p.m	8.30a.m – 6.00 p.m

Depending on the situational requirements, the opening hours of the library may change with prior notification.

Categorization

For collection and organizing purposes, books are categorized as follows

Permanent Reference – Not allowed for borrowing

Scheduled Reference – overnight reference

Lending: Book/s can be borrowed for a maximum period of two weeks. (The period can be limited on the availability of particular book in the library)

Library registration and issuing of library cards

All registered students of the Institute are entitled to get the membership of the library. Library membership can be obtained by submitting a filled application to the counter together with the identity card or record book issued by the Institute. The card holder is responsible for any book borrowed

against his/her library card. External researchers are allowed to refer library materials with the special permission of the Director General/Director.

Lending of library books

Books to be borrowed should be given to the officer at the counter along with the library card and student identity card. The due date is stamped on the date slip of the book and those books are subjected to the inspection of security staff before being taken out of the library. Books borrowed should be returned to the relevant counter on or before the due date.

Lending periods - maximum 02 weeks

Scheduled Reference –maximum 01 day:

(Scheduled Reference books should be returned before 10.00 a.m. on the following day).

Fines on overdue books

Fines will be charged for books which are on overdue.

Lending books Rs: 2.00 per day

Scheduled reference books Rs: 10.00 per day

Loss of library books

If a book borrowed from the library is lost, it should be informed to the library immediately by filling the relevant form kept at the counter. If the book is not found, it should be replaced by a copy of the same book or the value of the book should be paid to the library. An additional fine decided by the Librarian will be imposed for lost books.

Check on the state of borrowing materials

The library user should be observant of any damage to the library materials prior to borrowing. Missing or torn pages and scribbling on pages should be informed to the issuing counter immediately. If such damage is noticed at the returning of the materials to the library, the person who has borrowed the materials will have to bare the replacement cost.

Damage and theft of library material

Any damage to library materials such as scribbling, disfiguring, tearing of pages, mishandling, and removing of library materials or part of materials without proper authorization is a punishable offence. Disciplinary action will be taken as punishments to such offences.

Loss of library cards

Loss of library cards should be reported to the library immediately by filling a relevant form at the library counter. Any recovery of cards will be checked for a period of two weeks from the date of reporting. The library user could apply for duplicate library cards after checking. A fine of Rs.100/= will be charged for each duplicate card issued. Any books borrowed using the lost card, the owner of the card has to bare the replacement cost.

General rules on library use

Library users should produce the identity cards issued by the Institute to prove their identification up on the request by any library staff members.

- a. Library users should not attempt to re-shelf books once they are taken out from book-shelves. They should be kept on tables instead. Books on shelves should not be disordered on purpose.
- b. Silence should be strictly adhered to within the library. Group discussions and meeting are not allowed within the library. Use of mobile phones and the consuming of food within the library are not allowed. The Library is considered as a non-smoking area.
- c. Bringing personal books, periodicals, newspapers, cameras, food and drinks in to the library is strictly prohibited.

For further assistance

Library users are welcome to contact the Librarian or Library Staff members of the library for further assistance and clarifications with regard to library materials and their access. The whole library staffs are committed to assist library users always.

Library clearance

Library facilities are terminated at the completion of studentship or the termination of studentship at the Institute. Such students should return all borrowed books to the library. Library cards should be returned to the counter at the library and a certified „No Dues“ stamp should be obtained on the student record book in order to obtain the clearance of any liabilities from library. Diploma certificates and other certificates will not be issued by the Institute unless the certification of library clearance is obtained.

3.2.4 Information and communication technology (ICT) facilities

The computer laboratories, internet and Wi-Fi facilities are available in all the ATIs and ATI Sections and the students can utilize those facilities to enhance their ICT knowledge.

3.2.5 Recreational facilities

Sport items are available in all the Institutes and Ampara, Colombo, Dehiwala, Gampaha Institutes have their own play grounds.