THE INSTITUTION OF ENGINEERS SRI LANKA

PROF. E O E. PEREIRA RESOURCE CENTER

Library User Guide

The Institution of Engineers, Sri Lanka

120/15, Wijerama Mawatha,

Colombo 07.

LIBRARY USER GUIDE

CONTENTS

Welcome to the IESL Library.

The Institutions Library is a wonderful and standard place for the members to do their researches or enjoy a book with a cup of coffee. It is housed in the first administrative building, ground floor, where you can access easily.

The library has become an important part of the Institution since its establishment in the year 2000. It continues to support the academic studies of the members by today.

The collection is regularly updated with current purchases and we offer the latest books available in respective engineering fields. The library has more than 8000 engineering books. Particular strengths are Design Standards, Design Guidelines etc.

The library serves as a peaceful and resourceful backdrop to inspire your studies.

Library Opening Hours
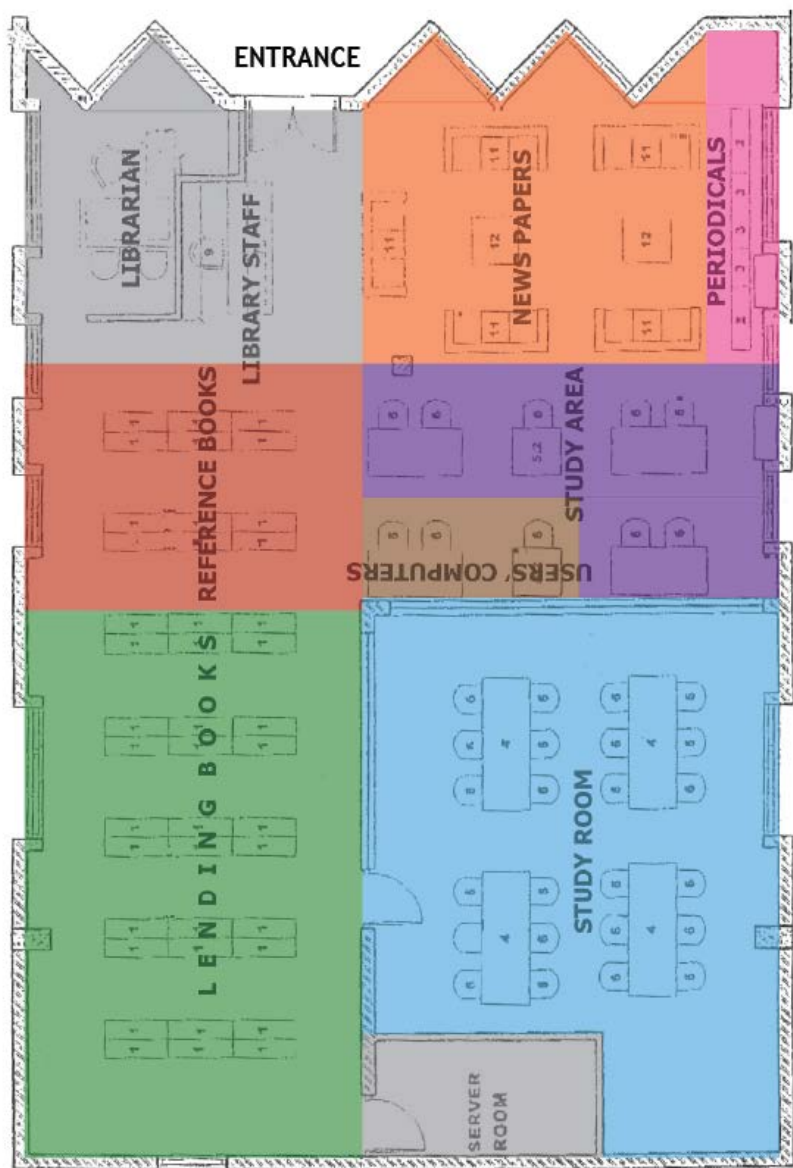
Weekdays: 8.30 am to 5.00 pm
Weekends: 8.30 am to 5.00 pm

Library is closed on Sundays and Public Holidays.

Our Services.

- Books for Lending.

- Design Standards, Design Guidelines etc. for Reference.

- Magazines and Journals for Reference.

- Free WI-FI Accessibility.

- Computers with Internet Facility.

