



# ***LIBRARY USERS' GUIDE***

*Protect it ..... Improve it ..... Pass it on.....*

*Library  
University of Jaffna  
Jaffna, Sri Lanka*

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# **The Library**

## **Vision**

To become a centre of excellence in collecting, organizing and providing access to information resources

## **Mission**

To acquire, organize, preserve and make accessible to information resources and services, in support of academic teaching, learning, and research needs of the University community, and advancement of knowledge in the society



## Library profile

- **Name** Vithiyananthan Library  
University of Jaffna
- **Type** Academic library
- **Establishment** 1974
- **Location** Thirunelvely, Jaffna
- **Parent organization** University of Jaffna
- **Branch libraries** 6 Nos.
- **Information resources** 265,000 printed materials  
1,400 serial titles  
Non-print materials & E-Resources
- **Library staff** 71 Nos.
- **Readers** 8,406 Nos.
- **Contact details**
  - **Telephone** 0094 (0)21 2222970
  - **Fax** 0094 (0)21 2218138
  - **E-mail** [library@univ.jfn.ac.lk](mailto:library@univ.jfn.ac.lk)
  - **Website** [www.lib.jfn.ac.lk](http://www.lib.jfn.ac.lk)



## Message from the Vice Chancellor

Dear Readers!

I am delighted to give this message for the user guide of our library.



The character and efficiency of a University may be gauged by its treatment of its central Organ – the Library. An adequate library is not only the basis of all teaching and study; it is the essential condition of research, without which additions cannot be made to the sum of human knowledge. Real end of intellectual training of any university is not obtaining degrees, but rather making the students “autonomous lifelong learners”.

The purpose of the library in our university is to function as the driving force in achieving the target of the University by making available the necessary material pertaining to teaching and research.

This Users' guide is designed for the convenience of readers visiting our library by providing necessary information about the library system, including the library's policies and procedures, services, collection, and staff. Take time to read it from beginning to end. You'll find that it will save you time, make you a better reader and will also aid you in becoming more efficient in your teaching and learning.

Our library is committed to empowering the university to achieve its mission of offering accessible quality training, research and innovation in order to produce young leaders in the relevant fields to suit the needs of this information era by providing speedy and timely access to relevant, current and quality information resources for teaching, learning, research and innovation.

I thank our librarian and staff for their dedication in maintaining an excellent library environment and for providing the highest quality services and resources to our University community.

***“Whatever may be the source of any information,  
knowledge is to extract and assimilate the truth in it”***

***- Thirukkural***

I wish you all success and welcome you to the Library.

***Prof.R.Vigneswaran***  
Vice Chancellor  
University of Jaffna



## Message from the Librarian



Dear Readers !

Welcome to the Library, University of Jaffna which symbolizes the crossroads of an ancient interchange for cultural and intellectual ideas.

The Library, University of Jaffna has always had a good reputation for its services and continues its evolution into an active, collaborative, student focused institution of the 21st century. The library is committed to empowering the university to achieve its mission of offering accessible quality training, research and innovation in order to produce leaders in different subject fields to suit the needs of a dynamic world, through providing speedy and timely access to relevant, current and quality information resources.

Despite the lack of space owing to the loan of the entire 1st floor of the Library for the use of IT for more than a decade, lack of funds to compensate the loss, very poor reading environment, shortage of para professionals and non professionals, lack of modern equipment and furniture which hinder the efficient functioning of the Library resulting in a big drawback towards rendering better services to the users, the library with its six branches in various locations always strives to provide better services and facilities to support the University's Teaching, Learning and Research activities and continues to distinguish itself as a leader in transforming its services and facilities to advance the creation, discovery, and archiving of knowledge.

I invite you who share our passion for lifelong learning to join the library in achieving its vision. Further, I encourage you to visit this active research laboratory for scholars who want to look back and look forward into new methods and new knowledge and explore the Library online from wherever you are and connect with us on social media. Your partnership is essential in helping us to reinvent a library for the future. Let us hope that the commitment of the University of Jaffna to global awareness and scholarship will be reflected in the library system soon.

All staff members at senior and junior level of the library are dedicated to serve to all the readers.

I welcome you all to step into our Library and explore the awesome intellectual resources and experience the paradise of Knowledge. Give us a chance to serve you for your Academic Excellence.

Best wishes

***Ms.S.Arulanantham***

Librarian

University of Jaffna

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## 1. Historical Background of the Library

The Library of the University of Jaffna was established in 1974, with the emergence of the Jaffna Campus of the University of Ceylon. In order to setup this campus, the Government of Sri Lanka took over the Undergraduate Department of the Jaffna College at Vaddukodai, and Parameswara College situated at Thirunelvely. Initially, the Faculty of Humanities, General office and Library were setup in the premises of Parameswara College at Thirunelvely, and Faculty of Science commenced functioning at Jaffna College, Vaddukodai. Since the Undergraduate Department of Jaffna College had been coaching students for the degree examinations conducted by the University of Ceylon and University of London, it had a reasonably good collection at their library. With the takeover of the Undergraduate Department of Jaffna College, its library collection consisting nearly 28,000 volumes also become the property of the University of Ceylon. Together with this collection, information resources belong to Ramanathan Library (which comprised Sir Ponnambalam Ramanathan's personal collection in the fields of law, Hindu philosophy, religion, English, literature, history and politics) at Parameswara College, formed the nucleus of this Library.

At the beginning, Main Library of the Jaffna Campus was established at Thirunelvely, and the Science Library at Vaddukodai where the Faculty of Science was functioning. When the Faculty of Science was shifted to Thirunelvely in 1978, the Science Library also shifted to Thirunelvely. In the same year, first branch of this library, namely Medical Library, emerged with the establishment of Faculty of Medicine, which was temporarily housed at Jaffna Teaching Hospital.

Later in 1980, on the instruction of the Ministry of Higher Education, the buildings occupied by the Faculty of Science at Vaddukkodai were handed back to the Jaffna College management along with majority of the library books that were taken over from Jaffna College. In the same year, Prof.S.Vithiananthan (Vice-Chancellor of the University of Jaffna) laid the foundation stone for the present Main Library building located at the Thirunelvely premises. In 1981, when the Faculty of Medicine moved to its permanent location at Kokuvil, the Medical Library too shifted to the first floor of the Faculty building.

