

# **THE MEDICAL LIBRARY**

## **STUDENT HANDBOOK**

### **2025**



Faculty of Medicine  
University of Kelaniya

## **MEDICAL LIBRARY - UNIVERSITY OF KELANIYA**

The Medical Library,  
Faculty of Medicine,  
University of Kelaniya,  
P O Box 6, Talagolla Road,  
Rajamma.

**Telephone:** Hotline: 011-2961000, 011-2961154, 011-2961147

Extensions: 154 - Senior Asst. Librarian

147 - Library General

145 - Asst. Librarian/Periodicals

**Fax** : 011- 2958337 - Attn. Senior Asst. Librarian

**Email** : libmed@kln.ac.lk

**Web** : <http://medicine.kln.ac.lk/units/library/>

## **HOURS OF OPENING**

### **Lending / Reference Section:**

Weekdays: 8.30 a.m. - 6.45 p.m.

Saturdays: 8.30 a.m. - 6.00 p.m.

### **Periodicals Section:**

Weekdays: 8.30 a.m. - 4.00 p.m.

**Library will remain closed on Sundays and Public Holidays.**

Any changes of opening hours will be notified on the library notice board.

## LIBRARY STAFF

Senior Asst. Librarian (I) : **Dr. (Ms.) M.P.L.R. Marasinghe**  
Head, Medical Library BSc. (*Kel'ya*), MLS (*Colombo*), PhD. (*Kel'ya*), SLLA (*CM*)  
(*Kel'ya*), MLS(*Colombo*), PhD.(*Kel'ya*), SLLA (*CM*)

Library Staff Assistants : **Ms. D. G. L. Kanthilatha**  
Senior Staff Assistants (Library Services)

**H. A. A. Pushpakumara**  
Senior Staff Assistants (Library Services)

**Ms. H. A. W. D. P. Siriwardhana**  
Library Information Assistant

**Mr. J. P. G. N. Karunasena**  
Library Information Assistant

Library Attendants : **Ms. J. R. M. J. Kulathilaka**  
**Ms. D. M. Weerasekera**  
**Ms. T. M. C. S. K. Thennakoon**

## **Welcome to the Medical Library, University of Kelaniya**

The library is used by all of you. We expect your fullest cooperation and support in order to provide a good service for you. This brief guide provides some important information about the library. It will help for new users to find the way round the library.

If you need any help please do not hesitate to ask.

We will be happy to help you.

We wish you ***Good Luck*** in your studies

**Library Staff**  
**Medical Library**  
**University of Kelaniya**

## Introduction



### Medical Library Building

The Medical Library of the University of Kelaniya was established in 1991, based on the foundation laid by the library of the North Colombo Medical College (*NCMC*). The Library's main objective is to fulfill the information needs of academic staff and students of the Faculty of Medicine by providing information resources required for the educational and research programmes of the faculty.

### Organization of the Library

The library occupies the total floor area of the first floor of the Library Building (A22). This floor consists of the Lending and Reference book collections, Main Reading Area, Periodicals Section, Main Issue Desk, Library Office, Photocopy Room, Discussion Room, Senior Assistant Librarian's Room and the Bindery. The Main Reading Area provides reading facilities for hundred students.

## Organization of the Book Collection

The book collection of the library on medical and related topics including books on Speech and Language Therapy, and Occupational Therapy exceeds 16,000 volumes. This collection is divided to **four** main categories.

### 1. Schedule Reference (Overnight Reference) Books

All student textbooks and monographs with blue colour **SR Labels** on spine belong to this category. These books are lent for overnight reference only.

### 2. Reference Books

All books with red colour **PR labels** on spine belong to this category. These books are lent only for permanent academic staff members.

### 3. Permanent Reference Books

Ready Reference Sources such as **Dictionaries, Glossaries**, books available in **Sri Lanka Collection** and some student textbooks and monographs are kept as permanent reference books. A **red colour tape** is pasted on book spine in addition to the **PR label** for easy identification. No library member is allowed to borrow these books.

