



Library Policies

Eastern University, Sri Lanka

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Abbreviations

BRN- Book Received Note

CAS- Current Awareness Services

CD- Compact Disk

DVD- Digital Video Disk

E-books- Electronic books

E-Journals- Electronic Journals

E-mail- Electronic mail

E-Repository- Electronic Repository

E-Resources- Electronic Resources

EUSL- Eastern University, Sri Lanka

NLDSB- National Library and Documentation Services Board

PPE- Personal Protective Equipment

UGC- University Grants Commission

WCAG- Web Content Accessibility Guidelines

1. Introduction of Library Network, Eastern University, Sri Lanka

Universities are the highest academic institutions in a country which produce efficient and effective graduates for the information dominated twenty first century. To achieve this target, universities will have to essentially depend on its library and information services. It is the goal of the university library to take care of the information needs of the academic community. The Library Network of the Eastern University, Sri Lanka comprises the Main Library which caters to the faculties of Agriculture, Arts & Culture, Commerce & Management, Science, Technology , a branch library for the faculty of Health- Care Sciences located in Pillayaradi, Batticaloa and Trincomalee Campus Library.

Vision of the Library

The vision of Eastern University library is “Being a renowned global hub for information and knowledge”

Mission of the Library

Curating, disseminating reliable information for all stakeholders via supporting teaching, learning and research activities while being a catalyst for lifelong learning and preserving indigenous knowledge and cultural heritage

Objectives of the library

The following are the objectives of the Library Network

- i) Enhance depth and breadth of the collection, in various formats and means, by continuous evaluation and development of the library’s information resources,
- ii) Create an atmosphere that promotes study and research activities, by maintaining and improving the physical environment and use of the library,
- iii) Improve access to both print and electronic collections and promote library services to students and staff,
- iv) Develop an automated system by using suitable computer hardware and software to enhance the effectiveness of library services and functions,
- v) Establish electronic repository to widen the access to library’s resources, and
- vi) Develop human resource according to national and international standards to provide excellence in information services.

Overall Policy Objectives

The purpose of the Library Policy is to guide all stakeholders to meet the information needs of the university.

2. Policy on Collection Development

2.1. Introduction

The Library Network of Eastern University, Sri Lanka, plays a pivotal role in supporting the academic, research, and community outreach objectives of the university. Acquiring relevant and high-quality information resources both print and electronic is essential for sustaining teaching, learning, research, and professional development across all faculties and departments. This policy establishes the framework and guiding principles for the acquisition of books, periodicals, e-resources, rare collections, and museum materials

2.2. Scope

This policy applies to the acquisition of all types of materials added to the library's collection, including:

- Printed books and periodicals
- Electronic resources (e-journals, e-books, databases, etc.)
- Rare and special collections
- Library museum collections

The policy covers all libraries within the Eastern University Library Network and governs acquisitions made through both annual budget allocation and donations.

2.3. Purpose of the collection development policy

This is a baseline document which provides a basis for the fair allocation of resources, and helps to protect library funds by explaining the rationale behind acquisitions bids. It provides a framework for an on-going review and analysis of the collections in light of changing conditions within the university. As a result, this policy will be adjusted as necessary to reflect changes and developments in Eastern University, Sri Lanka's curricular, research, and community needs. The policy serves as a planning tool, which states the priorities that guide the actual selection and weeding processes.

2.4. Objectives of the policy

The following are the objectives of the policy

- To provide guidance to staff when selecting and deselecting printed resources to the local collection.
- To provide a firm foundation for future planning especially when financial resources are limited.
- To prevent the library from being driven by events or by individual enthusiasms and from purchasing a random set of resources, which may not support the mission of the library
- To select materials that support (in priority order) program accreditation, program curricular needs, and research.
- To select and acquire materials which meet the non-curricular (recreational) needs of students and staff
- To identify the long-and-short-term needs of users for allocating funds.
- To ensures continuity and consistency in selection and revision even in cases where there are staff changes and transfers.

2.5. Acquisition Principles

2.5.1. Needs-Based Selection

Acquisitions will be based on the academic, research, and informational needs of university stakeholders, including students, faculty, and researchers. Priority is given to resources that support program accreditation, curriculum requirements, and faculty research.

