

THE LIBRARY

General Sir John Kotelawala
Defence University
Rathmalana.



Introduction

General Sir John Kotelawala Defence University Library is an integral part of the professional development of all its users, and it supports the University to achieve its vision. The prime role of the library network is to provide a suitable environment and to facilitate a variety of resources in multiple formats which enhance teaching, learning and research activities of the university.

KDU library network consists of Main Library, Southern Campus Library and Faculty libraries of FOM and FAHS and caters to over 3500 readers including both students and the staff of the university. It provides library clients with quality services and access to information, in a learning environment which provides equitable access to the library services for all clients.

Library Collection

The Kotelawala Defence University Library provides access to a comprehensive collection of books, periodicals, Audio Visual materials and electronic databases which cover a wide range of academic disciplines taught in the University. The library also adds 1000 to 1500 materials annually to its total collection. At present, the total collection encompasses over 27000 reading materials.

Library Membership

Open to all registered students of KDU, academic staff, administrative staff, non-academic staff and non-commissioned military officers of KDU.

Library facilities for other institutional users are also available on a payment basis.

Borrowing Facilities

Borrowing facilities are available for following user categories.

KDU Staff (Civil/Military)

Category	Entitled facilities (Borrowing and Extensions)
KDU Academic staff (Civil/Military)	8 books and 1 CD/DVD for 3 months (maximum 3 extensions, once for one month)
KDU Administrative staff (Civil/Military)	2 books and 1 CD/DVD for 1 month (maximum 2 extensions, once for 2 weeks)
Non-academic staff (Civil) Non-commissioned military officers	2 books for two weeks (maximum 2 weeks, Once for 2 weeks)

KDU Students

Category	Reference facility	Lending facility	Entitled facilities
Cadets/Military officers (Internal Degree Programs)	Free	Free	3 books for 2 weeks (Extension, Once for 2 weeks only)
Day Scholars	Non-refundable deposit of Rs. 2000	Refundable deposit of Rs. 2000/- per card	3 books for 2 weeks (Extension, Once for 2 weeks only)
Post Graduate Students	Non-refundable deposit of Rs. 1000	Refundable deposit of Rs. 2000/- per cards	2 books for 01 month (Extension, Once for 2 weeks only)
Students register for Short Courses (only for local officers)	For 3 months - Rs.300, For 6 months - Rs.600, For 9 months - Rs.900, For 1 year -Rs.1000		No
Foreign Officers	Free	Refundable deposit of Rs. 2000/- per cards	2 books for 01 month (Extension, Once for 2 weeks only)

Policy on overdue books and lost books

Books not returned on due date will be categorized as overdue books. Fines will be calculated as per the following table.

Users	Fine per day (Rs.) Lending	Fine per day (Rs.) Overnight reference
All KDU Staff (Civil/Military)	Rs.10.00	Rs.20.00
FGS Students	Rs.10.00	Rs.20.00
Undergraduates		
Officer Cadets and Day scholars	Rs.5.00	Rs.10.00
Commissioned officers		
Foreign Diploma students	Rs.10.00	Rs.20.00

- After three months the above fines will be double up to another 3 months, if the book is not returned after 6 months fine will be triple.

If the book is lost;

- Borrower has to replace the same book and pay the fine up to the date which new book is submitted to the library.
- If the borrower is not replacing the book he/she has to pay the fine due up to the date lost reported plus 200% of the original cost of the book.

Special Services to Academic Staff and Research Students

- Inter Library Loan Service (ILL)
- Document Delivery Service (DD Service)
- Provision of selected articles and other information upon request (SDI service)
- Circulation of Content pages (CAS)

Contact: 011-2622995/411,
E-mail: lib_inquiries@kdu.ac.lk

Access to E- Resources

The KDU library subscribes to following Research databases and other e-resources. User name and password can be obtained at the library counter. Readers may only use the full-text resources for their own studies and research.



HEDBIB

(International Bibliographic Database on Higher Education)



Online Public Access Catalogue (OPAC)

OPAC is the main Bibliographical tool which describes the resources available at the library. It's the main gateway to access the library collection. Readers can search library resources through the OPAC from a KDU library website.



Book Reserving & Renewal Facility

Reserving facility & Renewal facility are available for any registered members of the library.

- Reservation can be done at the circulation counter by providing library membership card.
- Renewals can be done by sending their request to the following e-mail address.

E-mail: lib_inquiries@kdu.ac.lk

Photocopying Facilities

Photocopies of library materials can be done at the library counter.

Paper size	Single side (Rs.)	Double Side (Rs.)
A4	2.00	3.00
B4	2.25	3.25
A3	4.00	6.00

User Awareness and Training Programs

To make the library users aware of the library services and to teach basic library skills, the KDU library is offering the following activities/services to its users.

Organizing basic library orientation / awareness programs/lectures on accessing e-resources.

KDU Library Website

<http://www.kdu.ac.lk/library>

The website assists the user;

- To access the information service
- To save time
- To access e-resources
- KDU Library Catalogue (OPAC)

The site directs the user to both printed and electronic resources in the library.

Opening Hours

Library	Opening Hours		
	Weekdays (Monday to Friday)	Saturday	Sundays & Public Holidays
Main Library	0800hrs to 1800 hrs	0900 hrs.to 1645 hrs	Closed
FOM Library	0800hrs to 1800 hrs	Closed	Closed
FAHS Library	0800hrs to 1600 hrs	Closed	Closed

For inquiries, please contact;

TP: 94 11 2632431 (Librarian)

94 11 2622995, 94 11 2632028/414 (Counter)

E-mail: library_kdu@yahoo.com, library@kdu.ac.lk