### 4. Lending Books

All books with **white colour class mark label** on spine belong to this category. Any library member is allowed to borrow these books.

**Different colour class mark labels are used to identify the following categories of books.**

1. MCQ'S on medical subjects - Green
2. Lecture Notes on medical subjects - Blue
3. Medical Atlases – Pink

**In addition, different colour code tapes and labels are used to identify the following special collections.**

1. Ready Reference Collection,- (**Red + Orange tapes**)
2. Sri Lanka Collection - (**SLC label+ Red + Blue tapes**)
3. Bibliographies and Indexes - (**Red + Green tapes**)-Periodicals Section
4. WHO Collection - (**Yellow Class mark labels**)-Periodicals Section
5. Speech & Hearing Sciences - (**Orange Class mark labels-DSU**)
6. Occupational Therapy- ( **Light green Class mark labels-OTC**)

**Different colour codes are also used to identify course materials of each course module.**

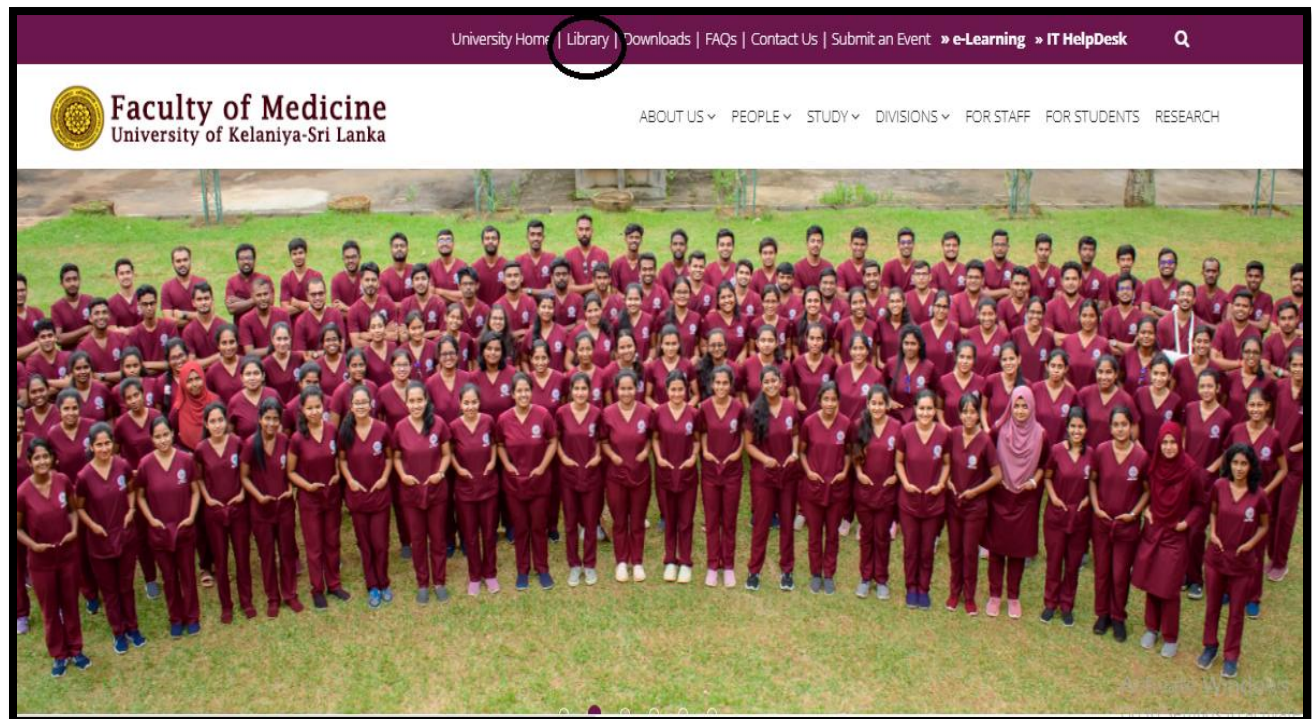
## **Novels Collection**

The library has a small collection of Sinhala Fictions &

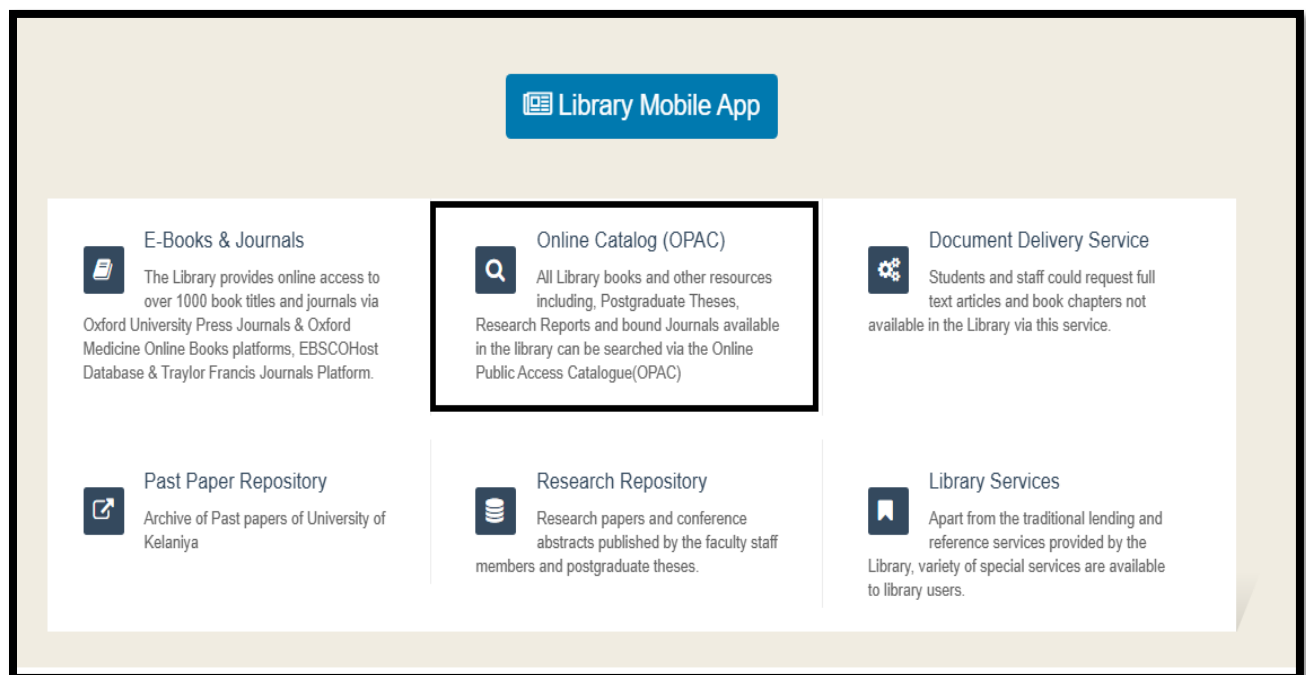
## **Accessing the Library Catalogue**

An Online catalogue is available to find books and other library resources available in the library. To access the catalogue, visit the Library home page via the faculty website.

