



Open University

LIBRARY HANDBOOK
2023



The Open University of Sri Lanka, Nawala, Nugegoda, Sri Lanka

Open Minds
OUSL Library Handbook

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Library,
The Open University of Sri Lanka,
P.O. Box 21,
Nawala,
Nugegoda.

Web : <https://lib.ou.lk>
OPAC : <https://search.lib.ou.ac.lk>
Repository : <https://repository.lib.ou.ac.lk>

Opening Hours

Main Library

Monday to Sunday

Except on full moon Poya days & University holidays

General Opening Hours

8.30 am – 4.15 pm weekdays

8.30 am – 6.00 pm weekends

Virtual Resources Center

9.00 am – 4.00 pm

Audio Visual Resources
Center

9.00 am – 4.00 pm

Inquiry Desk

9.00 am – 6.00 pm

Regional Centers

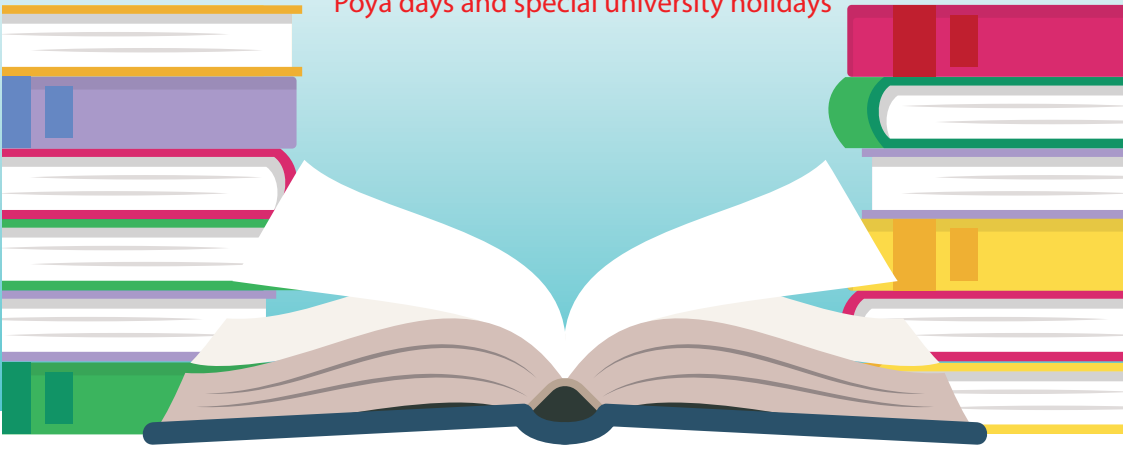
Matara Regional centre library- Monday to Sunday, 8.30 am to 4.15 pm

Kandy, Kurunegala, Anuradhapura Regional centre libraries
Tuesday to Sunday- 8.30 am to 4.15 pm

Jaffna, Rathnapura, Badulla Regional Centre libraries
Tuesday to Saturday- 8.30 am to 4.15 pm

Batticaloa Regional Centre library
Tuesday to Saturday- 9.00 am to 4.30 pm

All the Regional Center Libraries are closed in
Poya days and special university holidays





Vision

Open University of Sri Lanka

“To be the premier Open and Distance Learning institution in Asia through excellence, efficiency and equity in lifelong learning.”

Mission

Open University of Sri Lanka

“To enhance access to high quality, affordable and relevant education through Open Distance Education and ensure life-long learning opportunities to face challenges in a knowledge society.”

Vision (Our Library)

Our vision is to be the leading provider of information and library resources for empowerment of open and distance learners and to establish a knowledge culture.

Mission (Our Library)

Our mission is to ensure,

- ★ 24 hours access to information required by the distance learners and educators.
- ★ Building up a knowledge base basically upon faculty recommendations.
- ★ Processing and compiling the information on knowledge resources for easy access using modern ICTs.
- ★ Disseminating relevant information to facilitate the teaching and learning process.

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WHO? WE ARE !

