



# **GUIDE BOOK**

## **2023**



# **LIBRARY**

**Eastern University, Sri Lanka**

## **Introduction**

The Library Network of Eastern University, Sri Lanka comprises the Main Library which caters to the faculties of Arts & Culture, Commerce & Management, Science, Agriculture, Technology, and Graduate Studies. Additionally a branch library for the faculty of Health Care Sciences located in Pillaiyaradi, Batticaloa.

There is a diverse collection of information resources in the EUSL libraries, especially in terms of the breadth and depth of coverage. The collection is multi-disciplinary, encompassing a variety of subjects related to the established faculties and a full range of services is provided including Book loans; inter-library loan, reference and advisory services.

## **VISION**

In accordance with the mission of the Eastern University, Sri Lanka, to be a center of excellence in higher education with emphasis on national relevance, international recognition and development, the library network is mounting as an exclusive cohort in the teaching, learning and research activities of the University.

## **MISSION**

The libraries are to support the university's commitment to excellence in higher education by;

- providing quality information services to students, staff and the community at large.
- developing resources without prejudice and limitation to languages, contents and formats.
- ensuring a continuous free flow of information via state of the art technology.
- collaborating with university, institutional and governmental libraries in Sri Lanka for resource sharing.

## **LIBRARY ACADEMIC / PROFESSIONAL STAFF**

### **University Librarian**

*(+ In-Charge for Clients' Services)*

#### **Dr. W. J. JEYARAJ**

*PhD, ASLLA, MLISc., MEd., PG. Dip. Edu., BA (Hons.)*

**Chartered Librarian**

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### **Main Library**

#### **Senior Assistant Librarian Gr. I**

*[Automation, e-Resources, Digital Library + Acq. & Tech (Science)]*

#### **Mr. M. NORMAN RAVIKUMAR**

*PhD (Reading), FSLLA, MLISc., Dip. Comp.H.Eng., BSc (Hons.)*

**Chartered Librarian**

#### **Senior Assistant Librarian Gr. I**

*[Periodicals, Conservation + Acq. & Tech (Arts & Culture and Com.& Mgt)]*

#### **Mrs. GAYATHIRI NAVIRATHAN.**

*ASLLA, MLISc., BSc (Hons.)*

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### **Branch Library**

***(Faculty of Health-Care Sciences)***

#### **Senior Assistant Librarian Gr. I**

#### **Mr. S. SANTHAROOBAN**

*[Acq. & Tech (Health-Care Sciences)]*

*ASLLA, MSc (App. Stats.), MLISc., MSc.(Env. Sc.), BSc. (Hons.)*

**Chartered Librarian**

#### **Senior Assistant Librarian. Gr. II**

*[Acq. & Tech (Agriculture and Technology)]*

#### **Mrs. LAVANYA JEGATHEESPARAN**

*MLISc., MSc., BSc. (Hons.)*

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### **Administrative Staff**

#### **Assistant Registrar / Library Services (Actg.)**

#### **Mr. V. PRAGASH**

*BA (UPDN), MA in Pub. Admin. (MKU)*

## **OPENING HOURS of LIBRARIES**

### Session Time and Long Vacation

#### **MAIN LIBRARY**

Monday - Saturday : 8.00 am – 6.00 pm

*Library will be closed on Sundays*

*(Opening days & hours will be extended during examination periods)*

#### **BRANCH LIBRARY**

*(Faculty of Health Care Sciences)*

Monday - Friday : 8.00 am – 8.30 pm

Saturday : 8.00 am – 4.00 pm

*Library will be closed on Sundays*

*(Opening days & hours will be extended during examination periods)*

### **LIBRARY SERVICE UNITS**

The service units of the library such as **LENDING** which contains all books for lending, **REFERENCE** which houses Permanent Reference Materials and Scheduled Reference Materials (*Overnight/Week-End use*), **PERIODICALS** which consists of Scholarly Journals, Magazines, News Papers, Annual Reports and Gazettes etc., **CEYLON ROOM** contains all books related to Sri Lanka and the Books published by the Staff members of the Eastern University. Further it consists of rare collection materials, **e-RESOURCES** which accommodate Compact Discs, Tapes and information access to Databases for students, **RESEARCH SPACE** which provides Database access with Books available in the library for staff members and Research Scholars, **SPECIAL NEEDS AREA** consists of Braille documents, **DISCUSSION AREA** allows users to discuss any academic matters and **PHOTOCOPY SECTION** facilitates all users with photocopy facilities are available.

