



LIBRARY HANDBOOK

INSTITUTE OF HUMAN RESOURCE ADVANCEMENT
UNIVERSITY OF COLOMBO

2023

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THE LIBRARY

1.1. Introduction

The library services of the Institute of Human Resource Advancement are provided at IHRA Building. Earlier the library services were provided at College House premises from 1975 to 2002, and at the Faculty of Education Premises from 2003 to 2017. In 2018 the library was shifted to IHRA building.

As an integral component of the academic programs, the library supports the institute's teaching and research connected to the Bachelors Degree of Human Resource Advancement programs and postgraduate programs such as Human Resource Management and Service Management.

1.1.2. Reading Area

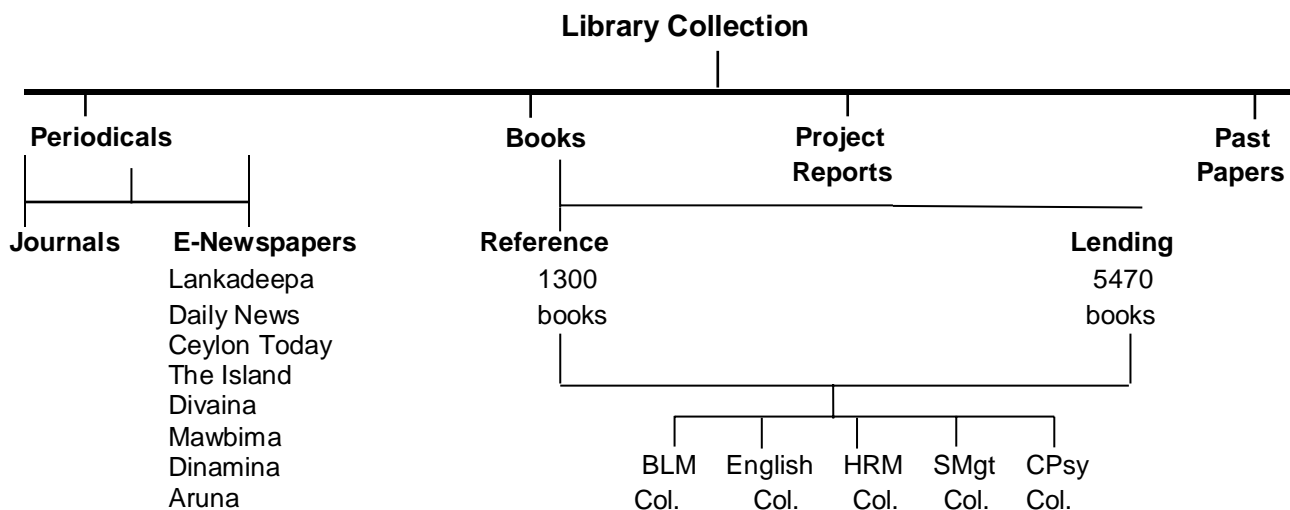
Books in the library are on open access and you are allowed to go to the racks and choose the books you need. But you must remember that this privilege carries with its certain responsibilities. You must handle the books with care and not misplace them on the shelves. If you do not find the book you want, seek assistance from the library staff.

1.1.3. Opening Hours

Weekdays	-	9.30 am	to	5.00 pm
During vacations	-	9.00 am	to	4.00 pm

1.2. Library Collection

It mainly contains periodicals and Books which are relevant for the Bachelors Degree of Labor Education and Post Graduate programs, In addition to that there are about Seven thousand three hundred books related to Sinhala and English Literature and various other subjects. There is a special collection for CPsy courses.



1.3. Organization of Collections

1.3.1. Catalogue

(a) Computer Catalogues

The screenshot shows the IHRA Library catalog interface. At the top, there's a header with the IHRA Library logo, a search bar, and navigation links like 'Cart' and 'Lists'. Below the header, there's a banner image of books. The main content area displays details for a book titled 'සිග්මන්ඩ් ෆ්‍රොයිඩ් දූවු අප / ඊ.වල් කේකර්' (Sigmund Freud for everybody / Sigman freud dutu apa) by Rachel Baker. The book is in Sinhalese, translated by Malagoda, Nandalal. It's a text book, 247 pages, 21 cm. The catalog shows a table with one holding: a Lending Book (සැපයුම්පොත්) in the IHRA Library collection, call number 150 B14, copy number 19386, and status 'Available'. On the right, there's a sidebar with options like 'Place hold', 'Print', 'Save to your lists', 'Add to your cart', 'Unhighlight', 'Save record', and 'More searches'.