The Open University of Sri Lanka(OUSL) library system is different from a conventional library system in its scope of services and physical distribution. Although the library was set up initially to support academic staff in their teaching and research activities, later boundaries of the library have been gradually expanded to accommodate students as well as a main learning support service provider for the distance learners.

The library promotes open learning culture through specialized facilities provided in the library such as past question paper collection, course material collection, audio-visual learning materials collection and through the virtual library access with remote library services. It also provides facilities for knowledge exchange and scholarly communication by providing discussion facilities in the library. However, the serious learners have been provided facilities to do individual and more absorbed learning.

Establishment of the Open University of Sri Lanka

The Open University of Sri Lanka was first established under the Universities Act No.16 of 1978. The University commenced its operations by incorporating the External Services Agency (ESA) and the Sri Lanka Institute of Distance Education (SLIDE). The OUSL was ceremonially inaugurated by His Excellency the President of the democratic socialist republic of Sri Lanka on 19th June, 1980, and became fully operational on 22nd July, 1980.

FIRST STEPS OF OUSL LIBRARY

The OUSL Library was originally started by amalgamating two library collections donated from ESA of the University of Colombo and the SLIDE in 1980. In 1995 a new library building was completed and the library was shifted to the new premises where it is housed at present.

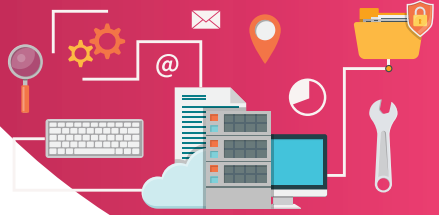


The OUSL library from its inception planned to be a regionally distributed library system. At first the public library system was used as the study facility for the remote learners of OUSL. The National Library Services Board (NLSB) had agreed to act as the coordinator to liaison with public libraries to provide reading facilities to the distance students scattered island wide.

Colombo Regional Centre library of the OUSL was opened in 1983 in a building belonging to the Sri Lanka Technical College, Colombo 10, where the Science Faculty was located initially. During the same year a specialized law collection was started with the collection of law reports donated by a leading lawyer.

The first Audio Visual Unit was initiated with a collection of 558 slides produced by OUSL experts with the assistance of UNESCO in 1982. Some courses were also prepared in cassette format to be delivered to the regional and other centres. By 1984 the total number of slide titles produced at OUSL was 2343.

OUSL LIBRARY SYSTEM



OUSL Library network consists of Main University Library at Nawala and 08 Regional Centre libraries.

Main Library

Main Library of the Open University of Sri Lanka is situated in the main campus at Nawala, Nugegoda. Shortest path to reach the OUSL Library is from the Narahenpita entrance. The main library currently houses around 140,000 materials for lending and reference.

The circulation counter, inquiries counter, virtual resource centre, reference section, legal collection, science and technology collection, past papers collection, staff research area, reading rooms, photocopying area, digitization project and the binding division are housed in the ground floor.

The mezzanine floor is allocated for the audio visual collection and its viewing facility. Left side of the second floor is consisted of Social Science and languages collection, scholarly journals, magazines collection and annual reports collection. The Librarian's office, Acquisitions division and book processing division, are positioned on the right side of the second floor.

The Library has provided a reading room outside of the library for the registered users where they have the liberty of using their own study materials for learning tasks.

REGIONAL CENTRE LIBRARIES

Regional Centre libraries at Kandy, Matara, Jaffna, Anuradhapura, Batticaloa, Badulla, Kurunegala and Ratnapura caters to the student population registered with each centre.

Kandy Regional Centre Library (KRC)

KRC occupies a newly refurbished premises with modern amenities facing scenic beauty.

The new library houses relevant reading materials and a Virtual Resource Centre, an Audio Visual viewing facility, lending and reference facilities and a periodicals division.

Matara Regional Centre Library (MRC)

MRC library is situated within the Regional Centre at a separate wing in Nupe, Matara and it consists of lending and reference collections, course materials collection, past question papers collection and other reading materials. The library has an Audio Visual unit where viewing facility of audio visuals is available, virtual resource centre and a photocopying facility is also available within the library.