- Online Public Access Catalogue - OPAC to the Library Resources.

- Digital Library.

- Study Area.

- TISC Center.

- Book Courier Service for Members.

ENTRANCE

LIBRARIAN

LIBRARY STAFF

NEWS PAPERS

PERIODICALS

REFERENCE BOOKS

STUDY AREA

USERS' COMPUTERS

LENDING BOOKS

STUDY ROOM

SERVER ROOM

LIBRARY LAYOUT

Pre Requirments

- Must be a memebrs of IESL.
- Membership subscription must be updated by the time of applying.

Application Procedure

- Fill out the application form (can be obtained from the library or downloaded from iesl.lk.
- Submit the application form with IESL ID to the library.

Membership Charges

Type of Memebrship	Amount
Fellow	Free
Corporate	Free
Associate	Rs. 500.00
Affiliate	Rs. 500.00
Student	Rs. 500.00

- Do not deface materials by underlining, writing and drawing on them, removing any part of them, or in any other way.

- Respect other library users, like the expectation you wish to have within the library.

- Maintaining silence within the library is paramount.

- The first user is served first.

- Taking foods, snacks within the library is not allowed.

- Smoking is fully prohibited.

- Under all circumstances, discussions, dialogues, should not create any sort of disturbance to other users

- Use of mobile phones are not allowed.

1. Borrowing

Our library has a total stock of about 8000 books, about 25 journal titles and a range of other material such as thesis, dissertations, design standards and so forth. Most of these items can be borrowed subjected to the regulations stated under section 3.3

1.1 How to locate an item

The most efficient way to identify the location of an item is to use the library Online Public Access Catalogues - OPAC.

OPAC URL: https://74.208.213.243

The books in the library are arranged on the selves according to the Universal Decimal Classification system, which makes it easy for you to exactly locate the place where an item you want is shelved. The first
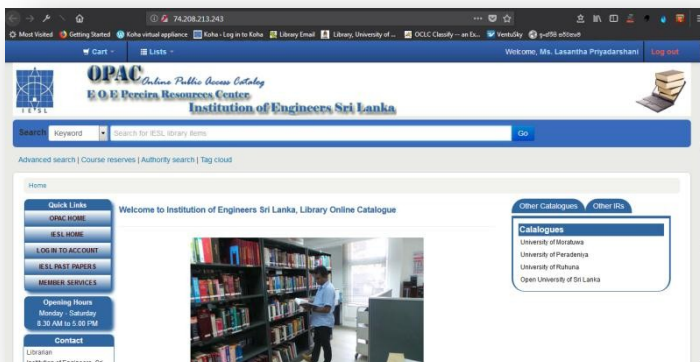
level of subject index based on the UDC system is provided in pages 19
- 25.

     (a) Library Online Public Access Catalogue

The online catalogue refers an "OPAC – Online Public Access
Catalogue" could be accessed through the www.iesl.lk IESL web site.
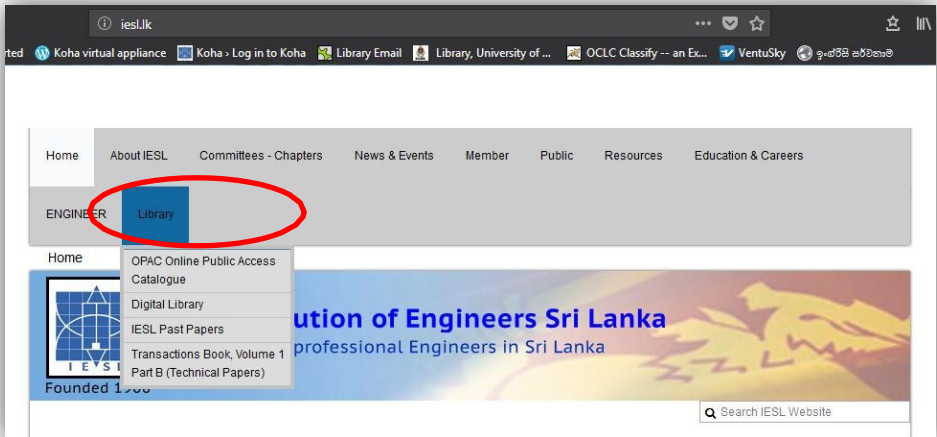
IESL Library OPAC