The donations received from philanthropists and well-wishers enhanced the library collection. However, the ethnic disturbances which cropped up again in 1983 had an adverse effect on the collection development activities of the Library. Apart from inadequate funds, acute shortage of staff and lack of infrastructure facilities severely hindered the library functions and services to readers during this period.

In spite of all these difficulties, branch libraries for the Unit of Siddha Medicine, Faculty of Agriculture and Ramanathan Academy of Fine Arts were established in 1984, 1990 and 1992 respectively, to provide services to the relevant faculties and units of the University. More recently, branch libraries for the Faculty of Engineering and Faculty of Technology were also established at Kilinochchi, respectively in 2014 and 2016.

Finally, after two decades, the construction work of the Main Library building (with the floor space of 69,228 square feet in three levels) which was disrupted by the ethnic conflict in Sri Lanka, was completed in 2001.

## 2. Organizational structure of the Library

The Main Library situated in the premises of the University of Jaffna at Thirunelvely, rendering its services to the Faculty of Arts (including Unit of Translation Studies, Unit of Media Studies, English Language Teaching Centre, etc.), Faculty of Science, Faculty of Management studies & Commerce, Faculty of Graduate Studies and Physical Education Unit. Apart from this library, six other branch libraries are functioning at various locations.

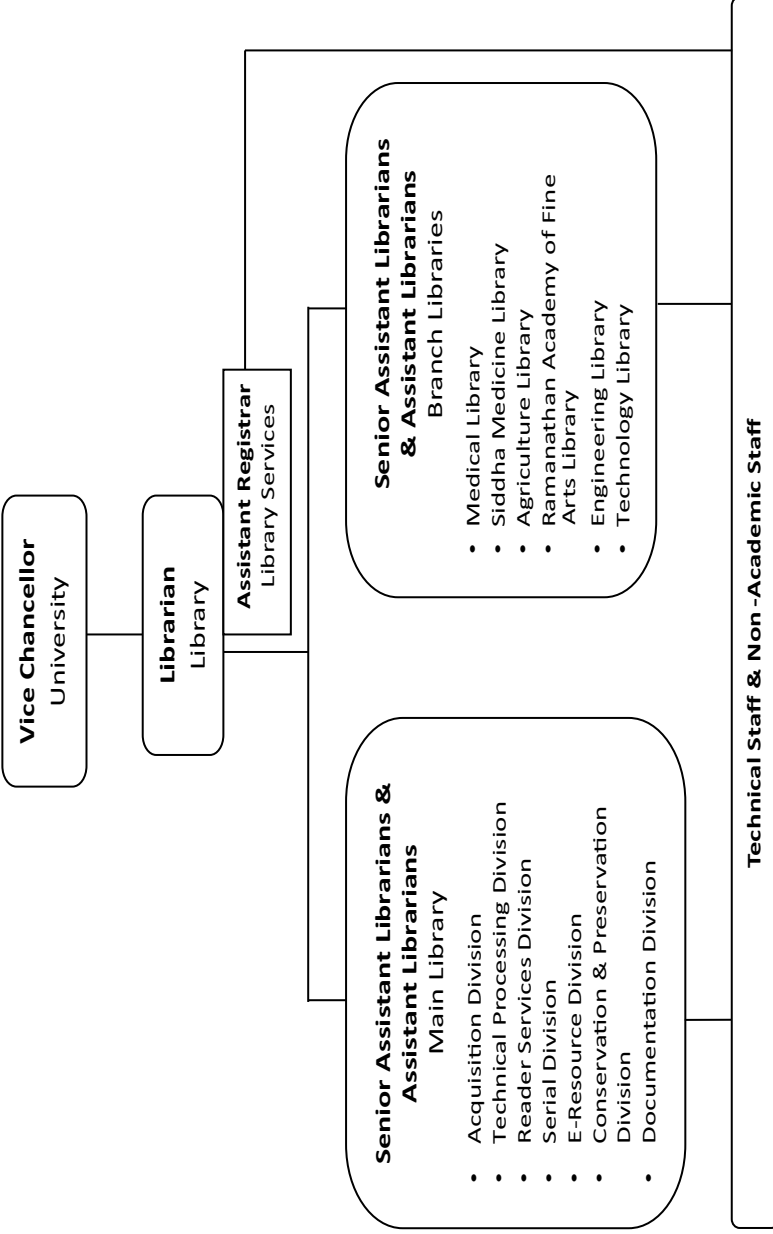
- ▲ Medical Library (at Kokuvil)
- ▲ Siddha Medicine Library (at Kaithady)
- ▲ Agriculture Library (at Kilinochchi)
- ▲ Ramanathan Academy of Fine Arts Library (at Maruthanarmadam)
- ▲ Engineering Library (at Kilinochchi)
- ▲ Technology Library (at Kilinochchi)

The organizational structure of the Library along with its branch libraries are given in Figure 1.

### 2.1 Functional units of the Main Library

The Main Library provides quality services to readers, via several divisions as functional units.

- a. Librarian's Office:** General administrative functions of the library are covered by this division which is headed by the Librarian with the support of Assistant Registrar/Library Services.
- b. Acquisition Division:** It is responsible for acquiring information resources through purchase, donation, exchange



**Figure 1: Organogram of the Library, University of Jaffna**

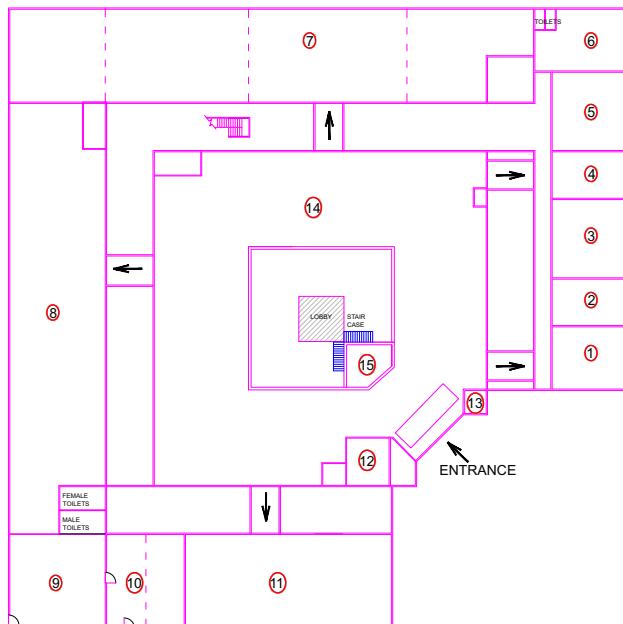


of publications between universities and membership of societies.