Jaffna Regional Library (JRC)

Jaffna Regional Centre Library is housed within the JRC. It consists of books, past papers, course materials and other reading materials and provides reference service for the library users. The centre is situated at Browns Road, Kokuwil, Jaffna.

Anuradhapura Regional Centre Library (ARC)

ARC library consists of books, study texts, course materials, other reading materials and also audio visuals. Reference service, the lending service and the photocopying facility are available within the library. It is situated at Jayanthi Mawatha, Anuradhapura.

Batticaloa Regional Centre Library (BRC)

BRC is situated at No. 23, New Road, Batticaloa and the library provides reference services and photocopying facility for the library users. Library holds books, course materials, study texts and past question papers for reference purpose.

Badulla Regional Library (BaRC)

Badulla Regional Centre is located in a scenic area in the centre of the town. The library has a collection of around three thousand study materials recommended by the academic staff of the OUSL. Books are only for reference.

Kurunegala Regional Library (KuRC)

Kurunegala Regional Centre library is situated in a quiet surrounding in the Kurunegala district. The library contains more than three thousand study materials, including books, periodicals, course materials etc. for lending and reference purposes.

Ratnapura Regional Library (RaRC)

Ratnapura Study Center was upgraded recently to a Regional centre. Its library is the latest addition to the OUSL library network and consists of books, course materials and other reading materials only for the reference purpose.



OUSL LIBRARY MEMBERSHIP

Membership Categories

There are mainly four membership categories that are active at the OUSL Library.

1. Staff Members
2. Registered Students
3. Special Categories - Institutional Membership
4. Researchers – Day Membership

STAFF MEMBERSHIPS

Library membership is open to all categories of permanent academic staff members of the OUSL, retired academic staff members, academic support staff, administrative and non academic staff.

Entitlement of Books for Borrowing - Staff Categories

Staff Category	No.of Books	Duration
Academic staff (permanent)	10	03 Months
Temp. Academic Staff, Administrative Staff	06	03 Month
Non-academic Staff	03	03 Weeks
Technical Officers/ Visiting Staff, Consultants & Senior Staff Assistants	04	01 Month
Retired OUSL Academic Staff	02	02 Weeks
Council Members	06	01 Month

Consultants/Visiting Lecturers, retired academics who are seeking library membership should make a refundable deposit to the shroff counter (see section on Membership rates) and the receipt to be submitted to the membership counter along with the duly completed membership form.

REGISTERED STUDENTS

Registered students of the OUSL automatically become members of the OUSL library and are entitled to all the ground facilities such as reference, photocopying, inquiry service, virtual library access, e-resource access etc. However, the book borrowing facility is open only to the students of level III and above. Eligible students who want to use the borrowing facility, should enroll as a borrowing member after making a refundable deposit to the shroff counter and submitting the receipt along with the following documents and a duly completed membership form to the membership counter at the library:

- The student record book
- The original receipt of the membership fee paid to the shroff counter.
- National Identity Card
- Recent photograph (passport size)

(Students can obtain the membership deposit payment form by producing their students record book at the library counter or by visiting the library website)

The Membership Counter is located at the ground floor of the library (Tel: 011 2881002)

Entitlement of Books for Borrowing – Students

Student Category	No.of Books	Duration
Undergraduate students	02	02 Weeks
Postgraduate students	02	02 Weeks

The refundable deposit could be claimed back by the students by producing the original receipt issued by the shroff, along with a letter addressed to the Librarian, on completion of the course they registered for, or on the termination of the studentship. All the borrowed library materials should be returned before claiming.

Membership Rates

Following are the rates applicable in obtaining the library membership. Please note that these deposits are refundable.

