



WELCOME TO YOUR LIBRARY



A.P.I.I.T
S R I L A N K A



WELCOME

APIIT Library is a gateway to a comprehensive collection of resources to support teaching and learning. We at the APIIT library provide innovative services empowered by technology. The topmost priority of our library is to help students, researchers, and staff to use our rich information collections and tools.



WE ARE NOT JUST ONE BUT A GROUP OF LIBRARIES

“THE APIIT LIBRARY”

Main Library @ City Campus Premises

Law Library @ Access Towers

Kandy Library @ APIIT Kandy

LIBRARY OPENING HOURS

MAIN LIBRARY

Monday to Friday: 8.30 am to 6.00 pm

Saturday: 8.30 am to 5.00 pm

LAW LIBRARY

Monday to Friday: 8.30 am to 6.00 pm

Saturday: 8.30 am to 5.00 pm

KANDY LIBRARY

Monday to Friday: 8.30 am to 5.30 pm

Saturday: 8.30 am to 1.00 pm

Please note that all the libraries will be closed during,

- Sundays
- Public Holidays
- Mercantile holidays

MEMBERSHIP

Library membership is granted to **all students** (full-time and part-time) who have paid their registration fee, course fee together with the non-refundable library fee. Library membership is not transferable.

DIGITAL LIBRARY

You can visit library.apiit.lk and receive a digital library experience. You can access, the online library catalogue, [Library user guides](#), [*Staffordshire University e-resources](#), and many more resources through this link. Use your APIIT LMS credentials to access your online library account. Reservations for books, renewal of books and requests for new books can be done through your online library account.

* Not applicable for Foundation students.

LIBRARY CARD

Your **Student ID** is your Library Membership Card. A member should not allow his/her Student ID Card to be used by another individual. Library and Administrative staff must be notified if a Student ID Card is lost or stolen. A member will be fully responsible for any consequences of the loss of a library membership card.



NEED
TO
KNOW

NEED TO RESERVE A BOOK?

Reservations for up to 3 books which are on loan can be placed via Library OPAC (library.apiit.lk).

When a book is available, you will receive a notification email and be given three days to borrow it. Failure to do so will result in the reservation being cancelled.

To open the User Guide 

BOOK LOAN

Students must produce their **library membership card** at the library counter to borrow a book.

Students cannot borrow the same book on the day that the book is returned. Instead another copy can be borrowed if available.

Any attempt to borrow books with another member's card will result in the **card being confiscated** and disciplinary action being taken.

Group Type	Loan Limit	Loan Period		Renewal Period
Undergraduate & Foundation	2 Lending Books *1 General Reading 1 CD/ Periodical	Yellow Tagged books 7 days Yellow Tagged book 7 days CD/Periodical 7 days	7 days 7 days 7 days	1 renewal (for 7 days) 2 renewals (for 7 days) 1 renewal (for 7 days)
Postgraduate	5 Books 1 CD/ Periodical	Yellow tagged books 7 days Silver tagged books 14 days CD/Periodical 7 days	7 days 14 days 7 days	1 renewal (for 7 days) 1 renewal (for 7 days) 1 renewal (for 7 days)
NCUK Foundation	2 Lending Books *1 General Reading 1 CD/ Periodical	Yellow Tagged book 7 days Yellow Tagged book 7 days CD/Periodical 7 days	7 days 7 days 7 days	1 renewal (for 7 days) 2 renewals (for 7 days) 1 renewal (for 7 days)

Lending Policy

* General Reading books have the option of 2 renewals. All member categories are given the opportunity to borrow 3 general reading books at a time, if they are not borrowing other materials.

BOOK RENEWAL

Renewal is permitted online, provided there are no reservations for the item being renewed. Renewal via telephone or email is not possible. Please refer to the lending policy for more details.

Note: Problems encountered while trying to renew books must be reported immediately to the library staff by email with a screen print of the issue for reference.

To open the User Guide [CLICK HERE](#)



**NEED TO
RENEW/RETURN
A BOOK?**

BOOK RETURN

Books to be returned must be handed over to the staff member at library counter. It is advised not to leave books on the counter without informing the staff.

Make sure to return or renew books on or before the due date (Stamped in red on stamp sheet).

A member's account will be suspended if the borrowed books are not returned or renewed by the due date.

FINE FREE

No Overdue Fines! Charges for lost or damaged items still apply.

However, all borrowed library items **must be renewed or returned** to the library counter, in good condition, on the due date. Failure to do so will result in suspending your library account immediately.

You will receive email notifications on the due dates.

OVERDUE POLICY

- Exceeding 3 overdue days will make the account suspend for a week.
- Exceeding 5 overdue days will extend the suspension by an additional week.
- Exceeding 21 overdue days will make the borrowed item considered a lost item and the suspension will remain till the dues are settled.