## **1. LIBRARY MEMBERSHIP**

**1.1 STUDENTS :** Those who are registered at the Eastern University as..

1. Undergraduate Students
2. Post-graduate Students.

The Undergraduate & Post-Graduate students studying for more than one academic year need to be renewed their membership every academic year.


**1.2. STAFF :** Those who are appointed at the Eastern University as..


1. Academic Staff (*Permanent, Temporary, Contract, Visiting*)
2. Administrative Staff
3. Non-Academic Staff (*Permanent*)

Membership Registration Forms could be obtained from the Reception Counter.

**Students** should produce a photocopy of their Student's Identity card / Registration book / an acceptable document.

**Staff** should produce a photocopy of their Appointment letters.

 After obtaining the Library Membership, if he / she wants to leave Sri Lanka, temporarily / permanently, he / she should promptly inform the Librarian about same. **(This is applicable to those going on study leave abroad / inland).**

 Researchers of other Universities may be registered as members on payment of a deposit of Rs. 100/- or in case of Non-Sri Lankans, an annual fee of Rs. 500 /-  
**(They are entitled to all the other facilities except borrowing materials)**

## **2. HOW TO LOCATE A DOCUMENT**

The most efficient ways to identify the location of a document are to use the Library Card Catalogues and through the computerized Online Public Access Catalogue (OPAC) system. The Books in the Libraries are arranged on the shelves according to the DEWEY DECIMAL CLASSIFICATION (DDC) System. The Books in the Libraries are arranged on the shelves according to the DEWEY DECIMAL CLASSIFICATION (DDC) System.

Accessing library materials through the OPAC is faster than through manual catalogue. The Online Public Access Catalogue (OPAC) is a quick access with one click to get all bibliographical data of all libraries of the Eastern University, Sri Lanka. Access through : <http://www.opac.lib.esn.ac.lk/>

1. **Author / Title Catalogue** which contains entries for all works are arranged in one alphabetical sequence by the names of Authors, Titles etc.
2. **Classified Catalogue** contains entries for all works according to their Subject, arranged by DDC numbers. In order to use these Catalogues. One needs to know the Subject Index.  
i.e Class Numbers relevant to one's Subject area.

Page 11 through page 14 of this booklet contain the first tier of the Subject Index, based on the DDC method.

### **3. BORROWING FACILITIES**

*On registration each member is activated as a library member and Books could be borrowed by using the University Identity Card.*

#### **3.1 LENDING PROCEDURE**

With the exception of certain categories (e.g. Permanent Reference Materials, Encyclopaedias, Dictionaries, Atlases, Books on Sri Lanka, Glossaries, Students' Project Reports, Research Thesis, Periodical Materials etc.,) all other Books may be borrowed. E-mail notifications on the borrowing materials with the due date will be sent immediately to the borrower.

##### **3.1.1 STUDENTS**

###### **3.1.1.1 UNDERGRADUATE STUDENTS**

(Only for the Materials from Lending Section)

First Year - 01 Book

Second Year (Additional) - 01 Book

Third year (Additional) - 01 Book

Fourth year (Additional) - 01 Book

*(At the Beginning of every Academic year, the students must renew their membership at the Clients' Service Unit)*

One Material could be obtained for Scheduled Reference *(For Overnight / Week-end use)* by using the same University Identity Card.

###### **3.1.1.2 POSTGRADUATE STUDENTS**

(Only for the Materials from Lending Section) : 02 Books

##### **3.1.2 STAFF**

###### **3.1.2.1 ACADEMIC / ACADEMIC SUPPORT/ ADMINISTRATIVE STAFF**

PERMANENT ACADEMIC STAFF - 10 Books

ADMINISTRATIVE STAFF - 03 Books

Temp. ACADEMIC STAFF - 05 Books

\*CONTRACT / VISITING STAFF - 04 Books

*\*(On recommendation of the particular Dean/Head)*

**3.1.2.2 NON-ACADEMIC STAFF - 02 Books (from the Lending Section)**

### **3.2 LENDING HOURS**

#### **Materials for LENDING**

Session Time & Long Vacation

Monday - \*Saturday - 8.30 am – 4.15 pm

*\*(Main Library - Only for Postgraduate Students)*

#### **Materials for SCHEDULED REFERENCE**

(For Overnight / Week-end use)

Session Time & Long Vacation

Monday - Friday - 1.30 pm – 4.15 pm

**NOTE:** *To those who wish to borrow the Scheduled Reference (Overnight) Books.*

The students should enter their names and the details of the Book to be borrowed in a Special Reservation Register at the Service Counter on the particular day from 8.30 am - 1.00 pm.