Undergraduates - Level III and above	Rs. 500.00
Post graduate students	Rs. 5,000.00
Visiting academic staff /consultants Council members	Rs. 2,000.00
Retired OUSL academic staff	Rs. 5,000.00

Non refundable deposits

Day membership	Rs. 100.00 per day
Institutional membership	Rs. 10,000.00 per annum

Non-OUSL researchers are also allowed to use the main library or regional centre libraries for academic, project and research purposes by obtaining the approval from the librarian with a payment of Rs.100.00 per day.

INFORMATION RESOURCES & COLLECTIONS



The library has a collection of books, journals and multimedia resources at the central library and at regional libraries. Main library holds approximately 140,000 learning materials spanning around a variety of subject areas. The library subscribes to around 30 foreign and local journal titles. Most of the materials procured for the library are recommendations of the academic staff.

BOOK COLLECTION

Main book collection of the library is divided into following sections;

- Lending collection
- Permanent reference collection
- Reference collection
- Sri Lanka collection / Rare collection
- Legal collection & law reports
- Fiction collection

Lending collection

The lending collection consists of a comprehensive subject coverage to cater to the learning needs of the staff and students of the university. The specialty of the collection is its richness with the direct relevancy to the courses taught in study

programs. The students are geared by the faculty to use them in support of their learning process as the university encourages Resource Based Learning.

Permanent reference collection (PR)

The PR section is a comprehensive collection of general and subject specific encyclopaedias, subject glossaries, dictionaries, manuals, handbooks etc. These materials are meant for reference only and books are labeled 'PR' in red colour are not allowed to be borrowed.

Reference collection (R)

Reference collection includes recommended texts that are highly expensive or in limited number of copies in the library for reference or essential materials used by staff or by students for teaching and learning or when a material is out of print. Books in this collection can be borrowed for overnight reference. The books are labeled with 'R' in red colour and are shelved with other books in the lending collection.

Sri Lanka & Rare collection (SL)

The Sri Lanka and the rare book collection contain books and pamphlets dating from the 18th century to the 20th century. Approximately 1000 volumes represent a wide range of subjects in all areas of the humanities and natural sciences. The Sri Lanka collection and the rare book collection provide resources to students and academics of the OUSL and visiting scholars with books and other documents on Sri Lankan history, anthropology, art and culture.

The collection also consists of special book collections on distance education which includes latest books, reports, journals, theses and AV materials.

Legal collection & Law reports

The law collection in the library consists of essential study texts required for the legal studies and research. The present stock stands at over 10,000 volumes, including the New Law Reports (NLR), the Sri Lanka Law Reports (SLLR), Bills, Acts, Legislative Enactments (LE), Subject Dictionaries, Parliamentary Publications, Subject Encyclopaedias, Bibliographies, Periodicals, Indexes, and Digests. NLR, SLLR and LE are available on digital formats as well. This comprehensive collection is housed at the Ground Floor of the Main Library.

Fiction collection

The fiction collection is located in the ground floor of the library.

Theses collection

OUSL library has a good collection of theses in various fields of research and also in distance education from undergraduate to PhD level. The collection is available on Closed Access (available on request) and issued for reference under the supervision of library staff for a limited duration to avoid possible copyright violations and plagiarism. The users require to contact Inquiries Counter at the ground floor for accessing Theses.

Online access:

<http://lib.ou.ac.lk> | <http://pqp.ou.ac.lk> | <http://repository.ou.ac.lk>

<p style="text-align: center;">PAST QUESTION PAPERS (PQP)</p> <p style="text-align: center;"><small>You can use Wildcard(*) or other search operators(AND/OR/NOT)for the searching. For an example: if you use "PS" as search term, the system will result: papers which have the word beginning with letters: PS. (PSF1305/ PSE1305..etc).</small></p> <p style="text-align: center;"><small>Education(Edu) Collection Engineering Technologies(Techno) Collection Health Science Collection Humanities and Social Sciences(HSS) Collection Natural Sciences Collection</small></p> <p><input type="text" value="You can use Wildcard(*) or Course code (Eg. PSF1305/ PSE1305..etc)"/> <input type="button" value="SEARCH"/></p>
<p style="text-align: center;">OUSL DIGITAL REPOSITORY</p> <p style="text-align: center;"><small>The archive consists of OUSL Journal, postgraduate theses, the staff members' research and supportive study materials of all the faculties and the post graduate courses</small></p> <p style="text-align: center;"><small>OUSL Academic Research OUSL Annual Academic Sessions OUSL Journal OUSL Journal of Engineering and Technology (JET) VISTAS Journal Theses The University Reports SL Journal of Management Studies</small></p> <p><input type="text" value="Search by Key word / Title / Author etc."/> <input type="button" value="SEARCH"/></p>