- c. Technical Processing Division:** Newly acquired library materials are catalogued (using Anglo-American Cataloguing Rules 2), classified (using Dewey Decimal Classification scheme), and physically processed by this division.
- d. Reader Services Division:** This division is responsible for the registration of library users, orientation of new users and visitors in relation to library resources and services, circulation of library materials, monitoring of overdue fine collection and replacement of lost books, in addition to supervision of entire readers' area.
- e. Serial Division:** This division is responsible for the subscription and maintenance of serials, namely scholarly journals, general magazines, newspapers, newsletters, etc.
- f. E-Resource Division:** All categories of electronic resources and digital library are managed by this division. In addition, this division is responsible for the maintenance of integrated library system in operation.
- g. Conservation and Preservation Division:** In order to provide long-term access to information resources, damaged library materials are repaired in the Bindery.
- h. Documentation Division:** It systematically collects, organizes, stores, retrieves, and disseminates information related to specialized documents to facilitate research or preserve in institutional memory.

Site map of above mentioned divisions within the Main Library premises is illustrated in Figures 2-4.

# UNIVERSITY OF JAFFNA VITHIANANTHAN LIBRARY

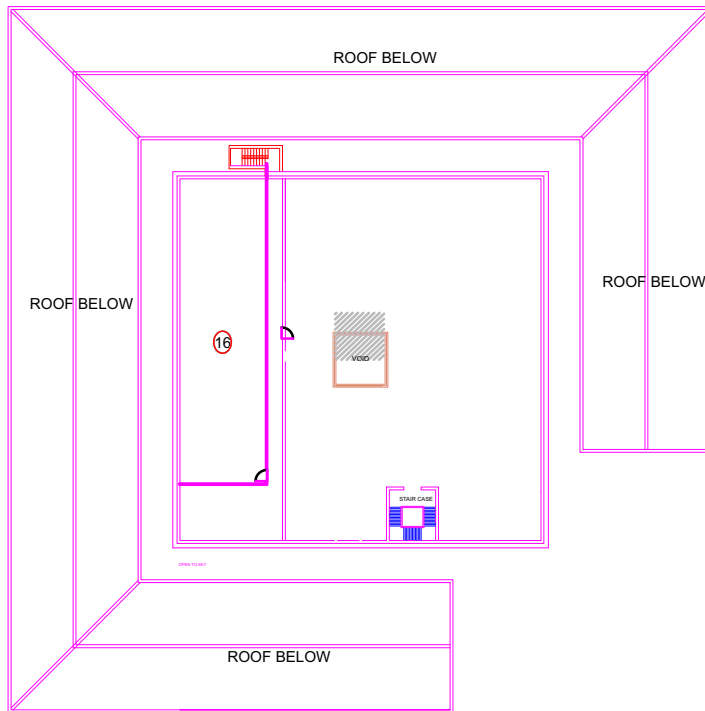


## GROUND FLOOR PLAN

- |                                   |   |
|-----------------------------------|---|
| 1 - LIBRARIAN'S OFFICE            | 10 - CONSERVATION & PRESERVATION DIVISION |
| 2 - ACQUISITION DIVISION          | 11 - AUDITORIUM                           |
| 3 - TECHNICAL PROCESSING DIVISION | 12 - READER'S INQUIRIES ROOM              |
| 4 - AR (LIBRARY SERVICES) OFFICE  | 13 - CLOAK ROOM                           |
| 5 - BOARD ROOM                    | 14 - SOCIAL SCIENCE & MANAGEMENT SECTION  |
| 6 - COMMON ROOM                   | 15 - CIRCULATION DESK                     |
| 7 - SERIAL DIVISION               |   |
| 8 - HUMANITIES SECTION            |   |
| 9 - DONATION AREA                 |   |

**Figure 2: Site map of the Main Library (Ground floor)**

# UNIVERSITY OF JAFFNA VITHIANANTHAN LIBRARY

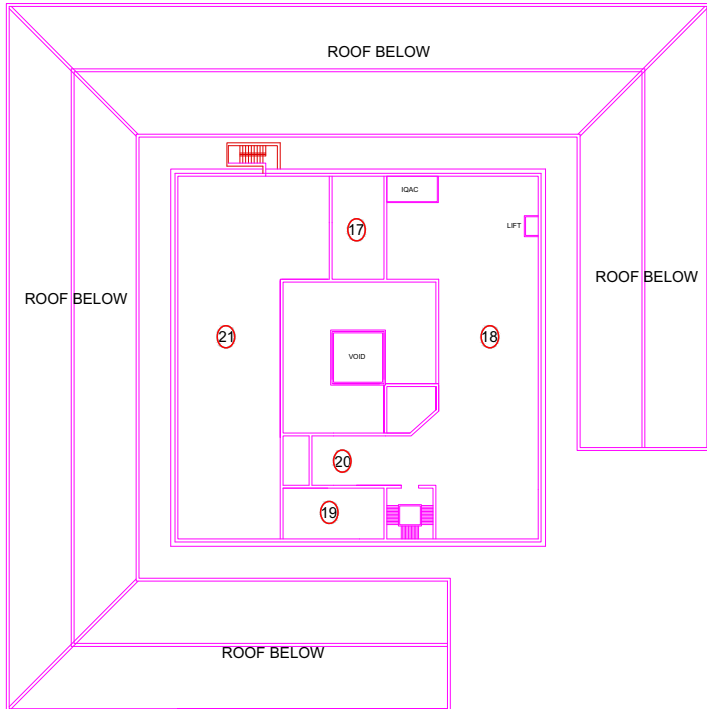


## FIRST FLOOR PLAN

16 - E-RESOURCE LAB

Figure 3: Site map of the Main Library (First floor)

# UNIVERSITY OF JAFFNA VITHIANANTHAN LIBRARY



## SECOND FLOOR PLAN

- 17 - GOV.DOCUMENTS SECTION
- 18 - SCIENCE SECTION
- 19 - E-RESOURCES DIVISION
- 20 - DOCUMENTATION DIVISION
- 21 - ARCHIVES SECTION

**Figure 4: Site map of the Main Library (Second floor)**

## 2.2 Functional units of the Branch libraries

All branches have following sections as service oriented functional units:

- a. **Permanent reference & Reference section:** consists of reference sources (i.e., encyclopedias, dictionaries, etc.), theses and dissertations, and pamphlets for permanent use in the library, along with recommended textbooks and subsidiary reading materials (for undergraduates) which can be issued for overnight use.
- b. **Lending section:** comprises additional reading materials and recreational materials.
- c. **Serial section:** contains current issues and bound volumes of scholarly journals and general magazines.