2.5.2. Departmental Involvement

Recommendations for new acquisitions shall be solicited from Heads of Departments and relevant academic staff. Faculty involvement ensures alignment with teaching and research priorities.

2.5.3. Student Participation

Students may submit suggestions for library materials through formal channels such as a suggestion box or email. These suggestions will be reviewed for relevance and feasibility by the department.

2.5.4. Avoidance of Duplication

The library will review all acquisition requests to avoid duplication and ensure cost-effective use of resources.

2.5.5. Transparency in Procurement

All procurement activities will adhere to national procurement guidelines adopted by the University Grants Commission (UGC), Sri Lanka. A bid committee comprising library and academic staff will be involved in the process to ensure transparency and integrity.

2.5.6. Electronic Resource Licensing

Electronic resources will be selected based on demand, subject relevance, and long-term value. Licensing agreements will be carefully evaluated for terms of access, pricing, user rights, and renewal options.

2.5.7. Special Collections and Museum Materials

Rare and museum collections may be acquired through donations or direct purchase. The selection will be based on historical, academic, and cultural value.

2.6. Library collections

The library accommodates Books (Textbooks & Fictions), Monographs, Theses, Government publications, Periodicals, General Reading Materials, Language Learning Materials, Newspapers, Magazines, Scholarly journals (Print), Conference proceedings, Reports, Newsletters, Museum artifacts , CD-Roms, Atlases, Bibliographies, Catalogs, Dictionaries, Encyclopedias, Indexes and abstracts, Directories and manuals, Braille, Museum collection and Electronic Resources. The library collection should ensure intellectual freedom to express ideas which are beneficial for democracy and social harmony and do not discriminate against materials on the grounds of race, religion, language, sex, political views.

2.7. Selection Tools

Selecting resources for an academic library involves a combination of tools and techniques to ensure that the collection meets the needs of students, faculty, and researchers.

- Selections recommended by the Academia.
- International Book fair.
- Publisher's Catalogues including pre-publications announcements.
- Announcements from Authors.
- Reviews in Newspapers etc.
- Sri Lanka National Bibliography.
- Internet and any other appropriate sources.

2.8. Annual Budget Allocation

Major funding source is the annual budget allocation approved by the University Council. In addition, the fees which are levied from self- funding programmes could be utilized to procure books and periodicals. Allocation to books and periodicals will be divided among all faculties and library by the Bursar on the recommendation of Librarian. The library oversees the disbursement of the funds to each faculty and/ or entities. The library also ensures prompt disclosure of these expenses.

The library allocations for reading materials are used to purchase Library and Information Science books, leisure reading materials, language learning books, and general reading materials for the Main Library and Branch Libraries. Books and periodicals are purchased by the library from the faculty allocation for reading materials based on the recommendations of the faculty. The Dean shall distribute the allocation for reading materials among the departments according to their requirements. The library committee shall recommend utilizing the remaining funds from the faculty allocation for reading materials to purchase books for other faculties or for the library.

2.9. Type of acquisition of Library resources

Libraries acquire resources through various methods to ensure they provide relevant and up-to-date materials for users.

2.9.1. Purchase: Purchasing is done through local and foreign Booksellers and Publishers as per the national procurement guidelines. All materials are purchased through utilizing acquisition allocation if the materials are appropriate and valuable for further developing the collection.

2.9.1.1. Single source procurement: If a textbook is authored by an internal author, a maximum of five (05) copies may be purchased based on the recommendation of the respective Heads and Deans. Any additional copies may be procured based on demand, as recommended by the library. If the item is authored by an external author, the maximum number of copies to be purchased can be determined by the Finance Committee.

2.9.2. Purchase/ subscription of E resources: Purchase/ subscription of E resources can be carried out as per the E Resources Policy of the EUSL Library Network.

2.9.3. Subscription: Periodicals such as newspapers, annual reports, magazines and scholarly journals are subscribed under the faculty/ entities fund allocation. The subscription of periodicals can be carried out as per the Periodicals Policy of the EUSL Library Network.

2.9.4. Donations: Decision to accept the donations are based on the Donation policy of Library. In -charge library academic professionals of acquisitions should study the materials and officially report to Librarian on the appropriateness. Librarian will write to donor regarding acceptance or rejection of the gift/donation.