- *University Identity Card is not Transferable.*
- *When borrowing the Books, Students are requested to produce their University Identity Card.*
- *In case the University Identity Card is lost, it should be reported to the Deputy Registrar/Establishments in writing immediately. Duplicate Cards may be issued from the relevant department.*

### **4. RETURNS OF ISSUED BOOKS**

Automatic e-mail alert messages will be sent to the Client. A Client remains responsible for the Books / Materials borrowed. Books / Materials should be returned on the due date / Time at the Counter as follows :

#### **STUDENTS**

**Materials for LENDING** - One Week

#### **Materials for SCHEDULED REFERENCE**

*(For Overnight / Week-end use)*

On Week days - the next day **before 9.00 am**

Week-ends - the first working day falling after the particular  
Week-end **before 9.00 am.**

## **STAFF**

### **ACADEMIC STAFF**

*(Permanent, Temporary, Contract, Visiting)*

**ACADEMIC SUPPORT / ADMINISTRATIVE**

**Materials for LENDING - One Month**

*(On request, renewal only at once allowed)*

### **Materials for SCHEDULED REFERENCE**

*(For Overnight / Week-end use)*

On Week days - the next day **before 9.00 am**

Week-ends - the first working day falling after the particular  
Week-end **before 9.00 am.**

**NON-ACADEMIC STAFF - Two Weeks**

*Email notifications will be issued right away to the borrower once the books or materials have been returned.*

## **5. FINE**

Failing to return the issued Books / Materials on the due date / time, a fine will be imposed as follows :

### **ALL USERS**

- **Materials for LENDING** - Rs. 10/-- per day
- **Materials for SCHEDULED REFERENCE**  
*(For Overnight / Week-end use)* - Rs. 5/- per hour
- Other Materials – Rs. 10/- per day

### **To all Student Members :**

If there are any books with overdue, the borrowing facilities will temporarily be suspended and the action will be taken to recover the due charges.



### **To all Staff members :**

An initial reminder will be sent to the borrower after the first week following the due date. A second reminder will be sent after the second week following the due date, and a third and final reminder will be sent in the first month following the due date. If the borrower does not respond within two days after the final reminder has been issued, action will be taken to charge the late fee and the cost of that particular book (along with any other charges as decided by the authorities) from the borrower.

## **6. PHOTO COPY FACILITIES**

### **STUDENTS**

With the exception of certain categories (e.g. Post-Graduate Research work / Students' Project Reports) all the other matters may be photocopied.

### **STAFF**

With the exception of Post-Graduate Research work, any other matters may be photocopied.

- ***Current Photocopy Charges could be seen at the Photocopy Counter.***

## **7. NO CLAIM CERTIFICATE**

### **STUDENTS :**

All Undergraduate students should handover the Library Membership Card and the materials they obtained from the library within Two weeks after their Final Examination.

### **STAFF**

Staff Members should handover their Library Membership Card and the Library materials they borrowed from the library atleast a day in advance if they intend leaving the University permanently.

***Issue of No Claim Certificates will be withheld until the respective applicants return all Library Membership cards / Materials or they settle the amount value for same.***

## **8. DAMAGE TO AND LOSS OF LIBRARY BOOKS**

The marking and defacing of books is strictly forbidden. Clients should report any marks or damage to books, before they remove them from the issuing counter. In the absence of such reports, the books will be presumed to be in good condition when loaned and borrower will be fined for any damage when the books are returned. The borrower will be liable to pay the full cost of replacement of the book along with an additional 30% replacement charges and in addition any other fee that the Librarian thinks fit.

Loss of a material should be reported immediately to the Librarian. If the book is not found within two weeks, the borrower must replace the same book, otherwise he / she must pay the charges shown here.

The rates will be calculated according to the year of publication as shown here.