Periodical/Journal collection

The library has over 30 journal titles in printed and online formats, which are available for reference, with the facility of obtaining photocopies of articles, downloading e-copies or requesting e-copies through Document Delivery Service of the library. The core journals are recommendations of the faculties.

The library maintains a collection of bound volumes of core journals. It contains over 2000 bound volumes with an annual addition of about 30 volumes.

The collection is arranged in the alphabetical order of the title, for the convenience of the user and housed in both ground and first floors. All current periodicals including annual reports newsletters, magazines and institutional publications, are kept on display separately as local and foreign and also in the alphabetical order.

ODL journals

The OUSL library subscribes to a few important refereed journals on open and distance learning(ODL). The titles subscribed are:

- Distance Education
- Open Learning
- American Journal of Distance Education

For more details : 011 2881342

Course material collection

Course books are written by the eminent ODL scholars in different subject areas as an essential requirement of open learning. Copies of all course materials produced by the faculties are available at the Main Library and Regional Centre Libraries.

Audio Visual Resources

The audio and video materials (A/V) form an important part of the multi media study package offered by the OUSL. The A/V study materials that are scripted and directed by the OUSL academics and produced by the Centre for Educational Technology and Media(CETMe) of the OUSL, are very popular among the teachers and students.

A/V collection is fairly large and consists of educational programmes, both in analog and digital formats such as audio cassettes, video cassettes and CD/DVD formats.

All registered students from foundation level to postgraduate level are eligible to use A/V viewing facility. Borrowing facilities are limited only to academic staff and inter library loan facilities are available for outside libraries after clarifying the nature of use.

These materials are carefully planned to integrate with the printed course materials and the curriculum. Sometimes they are components of a course or a module, and act as a supporting material for a lesson.

The collection is highly used by the academic staff for their day schools and the group viewing facility is also sort after. It is also

highly used by the students in accomplishing the learning tasks including assignments and projects. The group viewing facility can accommodate upto a maximum of 40 viewers at the main library.



Please call 0112 88 1063 for group viewing appointments



FACILITIES TO USERS

The OU library staff is happy to help you to access the library and other electronic databases, locate library materials, find information within and outside the library and searching the Internet. The library had been operating through a Library management software since 1988.

Automated Library System

The essential functions of the main library were automated to enhance its efficiency in handling user focused services and ensure its productivity at the back end technical work. The automated library system supports the following functions:

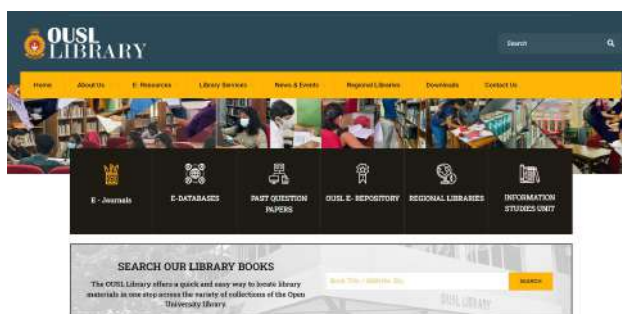
- Material ordering & acquisition process
- Library Catalogue with Web display facility
- Journal Catalogue and holdings display
- Information Searching

- Bar-coded circulation facility with reservations
- Compiling current awareness products
- Selective Dissemination of Information services
- Other technical functions

Resources that are available for lending and membership cards are bar-coded to enable the readers to interact with the circulation counters efficiently.