IHRA Library | Cart | Lists | Welcome, Ms Shashini Marasinghe

Search | Library catalog | Advanced search | Authority search | Tag cloud

Home | Details for: සිග්මන්ඩ් ෆ්‍රොයිඩ් දූවු අප /

Normal view | MARC view | ISBD view

සිග්මන්ඩ් ෆ්‍රොයිඩ් දූවු අප / ඊ.වල් කේකර්
By: Baker, Rachel
Contributor(s): Malagoda, Nandalal [Translator]
Material type: Text
Language: Sinhalese Original language: English
Publisher: Maradana : Sadeepa publishing, 1999
Description: 247 p. : ill. ; 21 cm
ISBN: 9559374559
Other title: Sigmund freud for everybody | Sigman freud dutu apa
Subject(s): Psychology
DDC classification: 150
Tags from this library: No tags from this library for this title. Add tag(s)
Average rating: 0.0 (0 votes)

Holdings (1) | Title notes | Comments (0) | Images

Item type	Current location	Collection	Call number	Copy number	Status	Date due
Lending Book(සැපයුම්පොත්)	IHRA Library	Lending Book	150 B14 (Browse shelf)	19386	Available	

Institute of Human Resource Advancement Institute(IHRA), University of Colomb | Copyrighted to IHRA@2021

The screenshot shows the IHRA Library catalog interface. At the top, there's a header with navigation links like 'Circulation', 'Patrons', 'Search', 'Cart', and 'More'. Below the header, there's a search bar with the text 'Enter search keywords:' and a 'Submit' button. The main content area displays details for a book titled 'සමාජ විද්‍යා පර්යේෂණ මූලධර්ම / තන්දසේන රත්නපාල' (Social science research methods / තන්දසේන රත්නපාල) by Rathnapala, Nandasena. The book is in Sinhalese, published by Ariya Publishers in 1984. It's a book, viii, 231 pages, 21 cm. The catalog shows a table with one holding: a Lending Book (සැපයුම්පොත්) in the IHRA Library collection, call number 001.42, copy number 19386, and status 'Available'. On the right, there's a sidebar with options like 'Place hold', 'Print', 'Save to your lists', 'Add to your cart', 'Unhighlight', 'Save record', and 'More searches'.

IHRA Library | shashini | IHRA Library | Help

Enter search keywords: [Search bar] Submit

Check out | Check in | Renew | Search the catalog

Home | Catalog | Details for: සමාජ විද්‍යා පර්යේෂණ මූලධර්ම /

Results | + New | Edit | Save | Add to | Print | Place hold

සමාජ විද්‍යා පර්යේෂණ මූලධර්ම / තන්දසේන රත්නපාල
By: Rathnapala, Nandasena
Material type: Book
Language: Sinhalese.
Publisher: Warakapola : Ariya Publishers, 1984
Description: viii, 231 p. ; 21 cm; xii, 308 p. ; 21 cm
ISBN: 978955530026
Other title: Samaja vidya paryeshana muladharm
Subject(s): Research methods | Research Methods - Sociology
DDC classification: 001.42
MARC Preview: Show

Holdings (4) | Descriptions | Acquisition details | Images (1)

1.3.2. Classification Scheme

Books are arranged in accordance with the Dewey Decimal Classification scheme. According to this scheme, books are generally divided into classes from 000 as 900 as follows.

000	-	General Works
100	-	Philosophy
200	-	Religion
300	-	Social Science
400	-	Languages
500	-	Pure Sciences
600	-	Technology
700	-	The Arts
800	-	Literature
900	-	Geography & History

Each of these classes is further subdivided into 10 classes as follows

000	- General Works
010	- Bibliography
020	- Library & information sciences
030	- General encyclopedic works
040	-
050	- General serials & their indexes
060	- General organizations & museology
070	- News media, journalism, publishing
080	- General collections
090	- Manuscripts & rare books
100	- Philosophy
110	- Metaphysics
120	- Epistemology, causation, humankind
130	- Paranormal phenomena
140	- Specific philosophical schools
150	- Psychology
160	- Logic
170	- Ethics (Moral philosophy)
180	- Ancient, medieval, oriental philosophy
190	- Modern Western philosophy
200	- Religion
210	- Natural theology
220	- Bible
230	- Christian theology
240	- Christian moral & devotional theology
250	- Christian orders & local church
260	- Christian social theology
270	- Christian church history
280	- Christian denominations & sects
290	- Other & comparative religions

- 300** - **Social Science**
- 310 - General statistics
- 320 - Political science
- 330 - Economics
- 340 - Law
- 350 - Public administration
- 360 - Social services; association
- 370 - Education
- 380 - Commerce, communications, transport
- 390 - Customs, etiquette, folklore

- 400** - **Languages**
- 410 - Linguistics
- 420 - English & Old English
- 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

- 500** - **Pure Sciences**
- 510 - Mathematics
- 520 - Astronomy & allied sciences
- 530 - Physics
- 540 - Chemistry & allied sciences
- 550 - Earth sciences
- 560 - Paleontology Pale zoology
- 570 - Life sciences
- 580 - Botanical sciences
- 590 - Zoological sciences

- 600** - **Technology**
- 610 - Medical sciences Medicine
- 620 - Engineering & allied operations
- 630 - Agriculture
- 640 - Home economics & family living
- 650 - Management & auxiliary services
- 660 - Chemical engineering
- 670 - Manufacturing
- 680 - Manufacture for specific uses
- 690 - Buildings