### 3. Information resources and Organization

Presently the library consists of 265,000 accessioned information resources in all fields of knowledge, and 1,400 titles of scholarly journals and general magazines, and 65 titles of newspapers. In addition, it comprises non-book materials, such as pamphlets, electronic resources, audiovisual materials, palm leaf manuscripts, and microforms.

#### 3.1 Types of information resources

- i. **Books:** This collection comprises textbooks, monographs, subsidiary reading materials, reference sources and other recreational materials belongs to different disciplines and written in Tamil, English and Sinhala languages. Currently this collection possesses 245,000 materials.
- ii. **Serials:** Entire collection of subscribed and donated serials (including scholarly journals, general magazines, newspapers, newsletters, etc.) is located at the Serial section in the Main Library. Apart from that, branch libraries maintain subject specific serial collections.
- iii. **Pamphlets:** Current, topical, unbound, inexpensive and give-away materials are organized subject wise, placed in pamphlet boxes and maintained at Archives. At present, approximately 8,900 pamphlets are available.
- iv. **Theses and Dissertations:** Master's and Doctoral degree theses submitted to the University of Jaffna and other universities are preserved at Archives for permanent use. Nearly 770 such documents are available in the library at present.

- v. **Government documents:** All documents published by the Government of Sri Lanka (including Ministries, Departments, Corporations, etc.) and other national institutions of Sri Lanka, are kept in the Government documents section. Besides, treasury circulars, Parliamentary publications (i.e., Bills, White papers, Hansards) and Gazettes are also maintained in this section for permanent use.
- vi. **Special and Rare collections:** Materials on Indian art, epigraphy, religion, indigenous medicine, etc. with archival value are preserved as *rare collection* in the Archives of the Main Library. Apart from that, *special collections* such as Sri Lankan collection and Palm leaf manuscripts collection are also maintained at this location. Besides, Medical Library also maintains *special collections*, namely World Health Organization (WHO) collection, Personal Professional Development Stream (PPDS) collection and Allied Health Sciences (AHS) collection.
- vii. **Electronic resources:** This collection consists of online full-text databases (subscribed via Consortium of UGC), CDs, DVDs and audiovisual resources, which can be accessed via computers and AV devices available at the E-Resource lab in the Main Library. In addition, access to research repository (which provides global visibility and open access to institutional research output) and digital library (which comprises digitized past examination papers and rare collection of the library) are also available.

### 3.2 Locating library materials

The above mentioned categories of information resources are organized based on classification and cataloguing.

### **3.2.1 Classification**

23<sup>rd</sup> edition of the Dewey Decimal Classification scheme is adopted. However, in order to suit the special needs of the University, modifications are made in few disciplines namely religion and Tamil literature.

The main classes are:

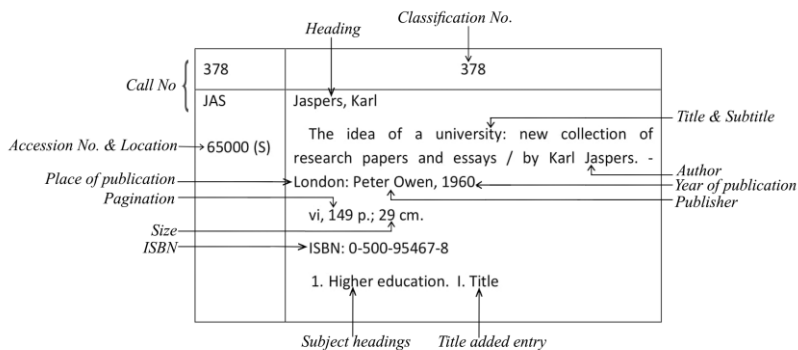
- 000 - Computer science, Information & General works
- 100 - Philosophy & Psychology
- 200 - Religion
- 300 - Social sciences
- 400 - Language
- 500 - Science
- 600 - Technology
- 700 - Arts & Recreation
- 800 - Literature
- 900 - Geography & History

### **3.2.2 Cataloguing**

The catalogue is an instrument of communication. In a library environment, it provides a detailed description of books and other materials in the library collection. By browsing through library catalogue, you can quickly and easily locate the material within the library.

Every material in the library collection has an individual bibliographic record and all the records together comprise the library catalogue. Each bibliographic record is prepared by adopting the AACR2 (Anglo American Cataloguing Rules 2) guidelines. A typical bibliographic record of a library material is illustrated in Figure 5.





**Figure 5: Typical bibliographic record of a library material**

In order to access the library catalogue, manual catalogue and OPAC (Online Public Access Catalogue) facilities are available in the library.

