

POLICY OF THE LIBRARY SYSTEM – RAJARATA UNIVERSITY OF SRI LANKA

01. Borrowers are responsible for library materials checked out to them until they are returned to the library.
02. The library is automated with a computer- based circulation system. Therefore:
 - a. The total responsibility of personal library account should be taken by the user and the library will no longer be responsible for any complaints made after activating individual user accounts.
 - b. The responsibility of checking and updating library accounts rest with the user.
 - c. User must report any abuse or anonymous issuing of library materials on their account within 7 days of such misuse. The library will not be responsible for such misuse if complaints are not made within this time period.
 - d. If there is any error in your library account you should inform to the library within 07 days.
 - e. Users are responsible for the passwords of their user accounts.
 - f. Library privileges are not transferable. Library accounts can only be used by the person named in the accounts.
03. Materials must be returned or the users can self- renew library materials (lending) one time more, before the return date.
04. Users must return all borrowed library material before the resign /retire/release obtain long term leave from the Rajarata University of Sri Lanka. (Academic/Executive/non Academic /Student)
05. According to university rules and regulations, you will be charged for lost, damaged or unreturned material.
06. Abuse of library rules and regulations may result in the loss of library privileges as a whole.
07. Users must abide by the library rules and regulations passed by the Library committee, Senate and the Council of the Rajarata University of Sri Lanka.