If a Text Material is published in 1973 & before 1973

Cost of Material : ..... +

Present Value : 100% of cost of Material +

Departmental Charges : Rs. 30/-

If a Text Material is published between 1974 & 1987

Cost of Material : ..... +

Present Value : 75% of cost of Material +

Departmental Charges : Rs. 30/-

If a Text Material is published between 1988 & 2001

Cost of Material : ..... +

Penalty : 50% of cost of Material +

Departmental Charges : Rs. 30/-

If a Text Material is published in 2002 & after 2002

Cost of Material : ..... +

Penalty : 25% of cost of Material +

Departmental Charges : Rs. 30/-

If a Non Text Material is published in any year

Cost of Material : ..... +

Penalty : 25% of cost of Material +

Departmental Charges : Rs. 30/-

## **9. GENERAL RULES FOR THE USE OF THE LIBRARY**

- No Bags, Files, Briefcases, Parcels, Hats or Umbrellas are to be brought into the Library. They may be kept on the shelves placed in the Cloak Room of the Library.
- No valuable articles or cash should be kept on the shelves in the Cloak Room of the Library. The Library will **NOT** hold itself responsible for any losses.
- Silence is to be observed in the Library.
- Smoking, the consumption of food and drink, and the use of matches or open lights are forbidden in all parts of the Library.
- No reader may reserve a seat in the Library.
- Books not accessible on the shelves should be requested for at the Reception/information Kiosk.
- Readers should not re-place books on the shelves but should leave them on a table.
- Any Reader stealing or knowingly removing Library Materials will be liable to a suspension from borrowing. He / She is also liable to be reported to the Vice-Chancellor for disciplinary action.
- No material may be taken out of Sri Lanka without the permission of the Librarian.
- No client shall misuse, damage or without permission remove any equipment of furniture belonging to the Library.
- Any disorderly or improper conduct or breach of the regulations will render the client concerned liable to suspension from the use of the Library.
- Permission to use the Library is given on condition that regulations of the Library will be strictly observed.

**Clients are presumed to know them and  
to have undertaken to observe them.**

# A TYPICAL CARD CATALOGUE

## TRANSCRIPT OF TITLE and OVERFLOW PAGES

### HEALTH RESORTS – Personal Health

By **PROF. JOHNZ LIVINGSTON**

Known as 'TREATY'

Translated from the original Russian Text into English by

**DR. KEVIN LOOTHAN**

Edited by **DR. KENNEDY POOTH**

Revised and Enlarged by **DR. (Mrs.) SOPHIA CAROT**

Published by

**BOSTON RESEARCH INSTITUTE, USA. 1963**

Other Information :

Edition : **2<sup>nd</sup>**

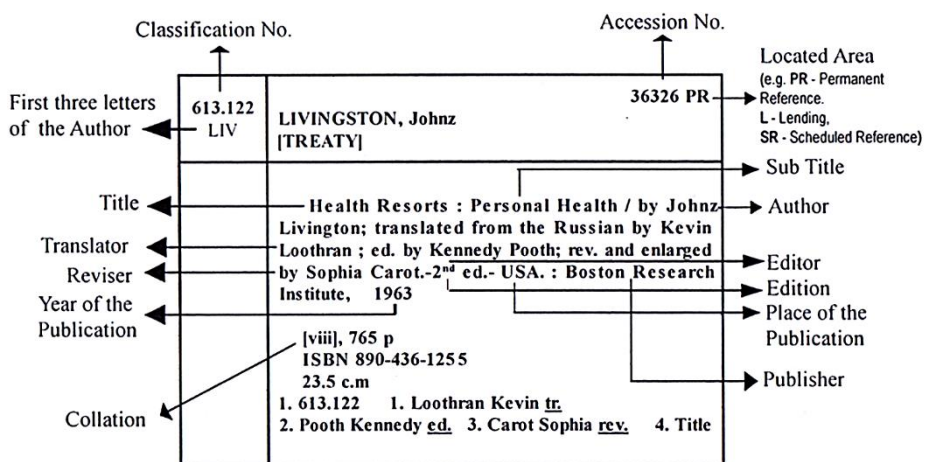
ISBN : **890-436-125**

Accession No : **36326**

Class No. : **613.122**

Pages : **vii, 765 Pages**

Size of the Book : **23.5 cm**



## **CLASS NUMBERS**

### **000 - GENERALITIES**

- 003 - Systems
  - 004 - Data Processing
  - 005 - Computer Programs
  - 006 - Special Computer
- 010 - Bibliography;
- 020 - Library & Information Science
- 030 - General Encyclopaedic Works
- 040 - .....
- 050 - General Serial Publications
- 060 - General Organizations & Museology
- 070 - Journalism, Publishing, Newspapers
- 080 - General Collections
- 090 - Manuscripts & Book Rarities