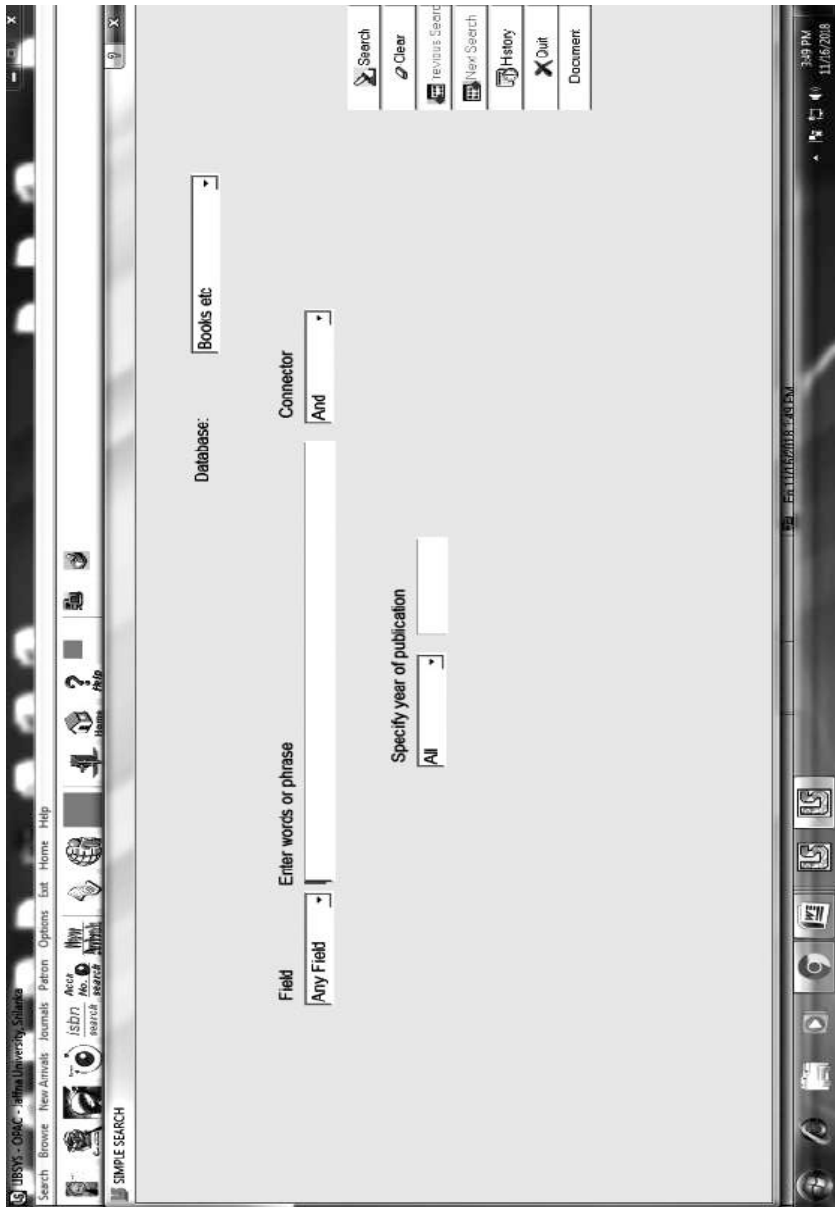
### **OPAC Services**

Readers are able to access, search and locate library collection with the help of OPAC facility within the library premises. Whereas, remote access is provided via Web OPAC to serve the purpose at residence and hostels.

At present nearly 200,000 records are available in LIBSYS database. For searching, *Simple search* and *Advanced search* facilities are available. In addition, *browsing facilities* are also available in this database.

### **Searching in the OPAC**

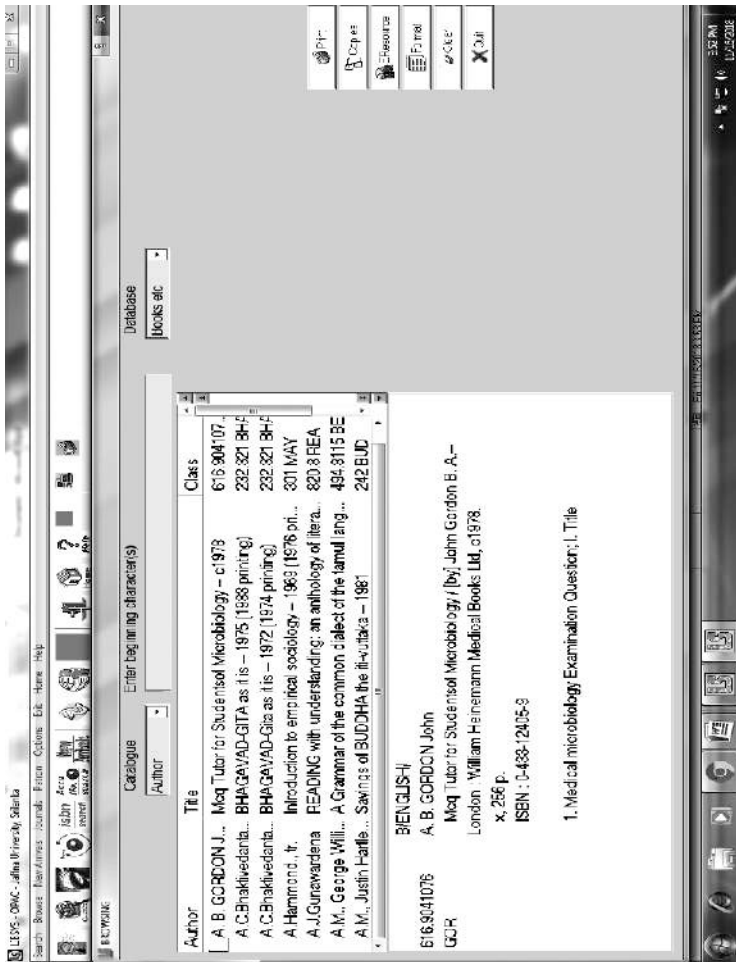
- ❖ Enter word(s) from any of the searchable fields such as author, title, subject, etc.
- ❖ Search could be restricted to a specific field with an option to form a *phrase* or using *Boolean operators* (OR, AND, NOT) between words.





## Browsing in the OPAC

- ❖ Alphabetic lists of author, title, subject, publisher and place may be browsed
- ❖ By entering the initial characters of the required word, the list or catalogue scrolls till it positions the string at the beginning of the display screen



## 4. Library membership

### 4.1 Membership categories

The membership of the library is open to the following category of readers.

- a. **Students:** All registered undergraduate and postgraduate students of the University of Jaffna.
- b. **Staff:** All academic, administrative, and non-academic staff members of the University of Jaffna.
- c. **Visiting readers:** Staff and students of other universities, researchers, and any other visitors can use the library for educational and research purposes, with prior written permission obtained from the Librarian. For this category of readers borrowing of library materials is not permitted.

### 4.2 Readers registration

Eligible members need to visit the library and fill the relevant registration forms (see Appendix I-II) to get their membership. Registration procedure is outlined below:

- Students attached to the University of Jaffna can obtain the registration form by producing their University identity card or enrollment letter, at the ***Inquiries/Information desk*** of the Library. In case of staff, letter of appointment is required to issue the registration form.
- Duly completed registration forms should be submitted at the library within five working days.
- Received registration forms will be processed (approximately seven working days) and then registered members become eligible to borrow books from the library.

### 4.3 Cancellation of registration

On completion of the course of study (for students) or termination of work (for staff), library membership will be lapsed automatically. In case of misconduct or disciplinary action taken by the University authorities, library membership will be cancelled or limited library services will be provided.

Students should return all the books and library tickets issued by the library, on completion of their course or in case dropout the course for any reason. Until all such dues have settled *Clearance letter* will not be issued by the library, which in turn delay the issue of *Degree certificate* for students.

For staff, all the library dues should be settled on termination of their services in the University. In failing to do so, the cost of the unreturned library materials will be recovered from their *Provident fund*.