2.10. Criteria for adding new materials to the collection include the following:

- **Scope and Content of the Work**
The material should be aligned with the institution's collection development goals.
- **Relevance to the Needs of Prevailing or Upcoming Academic Programs**
The material should support current and future academic courses, research, and student learning objectives.
- **Authority and Credibility of the Authors, Editors, and/or Contributors**
The expertise and background of the creators should be considered to ensure reliability and academic value.
- **Reputation of the Publisher**
Materials from reputable academic, professional, or commercial publishers are preferred to ensure quality and credibility.
- **Accuracy and Objectivity**
The content should be accurate and free from significant bias that may mislead readers.
- **Depth of the Existing Subject Collection**
New additions should complement and enhance the current collection without excessive duplication.
- **Currency of the Information**
Materials should be up to date
- **Level of Coverage (Suitable for Undergraduates)**
The material should match the academic level of the intended users, particularly undergraduates.
- **Demand of the Item(s)**
High-demand materials should be prioritized.
- **Quality of Paper, Binding, and Physical Appearance**
The durability of physical books should be considered to ensure longevity in the collection.
- **Cost**
The price should be evaluated based on the availability of fund

2.11. General Selection Guidelines

On a more practical level, selection guidelines will stress the following:

Selection and processing of titles ordered will proceed in a timely manner to ensure that the most recently published titles selected are available for student and faculty use. Currency and relevancy should be made for almost all acquisitions.

2.11.1. Material type: Highest percentage is used to purchase books.

2.11.2. Books: Criteria for purchasing books such as authority, significance of subject matter, accuracy of information, price, demand

2.11.3. Cover: Due to cost, soft-cover editions should be considered. However, the Head of the Department can decide in concurrence with librarian to purchase hard cover in special instances.

2.11.4. Theses: Copies of all theses and dissertations by University students should be deposited in the University Library. Electronic versions of the dissertations are available to the University community via Library Repository.

2.11.5. Monographs: Regarding monographs, where there is a choice of paperback, hardback, or electronic version, the decision is made on the basis of expected use, ease of use, lasting value of content, and return on investment.

2.11.6. Language: Major collection depends on the requirement of faculties. Minor collection of novels and fictions are in Sinhala, English and Tamil languages.

2.11.7. Duplicate Copies: The library purchases duplicate copies; however, when justified, the library may purchase more numbers of copies. If the item(s) suggested by academia/ student subject to the approval of the relevant Head of the department, then request how many copies to be purchased after verifying the existing number of copies.

2.11.8. Replacement Copies: The library replaces items that are lost, damaged, mutilated, or withdrawn if the books are important to the collection.

2.11.9. Rare collections: The collections which are very unique and can not be replaceable through years could be the rare collections and as per the contents of the book it could be selected as rare collections. Rare materials are acquired based on their market value, rarity, scarcity and significant value, date of publication, physical and intrinsic characteristics, bibliographic and research value (historical, cultural or intellectual interest) and condition.

2.11.10. Museum collections: Museum collections are selected by rarity, scarcity and significant artifactual value, physical and intrinsic characteristics, historical, cultural or intellectual value with heritage and present condition of the materials.

2.12. Accountability and Responsibility for library collection

Library Academic professionals hold the accountability for developing and maintaining the library collection. The accountability for maintaining a balanced collection rests with the in-charge librarian, who will make the appropriate decision on any library acquisitions.

Library Academic professionals have responsibility to inform the faculties regarding important changes in the collection. Librarian makes decisions on major purchases and advises on selection practices.

2.13. Amendments of the Collection Development Policy

The collection development policy can be reviewed if necessary. In such instances, it should be placed to the Library Committee and Librarian/ his or her representative is responsible for this task. The Librarian and in-charge library academic professional for Acquisitions and Technical sections are responsible for ensuring that this document reflects actual practice.

(See Annexure 1 for the Standard Operational Procedure for acquisition of Books and periodicals)

3. Policy on Periodicals

3.1. Introduction

Periodicals are essential resources that support the academic, research, informational, and recreational needs of the university community. The Library of Eastern University, Sri Lanka is committed to maintaining a well-organized and up-to-date collection of both print and electronic periodicals, including journals, magazines, newspapers, newsletters, reports, and conference proceedings. This policy provides a structured framework for the acquisition, management, retention, and accessibility of periodicals to ensure their effective use by students, faculty, and researchers. It also outlines procedures for addressing issues related to continuity, storage, and evaluation of the collection.