To search the library website: <http://lib.ou.ac.lk>

OUSL library website



The OUSL library website provides access to a wide array of resources, services, links and information such as:

- Online Public Access Catalogue (OPAC)
- E- Books
- E- Journals
- E- databases
- Past Question Papers
- Thesis abstracts
- Publications of OUSL staff
- Request articles online (Document delivery service)
- Request books online (Inter library loan service)
- Online registration for library workshops
- Online help or inquiry service
- Links to free resources and useful websites

OU-OPAC (Online Public Access Catalogue)

Accessing bibliographic data of reading materials in the library is provided through the Online Catalogue. Resources in the library, can be searched under the author, title, subject keywords and ISBN and also by other search terms like the publisher, year of publication and a combination of subjects and other terms.

User can request assistance from the Library counter for searching OPAC and e-journal databases.

OU-OPAC: <http://search.lib.ou.ac.lk>

Past Question Papers (PQP) Archive

The library maintains a past question paper collection at the ground floor. Due to the increased daily demand for past questions papers, action was taken to digitize them, and to make them available on the web.

The question papers can be downloaded from the OUSL PQP repository in PDF format (web-link, <http://pqp.ou.ac.lk>). Over 10,000 PQPs are now online. More papers will be added as and when the library receives them from the examinations department of the OUSL.

Electronic databases

E-Resources are provided for the members of the library through the library web page.

The library provides access to rich collection of e-journals through 04 mega databases namely Emerald, Jstor, Oxford and Law-Lanka database.

All the university subscribed e-resources such as e-databases, e-books and e-journals can be accessed from the university computers. Remote access facility is provided through VPN and shibboleth facility to access them from your computers. All the instructions on using the VPN and Shibboleth facility is available on the library website (<http://lib.ou.ac.lk/index.html>)

Any problems faced in accessing these databases can be informed to the VRC or Reader Services staff.

Online help service

A user can ask for help from “online inquiry service” to obtain literature and related information for teaching, learning and for research. Click on Contact Us Online Form in the website.

please inquire at 0112 881002

Our Hotline 071 63 68232

Borrowing Facilities

The main library has automated its material circulation system using a Library Management Software. It allows obtaining up-to-date information on the books borrowed by any reader and his account indicates the status of personal borrowings.

Books can be borrowed from 8.30 am to 6.00 pm. The books that are not on permanent reference can only be borrowed. Permanent reference books and special materials can be borrowed only by the academic staff for overnight reference, after obtaining



Book reserving facility

Reservation facility is available for any registered member. You may request the library staff to reserve books. A student can reserve only one book at a time. A reserved book may be retained for 02 days for the member who reserved it, and will get cancelled automatically by the system. After 02 days the title reserved will be open for another member to borrow.

User obligation on borrowed books

It is expected from all categories of users to use the reading materials with care and fairness, as these facilities should equally be shared by all OUSL users. It is also important to remember that the library materials are acquired to the library upon recommendation of the teachers of the OUSL and may be available only in few copies.

Therefore the library is bound to protect the right of fair access to the materials by all users.

- A reader should refrain from defacing, misplacing or hiding books deliberately.
- A book cannot be renewed when it is on request and reserved by another reader. It is the borrower's responsibility to ensure that loans are returned or renewed on time.
- If a Membership Card is lost the student should inform the library immediately to prevent misuse of the membership card.
- The University will refrain from awarding the certificate or may be excluded from graduation ceremony if the dues are not settled to the library.

Fines for overdue books

- If a book is not returned on the due date, a fine will be charged from the member. Fine for an item is **Rs.10.00** per day and, further loans will not be possible while a book is overdue or a fine is pending.
- If the book is lost, cost of the book plus departmental charges will be levied from the borrower. The borrower also can replace the lost book with acceptable conditions and in such an event only the fine will be charged for the overdue duration.