## Go to faculty website and click on the Library Menu



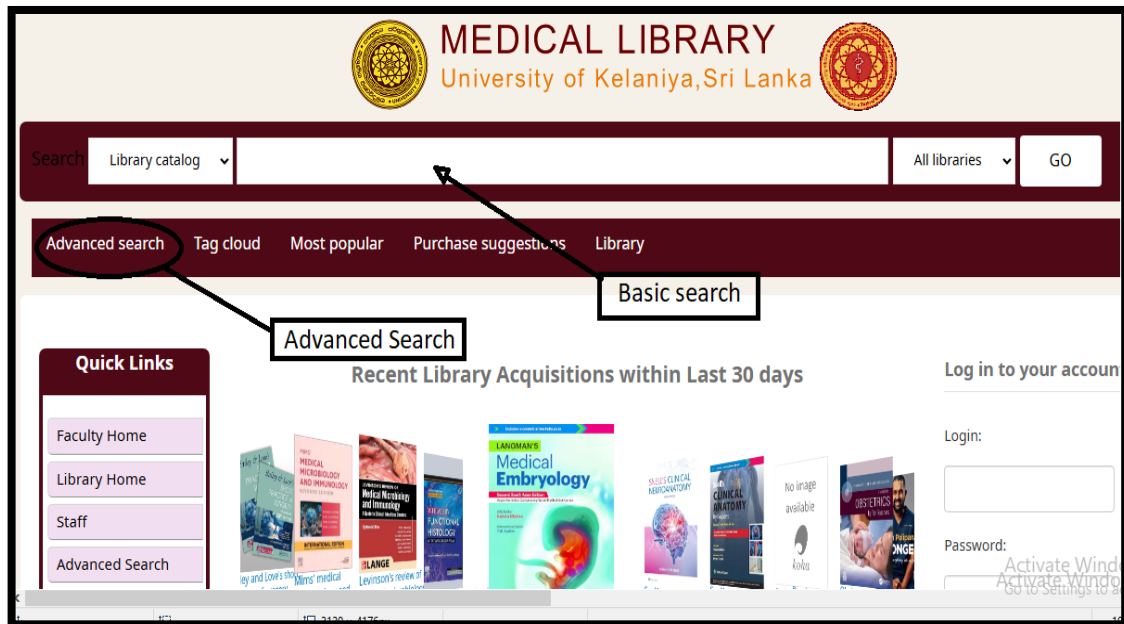
## Click Online Public Access Catalogue (OPAC) link