3.2. Scope

This policy applies to all library staff, patrons, and stakeholders involved in the procurement, access, and usage of periodicals within the library.

3.3. Purpose of Periodicals policy

The purpose of Periodicals Policy is to establish and provide guidelines for library staff and users in the use of the library's periodical collection.

3.4. Acquisition of periodicals

3.4.1. Periodicals requested by departments: Subscription of periodicals from suppliers or publishers will be made based on procurement guidelines.

3.4.2. Periodicals for general reading: Selection of periodicals according to the users request and feedbacks. Approval will be made by Library committee. Subscription of periodicals from suppliers or publishers will be made based on procurement guidelines.

3.5. Retention

All print magazines and journals, including current issues and back issues up to five years should be available for use in the Periodicals Section of Library.

The back issues more than five years should be discarded after the decisions of Library committee.

Newspapers will be bound year wise. The back issues of Newspapers more than five years will be used for paper clippings on the subject.

3.6. Discontinuity of issues

Discontinuity could be identified and send reminder to the vendor. In case of non-response from the vendor it should be reported to Library committee for necessary action.

3.7. Dissemination of information

Dissemination of information is provided by SDI (Selective Dissemination of Information) and CAS (Current Awareness Services). The Current Contents is published as one of CAS in the Library.

3.8. Recording of Periodicals

Visible index cards are made available for public access and users could access the content through Library Management System.

4. Policy on Electronic Resources

4.1. Introduction

The Library of Eastern University, Sri Lanka (EUSL) recognizes the growing importance of electronic resources in supporting teaching, learning, and research. As digital content becomes increasingly central to academic work, it is essential to establish a structured approach for the selection, acquisition, management, and use of electronic resources. This policy provides a comprehensive framework to ensure equitable access, responsible usage, and sustainable development of electronic resources within the EUSL Library Network. It serves as a guide for library staff, users, and stakeholders in aligning digital resource management with the University's academic mission and technological advancement.

4.2. Scope

This policy applies to all library staff, patrons, and stakeholders involved in the procurement, access, and usage of electronic resources within the library.

4.3. Purpose

The purpose of this policy is to establish guidelines and procedures for the acquisition, management, and usage of electronic resources within the Library Network of EUSL. Electronic resources include but are not limited to electronic databases, e-books, e-journals, e-repository, multimedia content, and any other digital materials accessible through the computer terminals available in the network. Electronic resources are managed by E-Resources Unit at Main Library, EUSL.

4.4. Acquisition and Selection

The library will actively seek and acquire electronic resources that support the academic and research needs of its patrons as per the collection development policy. Selection of electronic resources will be based on factors such as relevance to the university's mission, user demand, quality of content, and budgetary constraints.

4.5. Monitoring and Evaluation

The electronic resources are monitored and evaluated based on their usage statistics. The library will regularly review and update its electronic resource collection to ensure its continued relevance and usefulness.

4.6. Access and Licensing

Access to electronic resources will be provided to authorized library users, including students, faculty, staff, and registered library cardholders. Access to electronic resources is contingent upon compliance with the terms and conditions of licensing agreements with publishers and vendors. Users are responsible for adhering to copyright and licensing restrictions when accessing and using electronic resources.

4.7. Usage Guidelines

Users must respect the copyright and intellectual property rights associated with electronic resources. Unauthorized reproduction, distribution, or sharing of electronic resources is strictly prohibited except for open access resources. Users should adhere to the specific usage guidelines and restrictions outlined by the publishers or vendors of electronic resources. Proper citation and attribution should be provided when using electronic resources for research, academic, or reference purposes.

4.8. Security and Privacy

The library will take measures to ensure the security and privacy of user data when accessing electronic resources. User data will be handled in accordance with applicable privacy laws and regulations. Users are encouraged to use secure and unique login credentials when accessing electronic resources to protect their personal information.

4.9. Remote Access

The library will provide remote access to electronic resources for authorized users through secure authentication methods. Remote access is subject to the same usage guidelines and restrictions as on-site access.

4.10. Reporting Issues

Users who encounter technical issues, content access problems, or have concerns regarding electronic resources are encouraged to report them to Librarian or Senior Assistant Librarian / E- Resources Unit for resolution.

