

Handbook of the Library



Library

Lincoln Institute of Graduate Studies

Library, Lincoln Institute of Graduate Studies

Introduction

Welcome to the Lincoln Institute of Graduate Studies Library. As a dedicated reference library, our focus is on providing access to an extensive collection of materials for on-site use to support research, learning, and professional development. Whether you are a student, staff member, academic or non-academic researcher, we are here to assist you in accessing the information you need. This handbook outlines our resources, services, and policies to ensure a seamless library experience.

Vision and Mission

Vision: To be a premier reference library offering comprehensive resources and services to support academic and professional excellence.

Mission: To provide access to curated collections, foster a culture of inquiry, and serve as a reliable source of information for diverse users.

Staff of the Library

The library staff at the University consists of two academic members:

- **Consultant Librarian:** Dr. Sampath Chandrasena
 - Qualifications: PhD (IT), MSc (IT Security), MA (Library and Information Science) B.Tech. (CSE), BIT, MBCS, MCS (SL), MSLLA
- **Assistant Librarian:** Ms. S.H.T.H. Madhuwanthi
 - Qualifications: B.A. (Hons) University of Kelaniya

Committees and Governance

The library is overseen by the Library and IT Committee of Lincoln Institute of Graduate Studies (Guarantee) Limited, which ensures the continuous improvement of our services and resources.

Library Collections

The university library system comprises one main collections:

1. **Reference Section:**

This section includes reference materials and permanent reference materials. The Reference Section of the library is dedicated to providing resources that support in-depth research, quick fact-checking, and comprehensive study. It includes a wide range of materials specifically curated to meet the diverse academic needs of students, faculty, and staff.

Types of Materials in the Reference Section

- General Reference Books
- Subject-Specific References
- Theses and Dissertations

Usage Policy

- Materials in the Reference Section are for **library use only** and cannot be borrowed or taken outside the premises.
 - Users are encouraged to handle these materials with care to preserve their longevity.
 - Photocopying of reference materials may be allowed under library policy.
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Library Resource Classification

The library materials at the Lincoln Institute of Graduate Studies Library are organized according to the Dewey Decimal Classification (DDC):

- 000: Computer Science and General Works
 - 100: Philosophy and Psychology
 - 200: Religion
 - 300: Social Sciences
 - 400: Language
 - 500: Natural Sciences and Mathematics
 - 600: Technology (Applied Science)
 - 700: Arts; Fine Arts and Decorative Arts
 - 800: Literature and Rhetoric
 - 900: Geography and History
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Library Opening Hours

Library hours may vary depending on the academic year and faculty schedules. The regular hours are as follows:

- **Monday to Friday:** 9:00 AM - 5:00 PM
- **Saturday:** 9:00 AM - 1:00 PM
- **Holidays and Special Hours:** Details will be posted on the library notice board and website.

Library Membership

1. **Eligibility:**

All students, faculty, and staff of the Lincoln Institute of Graduate Studies are eligible for membership.

2. **Registration Process:**

- Complete the membership form at the circulation desk.
 - Submit a copy of your university ID card.
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Library Facilities

• **Seating and Study Areas**

The library offers quiet study spaces, individual desks, and group discussion rooms to facilitate focused work. Group spaces require prior booking.

• **Wi-Fi Access**

Free Wi-Fi is available throughout the library for users to access digital tools and resources.

• **Digital Resources:** Access to e-books, journals, and databases via the library portal link.

• **Printing and Photocopying:** printing and photocopying are available at nominal rates.

Policies and Guidelines

Code of Conduct

To maintain a conducive environment for study and research, we request users to observe silence, handle materials with care, and refrain from consuming food or beverages in the library.

Usage Policies

As a reference library, materials cannot be borrowed or removed from the premises. Users are encouraged to make use of available photocopying and scanning services for their research needs.

Privacy Policy

We respect the privacy of our users. Personal information and usage data are kept confidential and used solely for administrative purposes.

Copyright Compliance

Users must adhere to copyright laws when copying or scanning materials. Staff can provide guidance on fair use practices.

Library Services

- **Reference Assistance:**
Assistant librarian is available to assist with research and locating resources.
 - **Membership Information**
Membership is open to students, faculty, researchers. Registration is free, and members receive access to on-site resources, reference assistance, and library programs.
 - **Workshops and Training:**
Periodic workshops on database usage, referencing styles, and research skills.
 - **Digital Access:**
While our focus is on physical reference materials, we provide access to select online databases and digital tools for supplementary research. These resources are accessible on-site.
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Restricted Activities

- Food and beverages are not allowed in the library.
 - Do not mark, deface, or damage library materials.
 - Unauthorized removal of materials is strictly prohibited.
 - Students are not allowed to bring personal books, files, notebooks, bags, umbrellas, or other items into the library, except for essential stationery.
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Contact Information

- **Library Help Desk:** 0702072771
- **Email:** library@lincoln.edu.lk
- **Website:** <https://lincoln.edu.lk/lincoln-institute-of-graduate-studies/library>
- **Address:** The Library, Lincoln Institute of Graduate Studies, 113 Dutugemunu Street, Kohuwala
- **Library Map:** <https://maps.app.goo.gl/gXUUBLUUSA5EQe699>