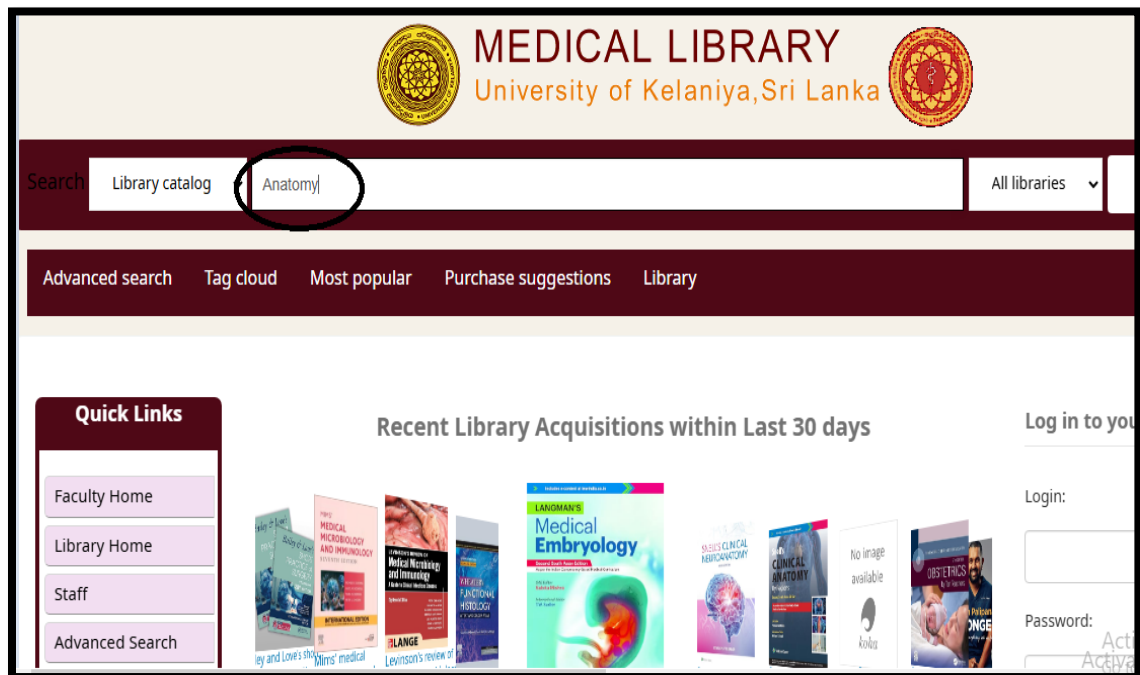


## Search a Book using OPAC

You can either select basic search option for quick searches or advanced search option for comprehensive searches



## Basic Search Option



Type the search term “*Anatomy*” in the box and click **Go**.

## List of all books and other library materials on Anatomy will be displayed you within a second.

You can limit your search results by authors, category of books (eg: Lending, Reference etc.) and many other options. By clicking the displayed titles you can see the status of the book (eg: number of items available to borrow, Books currently on loans etc.)

The screenshot displays the Medical Library website interface. At the top, the header includes the University of Kelaniya logo and the text "MEDICAL LIBRARY University of Kelaniya, Sri Lanka". Below the header is a search bar with the text "Search Library catalog Anatomy" and a "GO" button. A navigation bar below the search bar contains links: "Advanced search", "Tag cloud", "Most popular", "Purchase suggestions", and "Library".

The main content area shows the search results. On the left, there is a "Refine your search" sidebar with sections for "Availability" (Limit to currently available items), "Authors" (listing Abrahams, Peter H., Agur, Anne M. R., Chandrupatla, Mrudul..., Chaurasia, B. D., Dalley II, Arthur F., and a "Show more" link), and "Collections".

The main search results area displays "Your search returned 319 results." with a pagination bar showing numbers 1 through 10, "Next >", and "Last >". A "Relevance" button is also present. Below the pagination bar, there are buttons for "UNHIGHLIGHT", "Select all", "Clear all", "Select titles to:", "Add to...", "SAVE", and "PLACE HOLD".

The first search result is listed as "1." and features a book cover for "Core anatomy for students" by Dean, Christopher | Pegington, John. The details provided for this book are: Material type: Text; Format: print; Literary form: Not fiction; Language: English Language; Publisher: London WB Saunders Company Limited 1996 1996; Availability: ITEMS AVAILABLE FOR LOAN: [CALL NUMBER: 611 DEA] (1). The book is also associated with the "GREENLAND LANGUAGE THERAPY COLLECTION CALL NUMBER: 611 DEA".

## Advanced Search Option



Select Advanced search option

The screenshot shows the Medical Library homepage of the University of Kelaniya, Sri Lanka. The header includes the university's name and two circular logos. Below the header is a search bar with a dropdown menu set to 'Library catalog' and a 'GO' button. A navigation bar contains links: 'Advanced search' (circled), 'Tag cloud', 'Most popular', 'Purchase suggestions', and 'Library'. On the left, a 'Quick Links' sidebar lists: Faculty Home, Library Home, Staff, Advanced Search, E-Journals Access, and E-Repository. The main content area features 'Recent Library Acquisitions within Last 30 days' with a row of book covers including 'Bailey and Lovesley', 'Langman's medical embryology', and 'Clinical Anatomy'. On the right, there is a login section with fields for 'Login:' and 'Password:', and a 'LOG IN' button.

Type “author” surname in box 1 and “keyword” in box 2. Use drop down arrow to change the search tag to “author” or “keyword”.

The screenshot shows the 'Advanced search' interface. It features a 'Search for:' section with two rows of search fields. The first row has a dropdown menu set to 'Author' (circled) and a text box containing 'Ellis' (circled). The second row has a dropdown menu set to 'Keyword' (circled) and a text box containing 'Anatomy' (circled). Between the rows are 'and' and 'or' dropdown menus. To the right of the text boxes are '[+] [-]' expand/collapse buttons. At the bottom are three buttons: 'SEARCH' (green), 'FEWER OPTIONS', and 'NEW SEARCH'.