700	- The Arts
710	- Civic & landscape art
720	- Architecture
730	- Plastic arts Sculpture
740	- Drawing & decorative arts
750	- Painting & paintings
760	- Graphic art Printmaking & prints
770	- Photography & photographs
780	- Music
790	- Recreational & performing arts
800	- Literature
810	- American literature in English
820	- English & Old English literature
830	- Literatures of Germanic languages
840	- Literatures of Romance languages
850	- Italian, Romanian, Rhaeto- Romanic
860	- Spanish & Portuguese literatures
870	- Italian literatures Latin
880	- Hellenic literatures Classical Greek
890	- Literatures of other languages
900	- Geography & History
910	- Geography & travel
920	- Biography, genealogy, insignia
930	- History of ancient world
940	- General history of Europe
950	- General history of Asia Far East
960	- General history of Africa
970	- General history of North America
980	- General history of South America
990	- General history of other areas

1.4. Circulation

Eligibility to use the Library.

1.4.1. Staff

Membership is open to the following categories of staff of IHRA

- Academic and Nonacademic staff of IHRA
- Coordinators IHRA
- Visiting Lecturers of IHRA who have the Membership.

1.4.2. Students

Students who have registered to follow the Bachelors Degree of Labor Management or some of the selected HRM, SMgt and CPsy programs. They will have 01 Digital library card. (Under Special Circumstances the Librarian may permit applicants of other categories to use the library.) HRM and SMgt students can use HRM and SMgt collections **only**.

1.4.3. Lending

Apart from permanent Reference books, Newspapers, Journals and Project Reports, all other library materials can be borrowed by readers. Past papers can be borrowed on Thursdays & Fridays. They must be returned on the following Monday.

Library Fines for the books.

BLE students	Rs. 10.00 (Per day)
Postgraduate students	
Staff	

1.5. PHOTOCOPYING SERVICE

The Library provides a photocopying service at a nominal fee. The rates are as follows at present and may be subject to change in the future.

Size of Paper	One Side	Both Sides
A-4	3.00	4.00
Legal	3.00	4.00
B-4	3.50	4.50

***LECTURE NOTES WILL NOT BE ACCEPTED FOR PHOTOCOPYING.**

1.6. Rules and Regulations

1.6.1. Damage to and loss of Library Books

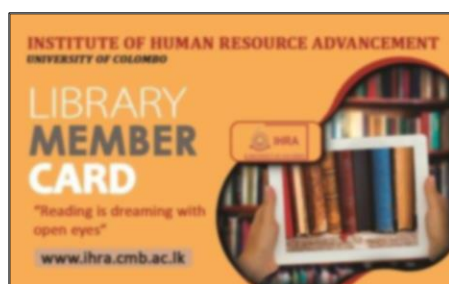
Marking and defacing of books is strictly forbidden. You should report any marks or damage to books before they are removed from the library. In the absence of such a report, the books will be presumed to have been in good condition when loaned and the borrower will be held responsible and fined for any damage observed at the time the book is returned.

The borrower is liable to pay the full cost of replacement of a book plus 25% of that amount as departmental charges if it is damaged and any other fee that the Librarian thinks fit to impose.

Loss of books should be reported immediately to the library staff. If the book is not found returned after two weeks, the borrower shall pay for its replacement.

1.6.2. Library Cards

Library cards cannot be transferred. It is the responsibility of the student to protect his/her card.



1.6.3. Damage and Loss of Library Cards

Marking and defacing of the library card is strictly forbidden. In case of damage or loss of the library card, the owner of the card should report in writing to the Librarian without delay. If it is not found within two weeks, a duplicate of the card will be issued. The owner will be charged Rs. 500/- for each duplicate.

1.6.4. Renewal of Library Cards

A student must renew his/her library cards at the end of each academic year.

1.6.5. Returning of Library Cards

Final year students should return their library cards after completion of the final examination and should obtain a "Dues clearance state meets in their record books".

Certificates will not be issued without this statement.

1.6.6. Library Fines

Library books that are borrowed must be returned within two weeks. (During the exam period it must be returned within **two days**)

Any student failing to return books on the given date must pay a fine. (See p.07)

1.6.7. General Rules

- Silence should be observed in the library.
- Seats in the Library may not be reserved by anyone.
- Readers may remove any book they require from the shelves for use within the Library.
- Readers should not replace any books on the shelves but keep them in the reading area for library staff to reshelv.
- No bags, cases, parcels, or umbrellas should be brought into the Library.
- Smoking, consumption of food and drink, and the use of matches or open flame are forbidden in all parts of the Library.
- Bottles of Ink should not be brought into the Library.
- The library will not accept any correspondence or telephone calls on behalf of readers.
- Using mobile phones within the library premises is prohibited.
- Bringing bags, umbrellas, water bottles, external and personal books, printed materials, audio and video instruments, camera, laptops, tabs, and mobile phones to the library is totally prohibited.

1.7. Library Staff

Academic

Senior Assistant Librarian - Ms. RMSN Ratnayake
B.A (UOK),MLS,MPhil (UOC)

Non-academic Ms. SI Marasinghe
Ms. GAHK Abeysinghe
Mr. MDMU Samarasekara

Contact us

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