You will earn points every time you return books on time and will lose points, each time you exceed the due date. So, maintain a clean library account to get rewarded.



REWARDING SCHEME

BEST RESPONSIBLE LIBRARY USER

at the end of each year

criteria – user with the highest reward points.

BEST LIBRARY USER

at the end of each year

criteria – user with the highest number of circulation of library materials.

To be eligible, maintaining a clean library profile is all you need to do!

We encourage you to use the SCANNING service rather than PRINTING or PHOTO COPYING

Think Before You Print



CHARGES

Photocopy*	Single side	5/=
	Double side	10/=
Scanning	Free	

*Photocopying facility available only @ City Campus & Access Towers, subject to Copyright law

WE
OFFER...

STUDENT COMPUTERS

@ **CITY CAMPUS**
Printing enabled
computers available

(Obtain your printed
material from the IT
department)

Use your LMS login
credentials and log in to
these computers to do
your work.

Forgot to bring
your Laptop?



DISCUSSION ROOMS

(Only available @ City Library)



Three discussion rooms are
available for group work.
Reservations can be made at
the Library counter by
submitting your group
member's Student IDs.

NO food/drinks

3 MEMBERS
minimum

rules and regulations



LIBRARY ZONES



Group Study



Individual study

Newspaper reading

Leisure Space with beanbags



SELECTIVE DISSEMINATION OF INFORMATION (SDI)

We keep you informed of new resources on specified topics. Your requests, can be sent to library@apiit.lk and we'll get back to you at our earliest.

FINAL YEAR PROJECTS (FYP)

The library also maintains an online catalogue of Final Year Student Projects submitted as a partial requirement of the degree programmes. The projects of students who obtained First-Class grades for the project are made available in digital format for reference.

NEED TO
ASSIST YOU
IN
RESEARCH?



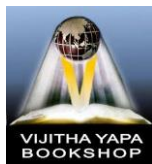
OFF-CAMPUS SERVICES

NEED TO BUY YOUR OWN COPY?

A discount on academic books from our suppliers can be arranged at your request.

* You have to produce your Student ID to the vendor

10%
Discount



STAFFORDSHIRE UNIVERSITY

Access to Staffordshire University Online Resources [CLICK HERE](#)

Access to Electronic Databases including E-Books, E-Journals, E-Conference Proceedings, Learning support tools (Videos, Articles)

You will receive credentials to your APIIT email in order to log in to your Staffordshire University account, upon completion of the registration process

Software available for download [CLICK HERE](#)

SPSS/ Sophos Antivirus

ONLINE RESOURCES

[Local web portals](#)

[International links- Law](#)

[Open access resources](#)

[Open source applications](#)

DON'T FORGET TO



TREAT THE BOOKS AND OTHER MATERIAL WITH CARE AND RESPECT ALWAYS



RETURN BOOKS ON TIME, REMEMBER THERE ARE OTHER USERS!



YOU ARE REQUIRED TO PAY FOR THE COSTS OF LOST OR DAMAGED LIBRARY MATERIAL



TAKING AN UNBORROWED BOOK OUTSIDE THE LIBRARY WILL LEAD TO SUSPENSION OF LIBRARY FACILITIES FOR A WEEK



NO FOOD/DRINKS ALLOWED INSIDE THE LIBRARY



THIS IS A QUIET ZONE: PLEASE KEEP YOUR MOBILES SWITCHED OFF



PLEASE PRODUCE YOUR STUDENT ID TO BORROW STATIONARY FROM THE LIBRARY



PLEASE DO NOT DISTURB OTHER LIBRARY USERS



What if I can't find the book I need?

Please refer to the Shelf Guides and notices provided within the library in order to locate reading material. Should you need assistance with any aspect of library use, please contact the library staff on duty.

What if I lose a book?

Inform the Librarian **IMMEDIATELY!** The borrower is required to pay the cost of replacement.

How can I request a book?

If you feel that a book is important for your studies, and is not available in the library, you could make a request through our Online Public Access Catalogue(OPAC). If it is relevant to your study programme we will take all efforts to acquire the book for you.

How to access Staffordshire University e-resources?

Login credentials are sent to you by email at the start of your course. Login through office 365 with the credentials given and go to, <https://libguides.staffs.ac.uk/libraryresources> and search.

To open the guide,


[CLICK HERE](#)

 library@apiit.lk

 **Main Library**
0117675127-128-129

Law Library
0117675214-215

Kandy Library
0817818105

 library.apiit.lk

 **APIIT Library - Sri Lanka**

 **APIIT Library**

 **Main Library**
No 388, Union Place, Colombo 2

Law Library
No 278, Union Place, Colombo 2

Kandy Library
No 542, Peradeniya Road, Kandy



HELP & SUPPORT