

Circulation Policy



LIBRARY

**UNIVERSITY OF MORATUWA
SRI LANKA**

1 Introduction

The purpose of the Library Circulation Policy is to ensure timely and equitable access to library materials for all users. Borrowers must know and abide by loan, recall and fine regulations as a condition for using the Library, University of Moratuwa. This policy document is set to achieve the Library's new strategic plans which were prepared for fulfilling Vision & Mission Statements of the library. Library has concerned on following objectives in developing the Library Circulation Policy.

- Loan Policy
- Reservation Policy
- Fine Policy

2 Loans

The borrower of any library item is fully responsible for that item until it is returned to the library. It is not advisable to lend library items to friends or colleagues. If any library item becomes overdue, damaged or lost during usage of a third party, the borrower to whom the library issued the item remains solely responsible. The library will not bill a third party for any charges.

Borrowers who are leaving the University after graduation or termination of studentship are obligated to return all library materials before they leave, regardless of the due dates stamped on the items.

Following table shows loan amounts for different categories of membership.

User Category	Number of Loans	Type of the Items	Loan Period
Undergraduates	Four (04) Items	Lending – 04	14 days
ITUM Students	Four (04) Items	Lending – 04	14 days
Postgraduates	Varies*	Lending	28 days
Permanent Academic Staff	Fifteen (15) Items	Lending & Periodical	90 days
Permanent Academic Staff (Probationary)	Six (06) Items	Lending & Periodical	90 days
Temporary Lecturers	Three (03) Items	Lending & Periodical	28 days
Contract Staff (1 Year)	Six (06) Items	Lending & Periodical	28 days
Temporary Instructors	Three (03) Items	Lending & Periodical	28 days
Permanent Clerical Staff	Two (02) Items	Lending	14 days
Permanent Non-Clerical Staff	One (01) Items	Lending	14 days

Table 1. Loan amounts allowed for different member categories.

* For postgraduate students, number of loan amount varies depending on their individual Refundable Library Deposits (RLD). Table of RLD amounts and allowed numbers of books have been shown here.

No of Books ----- Course	1	2	3	4	5	6
Full Time	-	Rs. 2,000	-	-	-	Rs. 6,000**
Part time	Rs. 2,500	Rs. 5,000	Rs. 7,500	Rs. 10,000	Rs. 12,500	Rs. 15,000

Table 2. Number of items allowed for postgraduate students, depending on their RLD.

** Department guarantee for Rs. 9,000 required

2.1 Renewal of Items

Lending items may be renewed by physical return or by online renewal through the OPAC. Items which have reservations or past due dates, will not be renewed.

Permanent Academic staff members and permanent academic staff members (probationary) have two online renewal opportunities for each item. All the other user categories have only one online renewal opportunity.

2.2 ID/ User Blocks

Any of the following conditions will prevent a user from charging out library materials.

- The maximum number of items charged out for the category has been reached.
- The user owes maximum unpaid fine charges (Undergraduates/ ITUM – Rs.25/= PG – 50/=).
- The user has one overdue item.
- The user ID is expired.
- The user ID is cancelled.

3 Reservation Policy

The due dates stamped in borrowed books are the dates by which they must be returned, unless there are no reservations.

All the borrowers have the reservation privileges. The maximum number of reservation for a particular user category is two.

When the reserved item is returned to the library, a reservation notice will be mailed to the borrower or a telephone call will be made or a reservation notice will be put on the notice board near the issue counter.

The returned reserved items are kept for one week at the counter until the borrower personally appears at the circulation counter. If the borrower does not come during that week, then the item will be issued to the next borrower in the reservation queue or the item will be shelved.

4 Fine Policy

Fines will be levied for overdue items borrowed from the lending and reserve collection as given below. No fines will be charged from the staff members of the University.

Undergraduates / ITUM Students

1 -7 Days	Rs. 5.00 per day
Next 7 days	Rs. 7.50 per day
Beyond 14 days	Rs. 10.00 per day
Maximum Fine	Rs. 2500.00 per item

Postgraduates

First 2 weeks	Rs. 10.00 per day
Next 2 weeks	Rs. 15.00 per day
Beyond 14 days	Rs. 20.00 per day
Maximum Fine	Rs. 5000.00 per item

4.1 Overdue Notices

All users are sent overdue notices for borrowed items, which is generated on the first working day after the due date as an email. Failure of receiving a notice does not excuse the borrower from payment of overdue fine penalties. If a user has changed his/her email address, it's the user's responsibility to inform the library about the change.

4.2 Payment of fines

Fines should be paid to the shroff counter of the University after obtaining the fine voucher from the library. After making the payment, the paid voucher should be produced to the library counter for cancelling the fines. Until the paid vouchers are produced to the library, the fines of the users will not be cancelled.

If the issued fine voucher is lost, additional Rs. 25.00 should be paid for an extra fine voucher.

5 Lost Items

5.1 Long Overdue Items

If the borrowed item is not returned to the library and the item continues to be overdue, it will be treated as lost item. In such a situation, other than the fine charges outlined previously, the borrower will receive a bill for the replacement of the material.

5.2 Lost Items

If any borrowed item is lost, the borrower must report immediately to the Library staff. The borrower will be charged the cost of replacement of the item, which will include following charges.

- Cost of the item (the current price)
- Department charges (if any)
- Overdue charges (if any)
- Other taxes applicable

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 (being revised)
- Overdue charges (if any)
- Other taxes applicable