Anatomy books by author “Ellis” will be displayed

**MEDICAL LIBRARY**  
University of Kelaniya, Sri Lanka

Advanced searchTag cloudMost popularPurchase suggestionsLibrary

Search for:

Author

Ellis

and

Keyword

Anatomy

[+] [-]

and


Keyword


[+] [-]

SEARCHFEWER OPTIONSNEW SEARCH

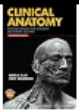
UNHIGHLIGHT | Select all Clear all | Select titles to: Add to... SAVE PLACE HOLD


9.



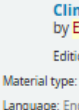
**Clinical anatomy applied anatomy for students and junior doctors**  
by Ellis, Harold | Mahadevan, Vishy.  
Edition: 13th ed.  
Material type:  Text; Format: print; Literary form: Not fiction  
Language: English Language  
Publisher: Chichester Wiley-Blackwell 2013 2013  
Availability: **ITEMS AVAILABLE FOR LOAN:** [CALL NUMBER: 611 ELL] (9). *Checked out (5).*  
Collection(s): **TEXTBOOKS & MONOGRAPHS** CALL NUMBER: 611 ELL.  
★★★★★  
PLACE HOLD ADD TO CART


10.



**Clinical anatomy applied anatomy for students and junior doctors**  
by Ellis, Harold | Mahadevan, Vishy.  
Edition: 14th ed.  
Material type:  Text; Format: print; Literary form: Not fiction  
Language: English Language  
Publisher: Chichester Wiley Blackwell 2019 2019  
Availability: **ITEMS AVAILABLE FOR LOAN:** [CALL NUMBER: 611 ELL] (12). **ITEMS AVAILABLE FOR REFERENCE:** NOT FOR LOAN [CALL NUMBER: 611 ELL] (2). *Checked out (1).*  
Collection(s): **TEXTBOOKS & MONOGRAPHS** CALL NUMBER: 611 ELL.  
★★★★★  
PLACE HOLD ADD TO CART

11.



**Clinical anatomy**  
by Ellis, Harold.  
Edition: 8th ed.  
Material type:  Text; Format: print; Literary form: Not fiction  
Language: English Language

## Status of the Book

This book title is available to you as Permanent Reference (PR) and Schedule Reference.

**Clinical anatomy applied anatomy for students and junior doctors**  
By: [Ellis, Harold](#)  
Contributor(s): [Mahadevan, Vishy](#)  
Material type: Text  
Language: English Language  
Publisher: Chichester: [Wiley Blackwell](#) 2019 2019  
Edition: 14th ed  
Description: xii, 468p. ill. (some col.) 24 cm  
ISBN: 9781119325536  
Subject(s): [ANATOMY](#)  
Genre/Form: [Anatomy-Textbooks](#)  
DDC classification: 611  
Tags from this library: No tags from this library for this title. [Log in to add tags.](#)  
Average rating: 0.0 (0 votes)

Holdings (15) Comments (0)

Item type	Current location	Collection	Call number	Status	Date due	Barcode	Item holds
Permanent Reference Materials	The Library Main section 2	Textbooks & Monographs	611 ELL (Browse shelf)	Not for loan		208151	
Permanent Reference Materials	The Library Main section 2	Textbooks & Monographs	611 ELL (Browse shelf)	Not for loan		207912	
Schedule Reference Materials	The Library Main section 2	Textbooks & Monographs	611 ELL (Browse shelf)	AVAILABLE		208154	
Schedule Reference Materials	The Library Main section 2	Textbooks & Monographs	611 ELL (Browse shelf)	AVAILABLE		208155	

## Shelf Arrangement of Books

Books are arranged on shelves according to a classification number that is given on spine label of each book

Each subject has a specific classification number that is taken from DDC (Dewey Decimal Classification Scheme). All medical disciplines are classified within the range of 610 and 620.