4.11. Penalties for Violations

Violations of this policy, including copyright infringement and unauthorized access, may result in the suspension or termination of access privileges and disciplinary action in accordance with library and institutional policies.

4.12. Review and Revision

This policy will be reviewed periodically to ensure its effectiveness and relevance. Any necessary revisions will be made with the input of library staff and stakeholders.

4.13. Implementation

This policy will be communicated to all library staff and users through the library's website, printed materials, and any other relevant channels.

4.14. Enforcement

The library staff is responsible for enforcing this policy and addressing any violations that may arise.

4.15. Compliance with External Agreements

This policy is subject to compliance with all relevant laws, regulations, and agreements with publishers, vendors, and copyright holders.

This Library Electronic Resources Policy is effective upon approval and supersedes any previous policies or guidelines related to electronic resources.

5. Policy on Book Donations/ Gifts

5.1. Introduction

The Library of Eastern University, Sri Lanka recognizes the value of donated materials in enriching its collections and supporting the academic and research mission of the University. Donations and gifts from individuals, organizations, and institutions are an important means of enhancing the Library's resources. This policy outlines the criteria and procedures for the acceptance, evaluation, and management of donated books, journals, and other relevant materials. It is designed to ensure that all contributions align with the Library's collection development goals and are handled in a transparent and systematic manner.

5.2. Scope

This policy applies to all donations and gifts of books, journals, and other materials offered to the Library of Eastern University, Sri Lanka. It outlines the types of materials the Library is willing to accept and the conditions under which these donations are evaluated, processed, and integrated into the collection. The policy is intended to support the development of a relevant, high-quality library collection that aligns with the University's academic and research objectives. It is applicable to individuals, institutions, and organizations interested in contributing to the enrichment of the Library's holdings.

5.3. Purpose of the policy

The purpose of the book donation policy in a library is to establish guidelines for accepting, evaluating, managing, utilizing and acknowledging donated books or gifts. The policy helps maintain a relevant and well-organized collection while providing clarity to donors on acceptable materials and procedures.

5.4. Acceptance of materials

5.4.1. Types of materials to be accepted

- *Books:* Books that align with our collection development goals and support the curriculum and research needs of our university community.

- *Journals*: Scholarly Journals published within 10 years period from the date of donation
- *Cultural Artifacts*: Palm leaf manuscript, utensils, photographs, sculptures and other unique materials that have historical or cultural significance to our university, region, or academic disciplines.
- *Audio visual materials*: DVDs, CDs, related to subject disciplines.
- Any other form which is considered as appropriate.

5.4.2. Acknowledgment

Upon receipt of the donation, the library will provide the donor with written acknowledgment.

5.5. Declining the donation

The donations can be declined due to the physical condition of the materials or based on faculties decisions regarding their appropriateness.

The library reserves the right to refuse donations.

5.6. Disposal of unaccepted materials

Materials that are not accepted for inclusion in the library's collection may be sold, donated to other institutions, or discarded.

5.7. Ownership

Upon receipt, donated material becomes the property of the University and as such, the Library reserves the right to determine its retention/de-selection, access and maintenance.

(See Annexure 2 for the Standard Operational Procedure for the donations)

6. Policy on Conservation and Preservation

6.1. Introduction

The Conservation and Preservation Policy is a framework outlining the principles that guide the conservation and preservation of the library collections of the Eastern University, Sri Lanka (EUSL). The Conservation and Preservation Unit aims to acquire, preserve and provide access to rare and unique collections of cultural and historical value.

Preservation:

Preservation can be defined as all managerial, technical and financial considerations applied to retard deterioration and extend the useful life of (collection) materials to ensure their continued availability.

Conservation:

Conservation is the use of interventive treatments to improve the physical, chemical and visual conditions of items.

6.2. Scope

This policy applies to all physical and digital materials housed in the Library of Eastern University, Sri Lanka. It outlines the principles and practices of preservation and conservation aimed at ensuring the long-term protection and accessibility of library collections. The scope includes routine preventive care, environmental and pest control, interventive conservation treatments, and the safe handling and storage of materials. It also addresses the responsibilities of library staff in safeguarding collections of cultural, historical, and academic value in alignment with national standards and institutional goals.