## 5. Services to Readers

In view of supporting teaching learning activities, research and community engagement, the Library provides several services to the readers and society. These services are briefly described in this section.

### 5.1 Reference service

Direct, personal assistance is given to the readers for seeking required information from information resources available in the library.

### 5.2 Circulation service

Except certain information resources (located at Archives, Serials and Permanent reference sections), all other library materials can be borrowed by the registered readers for a stipulated period. **Stacks books** are loaned for two weeks, while **Reference books** can be borrowed for overnight use only.

**Table 1: Loan limits for different membership categories**

	Undergraduate students				Postgraduate students	Academic staff		Admin. Staff	Non-academic staff
	1 <sup>st</sup> year	2 <sup>nd</sup> year	3 <sup>rd</sup> year	4 <sup>th</sup> year		Permanent	Temporary		
Stacks	02	03	04	04	02	08	04	08	02
Reference	01	01	01	01	-				-
<b>Total</b>	<b>03</b>	<b>04</b>	<b>05</b>	<b>05</b>	<b>02</b>	<b>08</b>	<b>04</b>	<b>08</b>	<b>02</b>

### Extension of the loan period

One extension of 14 days may be asked for before the expiration of the original loan period of stacks books. Such extensions are normally granted until another reader request the same book.

## Library opening hours

Library is opened except Sundays and Public holidays. Opening hours are subject to change on request and due notice will be given.

**Table 2: Opening hours of the Library**

<b>Weekdays (Monday to Friday)</b>	<b>Stacks</b>	8.30 a.m. - 6.15 p.m.
	<b>Reference (Issue)</b>	3.00p.m. - 6.15 p.m.
	<b>Reference (Return)</b>	8.30 a.m. – 9.30 a.m.
<b>Saturdays</b>	<b>Stacks</b>	8.30 a.m. – 2.30 p.m.
	<b>Reference (Issue)</b>	11.00 a.m. – 2.30 p.m.
	<b>Reference (Return)</b>	8.30 a.m. – 9.30 a.m.

## Reservation of library materials

If required, readers can fill the *reservation forms* available at the circulation counter, for the books on loan or display. With regard to books on loan, the reserved material will be retained at the circulation counter on return and reader will be informed about the availability of reserved material. In case of books on display, on removal from the display shelves, reserved materials will be retained at the circulation counter for three days, before dispatch to respective shelving locations.

## Recall of library materials

Depending on the circumstances, Librarian reserves the right to recall the books on loan. The recalled material should be returned within the stipulated time.



## Payments and Fines

The person in whose name the books are borrowed is responsible for them. Fine will be imposed for keeping the books after the due date. Fine details for **overdue books** are given below:

Stacks books	- Rs. 5.00/ book/ working day
Reference books	- Rs. 10.00/ book/ working day

The fine will continue to accumulate until the overdue material is returned. Failed to pay the fine will result in the dismissal of access to library facilities.

If the **borrowed book is lost or damaged**, it should be replaced with the same edition or latest edition book. Failing to do so, replacement cost of the lost or damaged book will be charged.

Further, **library tickets** are issued to readers, where manual circulation is in practice. *Loss of* library tickets should be reported to the Reader services immediately. Duplicate library tickets will be issued with the replacement charge of Rs. 20.00 per each ticket, after ensuring that no books have been issued on the tickets reported as lost.

If **Reader's identity card is lost**, duplicate card will be issued with the replacement charge of Rs. 100.00. For the *loss of Cloakroom to kens*, Rs. 50.00 will be charged as fine.

### 5.3 Current Awareness Service (CAS)

Newly acquired library materials are exhibited on display shelves located near the counter at the entrance of the library. Besides, **New accession lists** are made available for the newly accessioned materials.

### 5.4 Selective Dissemination of Information (SDI) service

Research scholars are provided with specific up to date tailored information on their research interest, on regular basis. For this

purpose, research interest profiles of research scholars are maintained at the library.

### **5.5 Inter Library Loan (ILL)**

Assistance is provided for registered readers to obtain library materials available in other university libraries within Sri Lanka, on ILL.

### **5.6 Document Delivery Service (DDS)**

This service locates the required documents and supplies it to the readers on demand, in print or electronic format.

### **5.7 E-mail alert service**

Time to time, readers will be informed about newly acquired information resources by the library and overdue library materials, via this service.

### **5.8 Instructional programmes**

Library orientation and library tours are conducted by the library during the orientation programme session of the faculties, for the new students entered the University.

### **5.9 Outreach services**

In addition to the services provided to the university community, this library extends its services to the entire population in the Northern region of Sri Lanka with its diverse collection of information resources.

## 6. Facilities available in the Library

Following facilities are made available at the Main Library and its branches for the benefit of readers.

- ❖ **Cloak room:** Located near the main entrance of the Main Library and its branches to keep all the personal belongings (such as bags, briefcases, files, umbrellas, etc.) of the readers, as they are not allowed inside the library.
- ❖ **Photocopying:** Facility available at the Main Library to photocopy the library materials (except theses and dissertations) at a concession rate.
- ❖ **Wi-Fi access:** Main Library and Engineering Library are equipped with Wi-Fi internet hotspots to enable the readers to connect their Laptops, iPads, Smart phones and Tablet devices to access online electronic resources.
- ❖ **Drinking water:** Water filters are placed within the readers' area of the Main Library.

## **7.General rules and regulations**

- No bags, files, umbrellas can be brought in to the library
- Strict silence should be maintained inside the library
- Group discussions are not permitted inside the library
- Smoking, drinking and consumption of food are prohibited
- Books should not be replaced on the shelves and need to be left on the table for re-shelving
- Seats cannot be reserved in the library
- Readers must present their university student identity cards for inspection, on the request of the library staff
- Tearing of pages from a publication or any type of vandalism is a punishable offence
- Disorderly conduct will render the reader liable to suspension from the library membership