### **100 - PHILOSOPHY & RELATED DISCIPLINES**

- 110 - Metaphysics
- 120 - Epistemology, Causation, Human kind
- 130 - Paranormal Phenomena & Arts
- 140 - Specific Philosophical Viewpoints
- 150 - Psychology
- 160 - Logic
- 170 - Ethics (Moral Philosophy)
- 180 - Ancient, Medieval, Oriental Philosophy
- 190 - Modern Western Philosophy

### **200 - RELIGION**

- 210 - Natural Religion (Philosophy & Religious Doctrine)
- 220 - Bible
- 230 - Christian Theology;
- 240 - Christian Moral & Devotional Theology
- 250 - Local Church & Religious Orders
- 260 - Social & Ecclesiastical Theology
- 270 - History & Geography of Church
- 280 - Christian Denominations &
- 290 - Non Christian & Comparative Religions
  - 291 - Comparative Religion
  - 294 - Vedic Religion
  - 294.2 - Pre Buddhist Brahmanism

- 294.3 - Buddhism
- 294.4 - Jainism
- 294.5 - Hinduism
  - 294.551 - Saivism
  - 294.552 - Brahmo Samaj
  - 294.553 - Sikhism
- 295 - Parseeism
- 296 - Judaism
- 297 - Islam
  - 297.89 - Bahai

### **300 - SOCIAL SCIENCES**

- 301 - Sociology
- 310 - Statistics ;
- 320 - Political Science
- 330 - Economics
- 340 - Law
- 350 - Public Administration
- 360 - Social Problems & Services
- 370 - Education
- 380 - Commerce (Trade)
- 390 - Customs, Etiquette, Folklore

### **400 - LANGUAGE**

- 410 - Linguistics
- 420 - English & Anglo-Saxon Languages
- 430 - Germanic Languages – German
- 440 - Romance Languages –French
- 450 - Italian, Romanian, Rhaeto-Romanic
- 460 - Spanish & Portuguese Languages
- 470 - Italic Languages – Latin
- 480 - Hellenic Languages - Classical Greek
- 490 - Other Languages
  - 491.1 - Indian Languages
  - 491.48 - Sinhala
  - 492 - Semitic Languages
  - 494.8 - Dravidian
  - 494.811 - Tamil

## **500 - PURE SCIENCES**

- 510 - Mathematics
- 520 - Astronomy & Allied Sciences
- 530 - Physics;
- 540 - Chemistry & Allied Sciences
- 550 - Sciences of Earth & Other Worlds
- 560 - Paleontology
- 570 - Life Sciences
- 580 - Botanical Sciences
- 590 - Zoological Sciences

## **600 - TECHNOLOGY (APPLIED SCIENCES)**

- 610 - Medical Sciences – Medicine
- 620 - Engineering & Allied Operations
- 630 - Agriculture & Related Technologies
- 640 - Home Economics & Family Living
- 650 - Management & Auxiliary Services
  - 658.151'1 - Management Policy
  - 658.152'44 - Financial Management
- 660 - Chemical & Related Technologies
- 670 - Manufactures
- 680 - Manufacture for Specific Uses
- 690 - Buildings

## **700 - THE ARTS**

- 710 - Civic & Landscape Art
- 720 - Architecture;
- 730 - Plastic Arts – Sculpture
- 740 - Drawing, Decorative & Minor Arts
- 750 - Painting & Paintings
- 760 - Graphic Arts – Print
- 770 - Photography & Photographs
- 780 - Music -
- 790 - Recreational & Performing Arts
  - 793 - Indoor Games & Amusements
  - 796 - Athletic & Outdoor Sports & Games

## **800 - LITERATURE (BALLES -LETTRES)**

- 810 - American Literature in English
- 820 - English & Anglo-Saxon Literatures
- 830 - Literatures of Germanic Languages
- 840 - Literatures of Romance Languages
- 850 - Italian, Romanian, Rhaeto-Romanic
- 860 - Spanish & Portuguese Literatures
- 870 - Italic Literatures – Latin
- 880 - Hellenic Literatures – Greek
- 890 - Literatures of Other Languages
  - 894.8 - Dravidian
  - 894.811 - Tamil

## **900 - GENERAL GEOGRAPHY & HISTORY**

- 910 - General Geography – Travel
- 920 - General Biography & Genealogy
- 930 - General History of Ancient World
- 940 - General History of Europe
- 950 - General History of Asia
- 960 - General History of Africa
- 970 - General History of North America
- 980 - General History of South America
- 990 - General History of Other Areas - Vida



## Imperative moves towards enhancing research culture

The Library Network provides access to online electronic resources through the internet and intranet to all workstations across the university, including off-campus access. The step-by-step user guide for electronic resources can be downloaded through

[http://192.248.64.59/library/images/download/Digital\\_Resources\\_Guide.pdf](http://192.248.64.59/library/images/download/Digital_Resources_Guide.pdf).