**Some commonly used classification numbers are given at the end of this guide. It will help you to find the location of a subject of your interest.**

## Periodicals Collection: Organization

All bound and unbound copies of journals are available in the Periodicals Section (Room A22-103). Journals are arranged alphabetically on shelves while current issues are displayed separately. Newsletters, Sri Lanka Journals and WHO publications are also kept in separate locations of the Periodicals Section.

## Library Membership

Any internal student of this faculty is eligible to be a library member. They can obtain the membership on production of their **University Identity Card**. All new students on arrival at the faculty should proceed for library registration at the orientation programme. The Library membership is valid only for the current academic year and should renew at the beginning of each academic year if you wish to continue your borrowing facility.

## Book Borrowing Procedure

All students **must produce** their **Barcoded University Identity Cards** to the Main Issue Desk when use borrowing facility. This facility will be extended only to students who have renewed their membership for the current academic year. The Issue Desk Staff will stamp the **due date** on date label and issue the book. In the new automated library system, borrower will be provided the facility to login the user account to check their borrowing status.

### Loan Categories

The library provides three loan categories for students.

#### 1. Lending Books

Books with **only class mark labels** on spine are issued for **two weeks**.

#### 2. Fiction & Religion Books

Books in Fiction Collection and Religion Books are issued for **one Month**.

#### 3. Schedule Reference Books

Books with blue colour SR labels on spine are issued for **overnight and weekend use**. These books are issued after 12.00 p.m. on each day and should be returned on the following day.

## Renewal of Library Materials

One renewal is allowed, only for Lending items, which do not have any reservations. Renewals should be done before the item is overdue. Renewals may be done by physical return or by online through the OPAC.

## Reservation of Library Materials

All the library borrowers have the reservation privileges and allow to reserve maximum two items online after logging to the OPAC. Use ***Pace Hold option*** in OPAC for reservations.

## **Damage & Lost Library Materials**

Borrower is responsible for all library materials borrowed from the library until returned. Borrower should report the Issue Desk Staff, if any damage to books noticed before borrowing. In the absence of such reports, the book will be presumed to be in good condition when loaned and the borrower will be held responsible and fined for any damages observed at the time of the books are returned. Lost books should immediately report to the Library Issue Desk. Fine charges will be added to the replacement costs, if not reported early.

## **Cost of Replacement**

The borrower will be liable to pay the cost of replacement of the item either damaged or lost, according to the Cost Recovery Policy of the University Library. The Library charges the replacement costs (three times of the value of the book) for lost books and any items that are returned in a severely damaged condition. The borrower could replace the lost item with a new one (same or latest edition). However, additional charges such as due fines should be paid

## **Overdue Books & Fines**

All users are sent overdue notices for borrowed items, which are generated by the **Automated Library System** on the first working day after the due date by an email (kmedlib@gmail.com). Borrowers are responsible to check their student email account. A fine will be charged for books that are not returned on the due date stamped on the date label of books. If the borrowed item is not returned to the library and the item continues to be overdue, it will be treated as lost item.

## **Fine rates are as follows.**

<b>Lending Books:</b>	Rs. 2.00 per day
<b>Reference Books:</b>	Rs. 5.00 per day
<b>Fiction:</b>	Rs. 2.00 per day

Library Fines should be paid to the Shroff Counter of the Accounts Branch. In the New Automated Library System, you are allowed to borrow books until due fines reach Rs. 100.00 limit.

## **Photocopying Facilities**

Photocopying facilities are provided to copy library materials that are not allowed to check out from the library such as permanent reference books, journal articles and past examination papers.

## **Library Clearance Certificate**

The **Library Clearance Certificate** will be issued only to students who returned library books and settled any charges created for overdue books, damaged or lost during the borrowing period. The Registrar's Office will issue the **Library Clearance Form** with the admission card for the Final MBBS. Final examination results will be withheld for students who fail to produce the Library Clearance Certificate.

