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 **Saegis Campus Library**

Saegis Campus maintains a well-equipped library with a prolific collection of books, magazines, articles, fictions, E books, CDs, and DVDs on Management, Finance, Marketing, Human Resource Management, Information Technology, Economics and Languages. The resources are available as hard copies (over 1200 books) and e-books (over1500 resources).

The resources available are accessible under two sections:

1. Lending Section

2. Reference Section

Lending Section:

One Lending book can be borrowed for two weeks period at a time. If the book is not reserved can be renewed for further period.

Reference Section:

Reference section comprises of Permanent Reference Materials and Scheduled Reference Materials. Permanent Reference Materials must be referred in the library. Scheduled Reference Materials/ Books are available on demand. The resources are available to be used in the library and if necessary, can be borrowed for one day only. Furthermore, the students also have access to CD collection, daily newspapers, and weekend newspapers at the library.

**E-Library at Saegis**

Saegis Campus has initiated the concept of e-library with the vision of providing students an opportunity to access the e-version of various books (over 1500 resources) via http://library.saegis.edu.lk/

The registered students of Saegis Campus can access well-known Koha Library Management System.

The Saegis Campus has partnership with world renowned Canterbury Christ Church University – UK (CCCU) and those students who are enrolled for CCCU programmes can have access to the e-library of CCCU via

https://ulms.ent.sirsidynix.net.uk/client/en\_GB/CCCU

All Saegis students have been given the opportunity to access e-version of google books. (Over 200 resource). Recommended books are downloaded to the google library and students can access various titles as and when references are required for their assignments, projects, examinations and reports.

https://books.google.com/books?uid=106177985546821273132

**Saegis Library Rules and Regulations**

**1** **Membership Procedure and Opening Hours**

1. All Saegis Campus students who are duly registered for Programme of Study not less than six months duration shall have access to the library **free of charge.**
2. Library Membership Forms can be obtained from the library counter.
3. Library will be kept open every day from 8.00 am to 5.00 pm. It will be closed on Poya days and Mercantile Holidays.

**2 Library Usage / Lending Period and Returning Procedures**

1. Books in the Lending Section can be taken for two weeks and if the book is not reserved can be extended for further period. Library materials overdue charges will be imposed on late returns. (Rs 20/- per day))
2. Books in the Permanent Reference Section are not available for lending.
3. Books in the Scheduled Reference Section are issued only for 24 hours, if not returned on the following day, a fine will be imposed. (Rs 50) per day.)
4. Permanent Reference books and periodicals will be issued only for photocopying. Max periods of 2 Hours
5. Renewal of borrowings and reservation facilities are available.
6. Books should not be disfigured or scribbled by readers. If any marks are already in the book, readers should point them out to the librarian. In the absence of such a report, the book issued will be considered a perfect copy.
7. Borrowers are responsible for the prompt return in good condition of all materials borrowed. The penalty for a damaged book is the full cost of its replacement plus a fine.
8. Every student is required to return all borrowed library books at the completion of studentship.

**3** **General Library Rules**

1. Students should produce their ID card whenever they enter the library or asked or while in the library.
2. Students are not permitted to bring food and drinks or any other personal belonging in to the library.
3. Valuable items such as cash or jewellery should not be kept in the baggage counters. Library staff will not be responsible for loss of such materials.
4. Readers are not allowed to hold discussions in the library.
5. Library seats are not allowed to be reserved.
6. Students should turn off their mobile phones while they are inside the library.
7. All students must adhere to the Rules & Regulations of Saegis Campus in general and the library rules and regulations in particular.

8. All students should be properly attired when they enter the library.

**4** **Library Contact Information**

Librarian: Indika Perera

E-Mail: library.saegis@gmail.com

Tel: 0117430000 Ext. 817

Library

Sagis Campus

No 135, S. De. S Jayasinghe Mawatha

Nugegoda