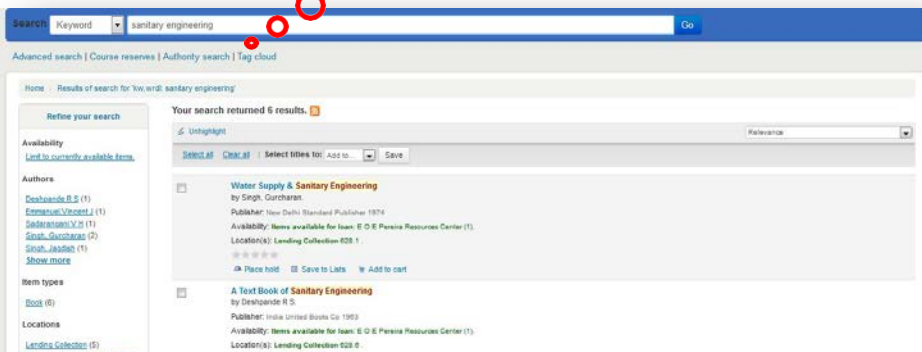
Users, you have the facility of searching for books, journals etc.

The search interface is very user friendly and you can get information of searched items as illustrated below.

IESL library user account will be provided for each IESL library member by the library. You can log in to your user account through the OPAC (74.208.213.243).

Login credentials:

Your Login user name is your library membership number and this will be provided by the IESL library for all those who intend to be a member of the library.

The default password is 1234. You can have your own password too. Your "My library" provides the following facilities.

- To post requests
- To reserve materials
- To renew your lending period
- To suggest new books to purchase
- To view your recent usage history
- To update your profile
- To view your fines
- To convey/exchange messages

1.2 Item description

1. Title of the book
2. Author
3. Publisher
4. Edition
5. Physical description
6. ISBN
7. Collection
8. Universal Decimal Classification Number
9. Availability
10. Barcode number

1.3 How to borrow

- ↓ You need to have a bar-corded ID card, which is issued by the IESL library at the time of registration for library membership.
- ↓ Call over at the issue desk with the book/s and present your bar-coded ID card. The staff member will issue the book to you.
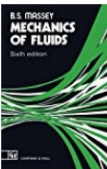- ↓ Please bring to the notice of the staff at the issuing desk of any missing pages, damages to pages prior to you borrow them. You will be responsible for damages if noticed on returning the items.
- ↓ Member bar-coded ID card must be with you at all times you use the library. The card should be produced on request by any of the library staff at any time.
- ↓ Do not lend your card to anyone, as you will be responsible for all loans issued against your card.

1.4 Regulation Related to borrowing

Type of Material	Students	Members
Books on Lend	1 month	1 month
Reference book	Only for reference	Only for reference
Overnight Collection	Reference only	for 1 night
Periodical collection	Reference only	Reference only
Collection of Proceedings	Reference only	Reference only
IESL Collection	Reference only	Reference only

Table 1: Regulations with regard to loan periods

- Members include all fellows, Corporate Members, Associate Members and Affiliate Members of IESL.

- Student members include all students enrolled for a four-year full-time engineering degree course at an IESL recognized institution.

1.5 Regulation related borrowing periods and number of items

Member Category	Number of items	Time period	Max. extension period
Students	Two Books	One Month	2 week
Members	Two Books	One Month	2 week

Table 2: Regulations related borrowing periods and number of items

Material issued on loan may be requested to return back by the library staff at any time.

1.6 Renewal of borrowed materials

Renewal of borrowed materials may be granted, provided those items are not reserved by other library members. Please use other book renewal mode using web OPAC within concerned borrow. More information can be found through OPAC URL: 74.208.213.243

1.7 Returning of borrowed materials

Please remember that you are responsible for all your loans until they are returned back to the library. In order to avoid paying an overdue penalty and as a courtesy to other members, waiting for the library material you have borrowed, please return them on time or prior to the due date.

1.8 Overdue

The library's lending policy aims to allow as many members as possible to access material. Therefore if you do not return items by the due date, you may have to pay an overdue charge.

Library Management System (LMS) issues reminders well prior to the due date and as well as just before the due date.

Please don't wait for reminders. Penalties may begin accruing before you receive it and your borrowing privileges will be suspended when you have overdue loans.

1.9 Fines/Overdue Charges.

Fines will be levied for overdue items borrowed, as per the details provided below.