Punishable offences relating to borrowed books

- Detaching of pages from library materials, scribbling on them or mutilation of pages or content.
- The deliberate misfiling or hiding of books, theft of books and other materials from the library.

The librarian will report to the Vice-Chancellor/Deans regarding any person/s who violate the library culture. Such a person will be regarded as a black listed user.

Photocopying facility

Photocopying and printout services are available at the main library and only the photocopying service is available at regional centre libraries at the following nominal rates:

Photocopy	Rate	Printouts	Rate
A4 size one side	Rs. 9.00	Black & White, A4 size one side	Rs. 12.00
A4 size both sides	Rs. 11.00	Black & White, A4 size both sides	Rs. 13.00

Color Printout Price vary with the color combinations

It should be noted that the photocopy facility is available for the users to copy materials only from within the library.

Skills development programmes

The library offers a series of end-user training programmes/workshops on information, literacy skills, reading skills, internet skills, learning skills, Research skills etc. These programmes are scheduled periodically and also can be arranged for small groups on request. If you have interest in any of the workshops offered by the Library, you need to fill the form available at the counter or register through Library website using <http://lib.ou.ac.lk/workshops>

Please contact : **011 2881342 / 011 2881009**



Enjoy Open Library Services
lib.ou.ac.lk





SPECIAL LEARNING SPACES

Staff Research Area

Library has allocated a well-equipped room dedicated for the OUSL academic staff to carry out their academic work at leisure.

Audio Visual Resource Centres (AVRC)

The audio visual facilities are available not only at the Main Library but also at Regional Centre libraries. The main library provides facilities for individual listening/ viewing facilities and group viewing facilities. The users are advised to inform the library staff in advance, when they need to use the facility for group viewing.

Virtual Resource Center (VRC)

The VRC provides computers with internet facility, for the purpose of facilitating access to e-resources for learning and research.



OUR LIBRARY SERVICES TO USERS

Inquiry service and search assistance

OUSL library operates a user dedicated “Inquiry Desk” located closer to the circulation counter for the convenience of users, from 8.30 am. to 4.00 pm.

It is comfortable for both inquirer and the staff if the online ‘Inquiry Form’ which is available in the library web is filled. The details of the query are helpful to handle it accurately and may be helpful for handling future queries.

Users also can request books and articles by submitting relevant online forms available in the library website.

Forward your academic queries to:

Tel: **011 2881002**

Ext: **502/342**

Email : inquiries-lib@ou.ac.lk

Reference Interviews

This is a special service started for users who need assistance in conducting their literature surveys for different levels of research.

Document Delivery Services (DD Service)

Document delivery service aims at supplying the journal articles for academic and research purposes. Users can forward their request via the online form (request articles) or sending the key bibliographic details through email.

Inquiries email - inquiries-lib@ou.ac.lk

CURRENT AWARENESS SERVICES

New Arrivals list

The library compiles a New Arrivals List monthly and makes it available through the website. One could access information on new acquisitions through these lists. An index on Open and Distance Learning (ODL) is also available in print format as well as through the library website.

Orientation Programmes

Orientation programmes are usually arranged by the faculties. This includes library tours, explanation of services offered by the library, distribution of library brochures and video screening on its resource, services and facilities.

BOOK CLASSIFICATION SYSTEM



The Classification system used in the library is the Dewey Decimal Classification (DDC) which is used in libraries world wide. The system is a method for placing books on library shelves giving a specific location to every material for easy tracking and to return it to its specified place.

The system is made up of ten main classes and each divided into ten subcategories and each subdivision has further divided in to another 10 classes, forming 999 classes.