6.3. Purpose of the policy

The purpose of the policy on conservation and preservation in a library is to protect and maintain library materials for long-term use. It ensures that books, manuscripts, digital resources, and other collections are safeguarded from physical damage, environmental factors, and deterioration. The policy outlines preventive measures, restoration

techniques, and proper handling procedures to extend the lifespan of library resources, ensuring continued access for future generations.

6.4. Storage and housing of library materials

The Library strives to properly store its collections to reduce the risk of deterioration, damage, vandalism, theft or loss. All materials of the collection should be preserved using standard methods. The condition of storage areas should be reviewed regularly by conservation librarian and the appropriate suggestions should be made time to time.

6.5. Environmental Control

Environmental Control is determined by National Library and Documentation Services Board (NLDSB) guidelines to ensure long-term preservation of collections. The environment should be monitored daily using hygrometer and lux meter. All staff are encouraged to report any errors immediately to conservation librarian. Library collections and space should be cleaned regularly.

6.5.1. Conservation Treatments

The physical condition of the collections should be constantly monitored and items requiring conservation treatment should be identified and placed on a prioritized list. The poor physical condition and expected deterioration of the goods will be selected for further treatment. Conservation treatments follow the NLDSB standard procedures to extend the life. There should be minimal changes in physical structure. All items must be photographed before treatment begins. All details about the state and processing of objects should be recorded.

- ❖ Routine binding procedures are made according the necessity of damaged books in each section of Library.

6.6. Pest Control

The Conservation unit monitors the building for pest infestations that may endanger the collections, building and furniture. The integrated pest management will be used to control the pests with the minimal use of chemicals. When receive used collections, it should be quarantined for two weeks and monitor.

6.7. Safety measures for staff

Staff safety should be ensured during the conservation treatment. Safety measures for staff during the conservation and preservation of library materials include proper ventilation, Personal Protective Equipment (PPE), safe handling techniques, fire safety, ergonomic practices and chemical safety.

7. Policy on Information Services and Access Policy for Students With Disabilities

7.1. Introduction

The Library of Eastern University, Sri Lanka is dedicated to fostering an inclusive learning environment by ensuring that students with disabilities have equal access to library resources and services. This policy outlines the Library's commitment to removing barriers, promoting accessibility, and supporting the diverse needs of all users in alignment with institutional values and legal obligations.

7.2. Scope

This policy applies to all library staff and all students enrolled in Eastern University Sri Lanka who have disclosed their disabilities and are seeking information and support services.

7.3. Purpose

The library committed to provide an inclusive and supportive environment for all students, including those with disabilities. This policy aims to ensure equal access to information and library services for students with disabilities, in compliance with applicable laws and regulations.

7.4. Equitable Access

The library should prohibit discrimination on the basis of disability. Students with disabilities have the right to equal access to information and library services as like other users.

7.5. Accessibility

7.5.1. Physical Accessibility: Ensure the library is physically accessible for individuals with mobility challenges. This involves ramps, elevators, wider aisles, and accessible restrooms.

7.5.2. Digital Accessibility: Ensure online catalogues, databases, and resources are compatible with screen readers, and websites comply with accessibility standards (e.g., WCAG - Web Content Accessibility Guidelines). Online platforms should be made accessible to ensure equal participation and learning opportunities for students with disabilities.

7.5.3. Assistive Technologies: Provide assistive devices such as screen readers, magnifiers, adjustable desks, and ergonomic seating.

7.6. Universal Design

The library should strive to create an accessible environment for all students by implementing universal design principles in the construction and modification of infrastructure, facilities, technologies, and instructional materials.

7.7. Accommodations and Services

7.7.1. Assistance and Support: Train staff to provide assistance to students with disabilities. Offer guidance on using assistive technologies and navigating the library.

7.7.2. Extended Loan Periods: Allow for longer borrowing periods for students with disabilities who may require more time due to their specific needs.

7.7.3. Designated Assistance Areas: Have designated areas where students can receive specialized assistance or accommodations without distraction.

7.8. Communication

7.8.1. Clear Policies and Information: Ensure library policies regarding services for students with disabilities are clearly communicated through the library website, signage, and information materials.

7.8.2. Feedback Mechanism: Establish a feedback mechanism to gather input from students with disabilities to continually improve services and accommodations.

7.9. Staff Training and Awareness

7.9.1. Training Programs: Provide regular training sessions for library staff to increase awareness and knowledge about various disabilities and the best practices for accommodating and assisting these individuals.