# Library Staff profile

## Librarian's Office



**Ms.S. Arulanantham**  
Librarian



**Mrs. D.S.H.S. Hettiarachchi**  
Assistant Register/Library Services



**Mrs.S.Shakthivel**  
Library Information Assistant Gr.II



**Mrs. K. Iynkaran**  
Library Information Assistant Gr.II

## Acquisition Division



**Mr. S. Navaneethkrishnan**  
Senior Assistant Librarian Gr.II  
Incharge



**Mr. T. Umashankar**  
Senior Staff Assistant



**Mrs. T. Premnath**  
Library Information Assistant Gr.II



**Mrs. S. Parthipan**  
Library Information Assistant Gr.II



**Mr. S. Mahiran**  
Library informationAssistant Gr.II



**Mr. G. Anusan**  
Library Attendant Gr.II



**Mr. M. Rajenderan**  
Library Labourer Sp.Gr.

## Technical Processing Division



**Mrs. K. Hoole Sellathurai**  
Senior Assistant Librarian Gr.II  
Incharge



**Ms. N. Patkunarajah**  
Library Information Assistant Gr.II



**Mr. M. Sasikaran**  
Library Information Assistant Gr.III



**Mrs. S. Thavaselvam**  
Library Attendant Gr.II



**Mrs. S. Vinopavan**  
Library Attendant Gr.II



**Miss. K. Kathirkamanathan**  
Library Attendant Gr.II

## Reader Services Division



**Dr (Mrs.) M. Visakaruban**  
Senior Assistant Librarian Gr.II  
Incharge



**Mrs. G. Mayuran**  
Library Information Assistant Gr.I  
Reader's Services Office



**Mr.V. Nisanth**  
Library Information Assistant Gr.II  
Circulation Desk



**Mrs. V. Selvaveerasingham**  
Library Information Assistant Gr.II  
Circulation Desk



**Mr. S. Nagendran**  
Library Information Assistant Gr.II  
Circulation Desk



**Mr. K.Gnanendran**  
Library Attendant Sp.Gr.  
Archives Section



**Mr. K. Jekatheeswaran**  
Library Attendant Sp.Gr.  
Social Science Section



**Mr.S. Lingarajah**  
Library Attendant Gr.I  
Humanities Section



**Mr. K. Saravanan**  
Library Attendant Gr.II  
Science Section



**Mrs. A. Srikanan**  
Library Attendant Gr.II



**Mr.G. Pirasanth**  
Library Attendant Gr.II



**Mr. S. Sivarakavan**  
Library Attendant Gr.II



**Mr.K.Aathiththan**  
Library Attendant Gr.II



**Mr.S. Sanseevan**  
Library Attendant Gr.II



**Mr.S. Jeyapalan**  
Library Attendant Gr.II



**Mrs. N. Sivakaran**  
Library Attendant Gr.II



**Mrs. T. Thanatheepan**  
Library Attendant Gr.II



**Miss M. Yogeewaran**  
Library Attendant. Gr.II



**Mr. T. Nagarajah**  
Library Labourer Sp.Gr.

## Serial Division



**Dr. (Mrs.) K. Chandrasekar**  
Senior Assitant Librarian Gr.I  
Incharge



**Mr. R. Ahilan**  
Library Information Assistant Gr.II



**Mr. S. Sivaloganathan**  
Library Attendant Gr.I



**Miss.J. Manokaran**  
Library Attendant - Gr.II



**Mr.T. Thinesh**  
Library Labourer Gr.III

## E - Resource Division



**Mr. S. Ketheeswaren**  
Senior Assitant Librarian Gr.I  
Incharge



**Mr.B.Dhileeban**  
Audio Visual Technical Officer Gr.II



**Mr.R. Thananchayan**  
Library Information Assistant Gr.II



**Miss. N. Raveendran**  
Library Attendant Gr.II



**Mr. G. Pakeerathan**  
Library Attendant Gr.II



## Conservation & Preservation Division



**Mr.R. Kupeshan**  
Assistant Librarian  
Incharge



**Mr.T. Liyasuthan**  
Book Binder Gr.I



**Mr.N.Nirainthan**  
Book Binder Gr.II



**Mr. S. Sivasarman**  
Book Binder Gr.II

## Documentation Division



**Mrs. M. Sivashangar**  
Library information Assistant Gr.II



**Mr. J.Maiyavan**  
Library Information Assistant Gr.III



**Mrs. T. Thayaruban**  
Library Attendant Gr.II



**Mr.S. Sivakumar**  
Library Labourer Sp.Gr.

## Medical Library



**Mrs. K. Murugathas**  
Senior Assistant Librarian Gr.I  
Incharge



**Mr. N. Thayaparan**  
Library Information Assistant Gr.II



**Mr.S. Sivashangar**  
Library Information Assistant Gr.II



**Mr.R. Parthasarathy**  
Library Attendant Sp.Gr.



**Miss. N. Thenuka**  
Library Attendant Gr.II



**Mr.K. Jeyakumar**  
Library Labourer Gr.I

## Siddha Medicine Library



**Mr. T. Sritharan**  
Senior Staff Assistant



**Mr. A. Sivanantham**  
Library Labourer Sp.Gr.

## RAFA Library



**Mr.K.Srimeanon**  
Library Information Assistant Gr.I



**Mr.M.Chandrakumar**  
Library Labourer Sp.Gr.

## Agriculture & Technology Library



**Mrs. L. Umashanker**  
Senior Assitant Librarian Gr.I  
Incharge



**Mr.M. Mathiyalagan**  
Library inforamation Assisitant Gr.III



**Mrs.S. Thavaraga**  
Library Attendant Gr.II



**Miss. T. Somaskanthamoorthy**  
Library Attendant Gr.II

## Engineering Library



**Mrs.T. Janen**  
Assistant Librarian (Probationary)  
Incharge

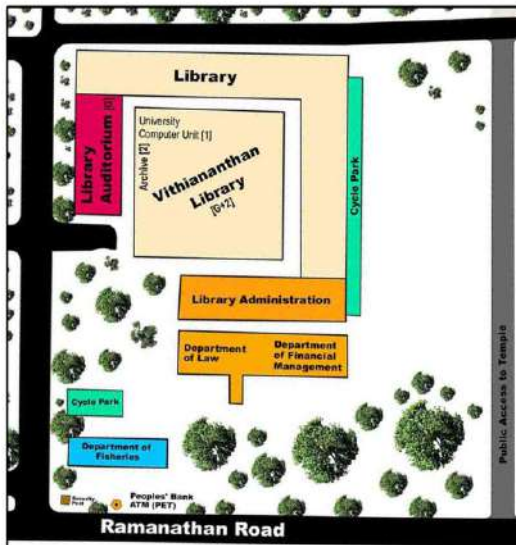


**Mr. N. Kantharupan**  
Library Information Assistant Gr.III



**Mr.K.Kajan**  
Library Attendant Gr.II

## Location map of the Main Library, UoJ





## Contact us

### Main Library

Postal address : P.O.Box 57, Library, University of Jaffna,  
Thirunelvely, Jaffna, Sri Lanka.  
Phone : +94 212222970  
Fax : +94 212218138  
E-mail : [library@univ.jfn.ac.lk](mailto:library@univ.jfn.ac.lk)  
Website : [www.lib.jfn.ac.lk](http://www.lib.jfn.ac.lk)

### Medical Library

Postal address : Medical Library, Faculty of Medicine,  
University of Jaffna, Adiyapatham road,  
Kokuvil, Jaffna, Sri Lanka.  
Phone : +94 212218174  
E-mail : [jaffnamed@gmail.com](mailto:jaffnamed@gmail.com)  
Website : [www.med.jfn.ac.lk/index.php/library/](http://www.med.jfn.ac.lk/index.php/library/)

### Siddha Medicine Library

Postal address : Siddha Medicine Library,  
Unit of Siddha Medicine,  
University of Jaffna,  
Kaithady, Sri Lanka.