Fine per day for both members and students is Rs:10.00. Fines could be paid on the day borrowed materials are returned by cash directly at the issuing and receiving desk.

The fine rate is subjected to change and will be determined by the Library Development Committee(LDC) from time to time, all members are kept informed of all such changes via the online membership management system.

Remember: Avoid payment of all charges by returning borrowed material on time.

1.10 Lost items.

If you didn't return the items on time, fines will get-accumulated. If you were unable to return the materials, despite the continuous three reminders, your borrowed items will be treated as lost items.

Under such a situation

1. On the day lost is reported or else the date stated in the 3rd reminder, whichever comes first the fine accumulation is terminated by virtually returning the items via MIS, and the browser is asked to comply with one of the following courses of actions.
2. To replace the same book by a new one and to settle the accumulated fines.
3. To replace by a similar new book and to pay the accumulated fines. The new book should be approved by the LDC.
4. To replace with any new book recommended by the LDC and to settle the accumulated fines.

1.11 Digital Library

Users can log in to the digital library through the following

URL. http://iesl.lk/Digital-Library

Following resources are available in the digital library and selected

resources are downloadable.

- IESL transactions
- IESL journals
- IESL newsletters
- IESL memorial lectures handouts
- IESL manuscripts etc.

4 Collection Details

4.1 Lending Collection

The lending library books are issued on a one month loan scheme. Please refer the loan regulations section for borrowing details. These books are pasted with a green colour label towards the bottom of the book spine.

4.2 Reference Collection.

The lending section accommodates the "**reference collection**" section too, these books are either in great demand or very expensive. These books are issued on short- a term for a single overnight on weekdays or one full day on weekends. Please refer the loan regulation section for borrowing details. This collection is divided into two subsections.

- Permanent Reference Collection

  These books are pasted with a red colour label towards the bottom of the book spine.

- Overnight Reference Collection

  These books are pasted with a yellow colour label towards the bottom of the book spine.

4.3 Periodicals Collection

This collection contains both the current and back issues of periodicals, indexing and journals, the library receives over 30 titles of current periodicals on subscriptions. If you cannot locate the issue you need, please ask library staff for assistance. Photocopying, Scanning and colour printing facilities are also available within the library, for concessionary rates.

4.4 Design Standards

Sri Lanka Standards (SLSI), AASHTO standards and British Standards (BS) are available only for reference. Design standards are not allowed for photocopying, imaging and scanning.

4.5 Theses and Dissertations

The library holds copies of all higher degree theses and dissertations completed by member and students of the institution. All dissertations are listed in the catalogue under the subject matter of the thesis and dissertations. This collection is kept under the reference section and is available only for reference.

Members who complete a thesis or a dissertation as part of their professional carrier are kindly request to provide the library with two copies of same.

4.6 Sri Lanka Association of the Institution of Civil Engineers

This collection holds materials of the Sri Lanka Association of the Institution Of civil engineers (UK) and all of the materials available for the reference.

4.7 Archival Collection

All materials such as handbooks, by-laws, conference proceedings, prospectus maps etc. published by the IESL are available for reference only.

4.8. Sri Lankan collection

Books published in Sri Lanka which is available in this collection can be used.

5 Facilities

5.1 WIFI facility

All members have this free WIFI facility only within the library premises.

5.2 Internet Facility

Computers with internet facility are available for the benefit of all library users.

5.3 Photocopying and Scanning services

Services of photocopying and scanning are available within the library from 8.30 am - 5.00 pm, on weekdays and on Saturdays.

5.4 Study Room

The library is provided with a study/discussion room and this facility is only available for fellow and corporate members of IESL. For reservation contact the staff at the issuing desk.

6. Cancellation of Library Membership

Membership of all categories of members will get automatically terminated, upon non – payment of annual membership subscription on time. In the case of membership of students, termination will occur based on LDC recommendations resulted due to:

    i.   Leaving the Institution without completing the course she/he had registered.

    ii.   To disciplinary action taken by the Institution on the recommendations of the LDC.

    iii.   Transferring your barcoded-ID card to a third party.

7. Subject Index

All library resources had been classified in accordance with the Universal Decimal Classification (UDC). Table 03 provides the subject and classification numbers.