## **General Rules for Library Users**

- Readers must always carry identification cards and produce them for inspection if required.
- Strict silence should be observed in all parts of the library. Group discussions are not permitted inside the Main reading area of the Library.
- No bags, brief or attache-cases, books, files, bundle of notes or writing papers, umbrellas, etc. should be brought in to the library.
- Mobile phones should be kept switched off or in silent mode.
- All readers leaving the library in possession of books or papers must show them to the security officer at the entrance.
- It is an offence to take a library book out without properly borrowing it.
- Readers should not attempt to replace any books on the shelves when browsing, but should hand them to a member of the library staff or leave them on the tables.
- Smoking and consumption of food or drink is forbidden in the library.
- Damage or defacement of library materials by marking erasure or mutilation is strictly forbidden.

**Any disorderly or improper conduct or breach of regulations will render the reader or borrower concerned liable to suspension from the use of the library.**



## **SOME USEFUL CLASSIFICATION NUMBERS**

### **ANATOMY-611**

**BACTERIOLOGY - 616.014**

**BIOCHEMISTRY- 612.015**

**CARDIOLOGY -616.12**

**CLINICAL CHEMISTRY - 616.0756**

**CLINICAL MEDICINE-616**

**COMMUNITY MEDICINE -614.44**

**DERMATOLOGY-616.5**

**DIAGNOSIS -616.075**

**EMBRYOLOGY -612.64**

**ENDOCRINOLOGY- 616.4**

**ENT-617.51**

**EPIDEMIOLOGY-614.4**

**FAMILY MEDICINE-610**

**FORENSIC MEDICINE - 614.1**

**GYNAECOLOGY-618.1**

**HAEMATOLOGY-616.15**

**HISTOLOGY-611.018**

**HISTOPATHOLOGY - 611.018**

**IMMUNOLOGY-616.079**

**INFECTIOUS DISEASES - 616.9**

**LEGAL MEDICINE-614.1**

**MEDICAL GENETICS - 616.042**

**MEDICAL STATISTICS - 610.021**

### **MEDICINE -616**

**MICROBIOLOGY-616.01**

**NEUROANATOMY - 611.8**

**NEUROLOGY-616.8**

**NUTRITION -613.2**

**OBSTETRICS -618.2**

**OPHTHALMOLOGY - 617.7**

**ORTHOPAEDICS -617.3**

**PAEDIATRICS-618.92**

**PARASITOLOGY-616.96**

**PATHOLOGY-616.07**

**PHARMACOLOGY-615.1**

**PHYSIOLOGY-612**

**POPULATION -304.6**

**PSYCHIATRY-616.89**

**PSYCHOLOGY-150**

**PUBLIC HEALTH -614.44**

**RADIOLOGY-616.0757**

**RESPIRATORY DISEASES- 616.2**

**SURGERY-617**

**TOXICOLOGY-615.9**

**TROPICAL MEDICINE - 616.9883**

**VENEREAL DISEASES - 616.951**

**VIROLOGY-616.0194**

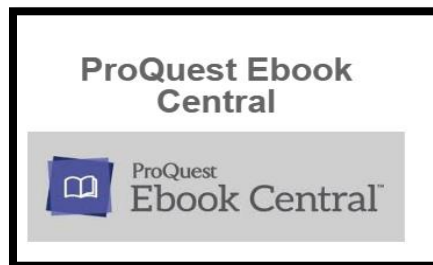
## **E Books and Journals Available via the Library Website**

The Library provides remote access to 30 Key Medical, Speech & Hearing Sciences and Occupational Therapy e- textbooks and 16 specialized e-books via ProQuest EBook Central and Oxford Medicine Online. In addition, library subscribes to full text medical e-journals and eBooks in EBSCOhost databases , Rserach4Life platform and JSTOR.

### **Oxford Medicine Online**



### **ProQuest EBook Central**



### **EBSCOhost**

EBSCOhost