7.9.2. Sensitivity and Inclusivity: Foster a culture of inclusivity and respect among staff, ensuring they understand and respect the diverse needs and experiences of students with disabilities.

7.10. Collaboration and Advocacy

7.10.1. Collaboration with Disability Services: Establish partnerships with disability services or relevant departments / institutions to ensure seamless support for students with disabilities.

7.10.2. Advocacy Initiatives: Engage in advocacy initiatives to promote the needs and rights of students with disabilities within the library and the wider university community.

7.11. Compliance with Legal Standards

Ensure the library's policies and practices are compliant with relevant disability rights laws, or similar legislation in locally and other regions/countries.

7.12. Flexibility and Individualized Support

Acknowledge the considerable diversity among disabilities and offer adaptable assistance tailored to meet the specific requirements of each student with disability.

7.13. Confidentiality and Disclosure

The information regarding a student's disability is treated as confidential. Only essential staff members directly involved in providing accommodations and support services will have access to this information. Disclosure of a student's disability is voluntary. However, to receive accommodations, students are encouraged to disclose their disabilities to the library.

7.14. Review and Revision

This policy will be periodically reviewed to assess effectiveness and make necessary improvements in accommodating the needs of students with disabilities. It's essential to maintain an open dialogue with the student community to ensure the policies remain relevant and effective.

8. Interpretations

Acquisition- The process of selecting, ordering, and obtaining library materials, including books, journals, e-resources, and other information sources, to build and maintain a library's collection. This process involves purchasing, donations, or subscriptions and is guided by the library's collection development policy to meet the needs of its users.

Bibliography- A systematically arranged list of books, articles, and other sources related to a specific subject, author, or period. It provides essential details such as the title, author, publication date, and publisher. There are two main types of bibliographies: (1) A list of references used while doing research for an article or book. These are gathered together at the end of the work, usually arranged alphabetically by the authors' last names. (2) A publication that consists only of a list of books, articles and other works on or by a particular subject or person.

Book- A book is a non-periodic publication of at least 49 pages exclusive of the cover pages, published in the country and made available to the public.

Braille- A form of written language for blind people, in which characters are represented by patterns of raised dots that are felt with the fingertips.

Collection Development- Collection development is a term representing the process of systematically building library collection to serve the study, teaching, research, recreational, and other needs of library users.

Conservation- Conservation is the use of interventive treatments to improve the physical, chemical and visual conditions of items.

E-resources- Digital materials that provide access to information through electronic means. These include e-books, e-journals, databases, online newspapers, multimedia content, and other digitized materials that can be accessed via computers, tablets, or other electronic devices.

Fictions- A category of literary works that contain imaginative or invented narratives rather than factual accounts. These works are created for entertainment, storytelling, or artistic expression and include novels, short stories, and dramas.

Monographs- A monograph is a book on a single specialized topic, usually by one author in one volume, as opposed to a serial publication (like a magazine, journal, or yearbook)

Periodicals- Periodicals are publications issued periodically or at regular (i.e. daily, weekly, monthly, etc.) intervals. Examples of periodicals include: scholarly or peer-reviewed journals, popular magazines, trade journals, newspapers

Pamphlet- A pamphlet is a non-periodic printed publication of at least five but not more than 48 pages, exclusive of the cover pages, published in a particular country and made available to the public.

Preservation- Preservation can be defined as all managerial, technical and financial considerations applied to retard deterioration and extend the useful life of (collection) materials to ensure their continued availability.

Rare collection- Rare material refers to specialized group of library materials that are valuable due to their age, uniqueness, historical significance, limited availability, or special physical characteristics. These collections may include rare books, manuscripts, first editions, archival documents, maps, and other unique artifacts.

Single source procurement- Single source is the procurement of products or services from one selected supplier, even though there are other suppliers that provide similar products or services.

Subscription- The process by which a library obtains continuous access to information resources, such as journals, magazines, newspapers, electronic resources, by paying a recurring fee to publishers or vendors.

Weeding- Weeding is the process of regularly removing outdated or irrelevant library resources. It's sometimes called deselection.

9. Annexures

9.1 Annexure 1: Standard Operational Procedure for acquisition of Books and periodicals

Acquisitions procedures of books / periodicals are handled by Library and the Finance Department of Eastern University, Sri Lanka.