### Agriculture Library

Postal address : Library, Faculty of Agriculture,  
University of Jaffna,  
Ariviyal Nagar,  
Kilinochchi, Sri Lanka.  
Phone : +94 212060175  
Website : [www.agri.jfn.ac.lk/](http://www.agri.jfn.ac.lk/)

## **Ramanathan Academy of Fine Arts Library**

Postal address : Library, Ramanathan Academy of Fine Arts,  
University of Jaffna,  
Maruthanarmadam,  
Jaffna, Sri Lanka.

## **Engineering Library**

Postal address : Library, Faculty of Engineering,  
University of Jaffna,  
Ariviyal Nagar,  
Kilinochchi, Sri Lanka.

Phone : +94 212060160  
E-mail : [englib@eng.jfn.ac.lk](mailto:englib@eng.jfn.ac.lk)  
Website : [www.eng.jfn.ac.lk](http://www.eng.jfn.ac.lk)

## **Technology Library**

Postal address : Library, Faculty of Technology,  
University of Jaffna,  
Ariviyal Nagar,  
Kilinochchi, Sri Lanka.

Phone : +94 212060169  
Website : [www.tech.jfn.ac.lk](http://www.tech.jfn.ac.lk)

# Appendix - I

G – (For Undergraduates and Postgraduates)

Reader's Registration Number

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*To be assigned by Readers Service*



Application for Membership Registration  
Library, University of Jaffna

1. Name (In full) : .....
2. Course of Study.....
3. Faculty: .....
4. Student Registration Number: .....
5. Current Address: .....
6. Postal Address .....
7. Year or Date of Enrolment: DD.....MM.....YY.....
8. Study Period: from .....to.....
9. Date of Birth: ...../...../.....
10. Gender: .....
11. NIC Number : 

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12. Telephone Number (For emergency purpose) : 

--	--	--	--	--	--	--	--	--	--	--
13. E-mail Address : .....



I hereby undertake to fulfill all the conditions and observe all the Procedures laid down in the rules and regulations for the use of the Library. I undertake that I am financially responsible for making good the loss of, non-return of, or damage to any book on loan to me.

Date:..... Signature of the Applicant:.....

.....**For official use only** .....

**Membership application accepted**

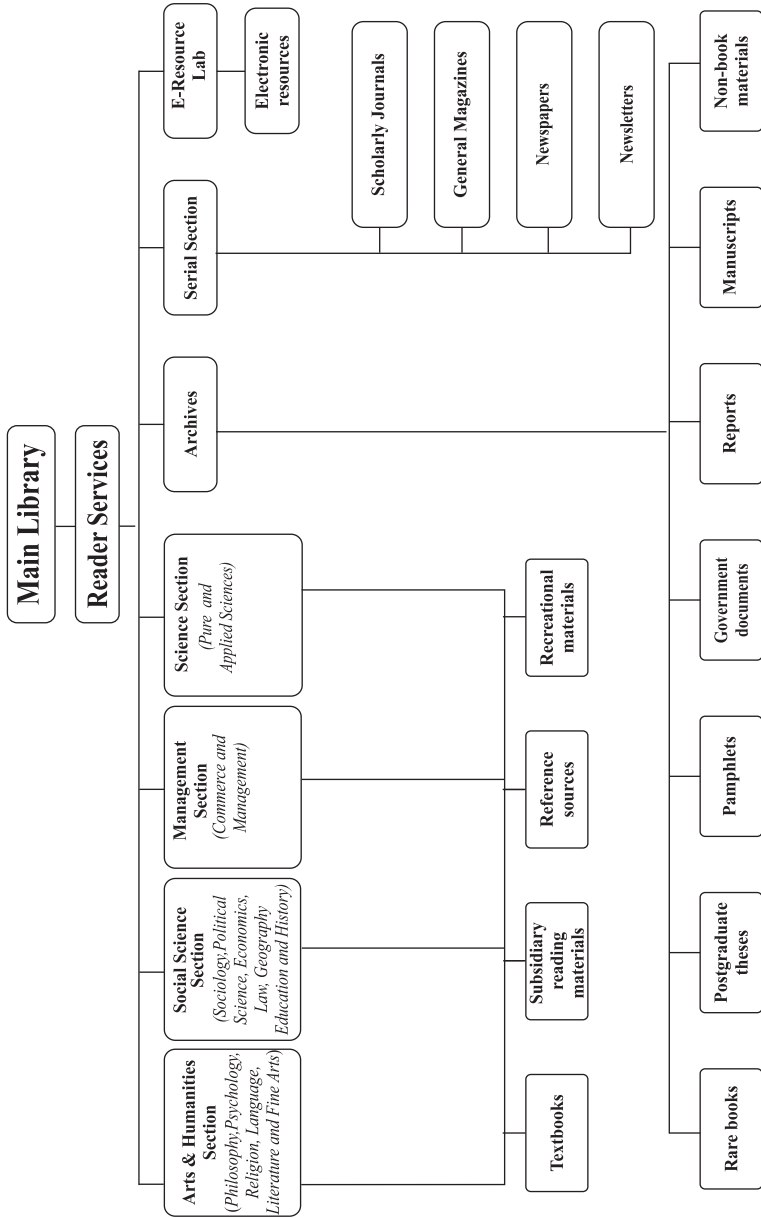
**Readers' Category:** *UG/ PG /.....*      **Expiry date of membership:** *...../...../.....*

**Remarks:**

**Librarian's Signature:** .....      **Date:** *...../...../.....*







Arrangement of Information resources in the Readers area of the Main Library