Table 03: Index

Subject	Classification Number
Accountancy	657
Accounting systems	657.4
Agricultural Hydraulics	626.8
Agricultural operations	631.5
Agriculture	631
Air and space vehicle Engineering	629.7
Algebra	512
Analysis	517
Analysis	517
Animal husbandry and breeding	636
Applied Science, Medicine, Technology	6
Architecture	72
Artificial Intelligence	004.8
Astronomy	52
Biographies	929
Bridge construction	624.21

Building construction	69
Building materials and components	691
Chemical Technology	66
Civil and Structural Engineering	624
Communication and control	007
Computer Architecture	004.2
Computer Hardware	004.3
Computer Networks	004.7
Computer Science	004
Cybernetics	621.391
Dams, Hydraulic power	627.8
Data	004.6
Demography	314
Distribution and regulation of electric energy	621.316
Earth Science, Geological Science	55
Economics	330
Economics of energy	620.9
Education	370
Electric machines	621.313
Electrical Engineering	621.3
Electrical Engineering	621.3
Electrical measurement	621.317
Electricity, Magnetism, Electromagnetism	537

Electronics, Electronic devices Electron tubes	621.38
Electronics, Electronic devices Electron tubes	621.38
Engineering, Technology	62
English Language	811.111
Fluid Mechanics	532
Fluids handling	621.6
Food	641
Foundation Engineering	624.15
Fundamental and general Considerations of Mathematics	510
Furniture and household fitting	645
General Mechanics	531
Generalities	001
Generation	621.31
Geodesy	528
Geography	913
Geography and History	9
Geometry	514
Geotechnics, Soil mechanics	624.13
Glass Industry, Ceramics	666
Heat engines	621.4
Heat Engines, Steam Engines	621.1

Heat, Thermodynamics	536
Heating, ventilation and air conditioning of buildings	697
Highways, Roads	625.7
History	93/94
Human-Computer Interaction	004.5
Human Resource Management	658.3
Hydraulic Engineering	626
Hydrosphere	556
Indoor climate, ventilation	628.8
Installations in buildings	696
Land transport	625
Land use	711.14
Land vehicle Engineering	629.3
Language and Literature	8
Law	340
Library Administration	025
Literature	82
Machine elements	621.81
Machinery and tools, Refrigeration	621.5
Management	005
Management	658
Marine Engineering	629.5
Marketing	658.8

Masonry and building crafts	693
Masonry structures	624.012
Materials Testing	620.1
Mathematics	5
Mathematics	51
Mechanical Engineering	621
Mechanical Engineering theory	621.01
Mechanical technology	621.7
Metal structures	624.014
Metallurgy	669
Mining	622
Motive power Engineering	621.8
Nanotechnology	620.3
Natural inland waters	627.1
Nonliterary representations	912
Palaeontology	56
Pavements	625.8
Philosophy	1
Philosophy of Mind	13
Physical planning	711
Physics	53
Pipe fitter's trade	696.1
Population: movement, densities	711.13

Ports	627.2
Power Generation and supply	621.311
Precision mechanisms and instruments	681
Project Management	658.5
Psychology	159
Public relations	659
Rail vehicle Engineering	629.4
Railways	625.1
Raw Materials	620.21
Reinforced concrete structures	624.012.45
Rhetoric	808
Rural Engineering	631.6
Sewage	628.3
Site and plant construction	624.05
Social Sciences	3
Software	004.4
Structural Designs	624.04
Structural parts and elements of buildings	692
Substructures	624.1
Technique of electric waves Oscillations Pulses	621.37
Telecommunication	654
Telegraphy	621.39

The Arts	7
The home, The dwelling	643
Thermodynamics, Energetics	536.7
Town planning	711.4
Trades and crafts	67
Transmission of electric energy	621.315
Transport and postal services	656
Transport vehicle Engineering	629
Vibrations, Acoustics	534
Water supply	628.1
Water treatment	628.16
Water, Sanitation,	628

8. Library Contacts

Address: Prof. EOE Perera Resources Center,
The institution of Engineers, Sri Lanka -
IESL, 120/15, Wijerama Mawatha,
Colombo 07.

Library Staff: Assistant Librarian: Ms Priyadarshani
Library Assistant: Mr Nishantha

E-mail **:** library@iesl.lk
OPAC **:** http://74.208.213.243
Digital Library **:** http://iesl.lk/Digital-Library
Telephone **:** 0112698426 Ext. 225