URL : <http://academic.oup.com/journals>



URL : <http://oxfordmedicine.com>

Oxford University press (OUP) publishes the highest quality journals and delivers the research to the widest possible research audience. OUP has the highest percentage of journals in the top 10% by impact factor and the lowest percentage of journals in the bottom 50% among publishers with over 100 journals in ISI Impact factor ranking. Over 320 Journals can be accessed through Oxford University Press.

**Journals by Subject** : Arts & Humanities, Law, Medicine & Health, Science & mathematics, Social Science



URL : <https://www.emeraldinsight.com/>

Emerald is a global publisher linking research and practice to the benefit of society, and managing a portfolio of **over 220 journals** and 2500 book titles.

This site is useful for Social Sciences and Accounting and Management Sciences users.



URL : <https://onlinelibrary.wiley.com/>

*Wiley is the International Scientific, technical, Medical and Scholarly Publishing business of John Wiley & sons. Wiley publishes nearly 1,500 peer-reviewed journals and 1,500+ new books annually in print and online as well as databases, major reference works and laboratory protocols.*



URL : <http://methods.sagepub.com/>

SAGE Research Methods is a research methods tool created to help researchers, faculty and students with their research projects. SAGE Research Methods can be used across the Social Sciences, Health Sciences and more. Over 720 books, dictionaries, Encyclopedias and Handbooks, the entire 'Little Green Book' and 'Little Blue Book' series, two major works collating a section of journal articles and specially commissioned videos are available.



URL : <https://www.tandfonline.com/>

Taylor & Francis curates high-quality peer-reviewed research from leading experts in specialisms across Science, Technology & Medicine and Humanities & Social Sciences. We have a range of highly regarded imprints, including Routledge, CRC Press, F1000, Taylor & Francis and Dove Medical Press.



# ScienceDirect

URL <http://www.sciencedirect.com>

ScienceDirect is a full-text database offering peer-reviewed scholarly literature journal articles and book chapters from more than 2,500 peer-reviewed journals and 11,000 books from Elsevier, one of the world's premier publishers in science, technology, and medicine. It has many current journals (back to 1995), a few back files (up to 1995).



URL <http://www.scopus.com>

Scopus which is the world's largest abstract and citation database of peer-reviewed research literature is now available remotely through the National Science Foundation as the Library network of the Eastern University, Sri Lanka is a member library of NSF

## **CONTACT INFORMATION**

**Main Library,  
Eastern University, Sri Lanka,  
Vantharumoolai.  
Sri Lanka.**

**Tel : 0094-65-2240213 / 0094-65-2241477**

**Fax : 0094-65-2240733**

**Web : <http://www.lib.esn.ac.lk>**

**e-mail : [librarian@esn.ac.lk](mailto:librarian@esn.ac.lk)**

University Librarian (+ In-Charge for Clients' Services)

Direct – #94-65-2240213 / Dial #94-65-2241477 ext. 12

Senior Assistant Librarian Gr.1 (Acquisition. Technical & e-Resources Units)

Dial #94-65-2241477 ext. 15

Senior Assistant Librarian Gr. I (Periodicals & Conservation)

Dial #94-65-2241477 ext. 16

Assistant Registrar (Library Services)

Direct - #94-65-2240733 / Dial #94-65-2241477 ext. 13

Service Counter - #94-65-2241477 ext. 11

General office - #94-65-2241477 ext. 20

**Branch Library,  
Faculty of Health Care Sciences,  
Eastern University, Sri Lanka,  
Pillaiyarady  
Batticaloa.  
Sri Lanka.**

**Tel : 0094-65-2227287**

Senior Assistant Librarian Gr. I

Direct - #94-65-2227287 / Dial #94-65-2222059 ext. 736

Senior Assistant Librarian Gr. II - #94-65-2222059

Service Counter - Dial #94-65-2222059 ext. 705

**Rules & Regulations of the Library  
are subject to variation and  
will be as determined  
by the Library Committee.  
Any changes will be notified in advance.**

**Published By**  
**The Clients' Services Division**  
**Main Library,**  
**Eastern University, Sri Lanka**