The following works are carried out by Library

- Recommendation for the books/ periodicals should be invited from the Heads of the Departments and relevant teaching staff also made them aware about the amount allocated to their departments.
- Invitations for recommendation should be in written format. In special instances, it may be in electronic formats.
- List of books / periodicals received from Heads of the Departments are verified by the in charge of acquisition section

The following works are carried out by the Finance Department

- Book/ periodicals procurement works are carried out by Finance Department with the assistant of Library Information Assistants as per the national procurement guidelines adopted by UGC, Sri Lanka. However, the following three representatives should be appointed for bid opening sessions:
 1. Assistant Librarian/ Senior Assistant Librarian/ Deputy Librarian
 2. Assistant Registrar/ Senior Assistant Registrar
 3. Academic staff from concerned department
- Library Academic should be the chairman of the Bid opening Committee.
- Accession of books- Books are taken into Accession Register according to the numbers quoted in the invoice against each book.
- Sending Book Received Note (BRN) to supplies
- Upon completion of the acquisitions process, faculty will be informed in written/ via e -mail regarding the disposition of their request and the availability of materials recently added to the collections
- Classification and Cataloguing of Books
- Labelling of Books
- Allotment of books for circulation / reference section

Acquisition procedure

Books: Library invites all departments to send the list of titles to purchase. All lists of titles with the recommendation of Head of the Department and Dean of the respective faculties are considered for purchase. Students are able to put their suggestion in the suggestion box placed in the library. In addition, students can make purchase suggestions. List of Books requested by Head of the Departments are verified by In-charge Librarian to avoid duplication. Librarian/ In- charge Librarian has the right to make changes in the specifications of the same book list requested by Head of the Departments.

E- Resources: These resources could be identified based on the specific requirements of the department / faculty / University or library, including the subject areas and types of content needed. The selection of electronic materials depends on the users' demands and requirements. These resources could be subscribed through a vendor or publisher and individual licenses also can be purchased. Separate allocations other than books and periodicals should be allocated to purchase or subscribe E-resources. Licensing agreements are negotiated in terms of usage benchmark, pricing, usage restrictions, access to archives and renewal options. Usage statistics could be tracked to evaluate the value of subscriptions and make informed renewal decisions. E - resources are continuously assessed and updated to meet the changing needs of patrons.

Periodicals: As per the faculties request the subscription of print periodicals in a subject area could be done. The general periodicals could be selected by the Library. Selection of print periodicals will be judged based on the cost, availability in a full-text database, content and potential usefulness.

Rare Collections: The rare collections could be acquired through donation and purchase from the owners.

Museum collection: The Library museum collections are acquired through donation and purchase from the owners.

Weeding

Weeding of library materials (the process of removing items from the collection) is essential for the maintenance of an active, academically useful library collection. This process eliminates out-dated, inaccurate, and worn-out resources. It makes collections more accessible and provides space for new resources. The Library Committee appoints a team comprising of not less than 5 members from the respective faculty for weeding.

Criteria for retention/deselection include relevance, electronic availability, provenance, age of publication, edition, duplication, physical condition, usage and accordance with the aspirations set out in this document. Upon the recommendation of the weeding committee, the Library Committee will take final decisions to weed the information materials and mode of weeding such as donations, selling at lower price, burning etc. Once they weeded it should be recorded in the accession register.

Additionally, weeding of rare and museum collections could be practiced while alternatives (digitization) should be created in the following cases:

- Extremely rare or fragile collection.
- Heavily used collections by readers and likely to be damaged.
- Requests of more copies of a collection
- Use surrogate to promote its use.

9.2. Annexure 2: Standard Operational Procedure for the donations

- Prospective donors should contact the Librarian to discuss their donation in writing with a detail of materials to be donated.
- Donors will be asked to provide a list of the materials they wish to donate, including titles, authors, publication dates, and conditions.
- In -charge library academic professionals of acquisitions should study the materials based on their relevance to the collection development priorities, currency, condition, scholarly value, additional copies and demands of users and officially report to Librarian on the appropriateness.
- Librarian will write to donor regarding acceptance or rejection of the gift/donation.
- The acceptance will be considered based on availability of library space and infrastructure facilities.
- The donors or any authority do not have right to demand or instruct Library Management regarding their donations.
- Library have the authority to request for donations from other entities.

10. Contributors

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