NUMBERING SYSTEM USED FOR SHELVING

The ten main classes

- 0 Computer science, information & general
- 100 Philosophy & psychology
- 200 Religion
- 300 Social sciences
- 400 Language
- 500 Science
- 600 Technology
- 700 Arts & recreation
- 800 Literature
- 900 History & geography

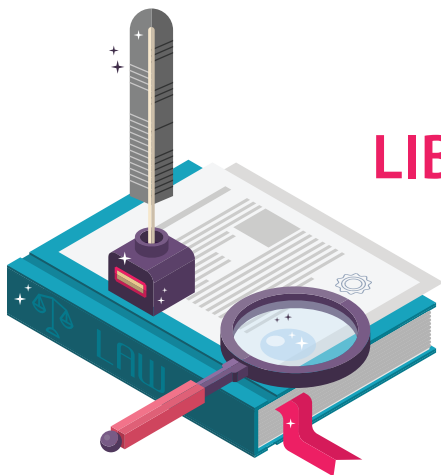
The hundred divisions (10 main classes are divided in to hundred divisions)

- 0 Computer science, knowledge & systems
- 10 Bibliographies
- 20 Library & information sciences
- 30 Encyclopedias & books of facts
- 40 [Unassigned]
- 50 Magazines, journals & serials
- 60 Associations, organizations & museums
- 70 News media, journalism & publishing
- 80 Quotations
- 90 Manuscripts & rare books
- 100 Philosophy
- 110 Metaphysics
- 120 Epistemology

130	Parapsychology & occultism
140	Philosophical schools of thought
150	Psychology
160	Logic
170	Ethics
180	Ancient, medieval & eastern philosophy
190	Modern western philosophy
200	Religion
210	Philosophy & theory of religion
220	The Bible
230	Christianity & Christian theology
240	Christian practice & observance
250	Christian pastoral practice & religion
260	Christian organization, society & worship
270	History of Christianity
280	Christian denominations
290	Other religions
300	Social sciences, sociology & anthropology
310	Statistics
320	Political science
330	Economics
340	Law
350	Public administration & military science
360	Social problems & social services
370	Education
380	Commerce, communctn. & transportation
390	Customs, etiquette & folklore
400	Language
410	Linguistics
420	English & Old English languages
430	German & related languages
440	French & related languages
450	Italian, Romanian & related languages

460	Spanish & Portuguese languages
470	Latin & Italic languages
480	Classical & modern Greek languages
490	Other languages
500	Science
510	Mathematics
520	Astronomy
530	Physics
540	Chemistry
550	Earth sciences & geology
560	Fossils & prehistoric life
570	Life sciences; biology
580	Plants (Botany)
590	Animals (Zoology)
600	Technology
610	Medicine & health
620	Engineering
630	Agriculture
640	Home & family management
650	Management & public relations
660	Chemical engineering
670	Manufacturing
680	Manufacture for specific uses
690	Building & construction
700	Arts
710	Landscaping & area planning
720	Architecture
730	Sculpture, ceramics & metalwork
740	Drawing & decorative arts
750	Painting
760	Graphic arts
770	Photography & computer art
780	Music

790	Sports, games & entertainment
800	Literature, rhetoric & criticism
810	American literature in English
820	English & Old English literatures
830	German & related literatures
840	French & related literatures
850	Italian, Romanian & related literatures
860	Spanish & Portuguese literatures
870	Latin & Italic literatures
880	Classical & modern Greek literatures
890	Other literatures
900	History
910	Geography & travel
920	Biography & genealogy
930	History of ancient world (to ca. 499)
940	History of Europe
950	History of Asia
960	History of Africa
970	History of North America
980	History of South America
990	History of other areas



LIBRARY RULES & REGULATIONS

- Student record book must be produced for inspection at the entrance
- Books and other materials that belong to the library could only be brought into the library.
- Brief cases, attaché cases, files, umbrellas, hats, water bottles, etc. are not permitted within the library. They may be kept in the cloak room at the entrance to the library.
- Silence should be observed in all parts of the library.
- Cellular /Mobile phones should be switched off within the library premises.
- The conduct of users should not be disturbing the learning environment of the library and should refrain from any action that could embarrass the other users.
- Smoking and consumption of food or drink are forbidden in the library.
- When taking photocopies the pages should not be folded and use the form provided to indicate pages to be photocopied.

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