Postgraduate Institute of Medicine

University of Colombo

LIBRARY

Hand Book

160, Norris canal Road, Colombo 07

**INTRODUCTION**

**Mission**

The mission of the PGIM library is to fulfill the information needs of the postgraduate trainees of the Institute and other medical professionals by providing resources available both within and outside the library enabling them to excel academically and professionally.

**Present Library Locations**

1. The Main Library, Colombo - 150, Norris Canal Road, Colombo 07.
2. The Branch Library: Teaching Hospital, (First Floor) Peradeniya

**Opening Hours:**

 Colombo Library:

Weekdays 8.15 am - 7.45 pm

Saturdays & Sundays 8.30 am - 5.00 pm

Peradeniya Library

 Weekdays 8.00 am - 6.00 pm

Saturdays & Sundays 8.00 am - 4.00 pm

Library will be closed on public holidays and on any other day as decided by the Director, PGIM.

**Membership:**

Eligibility

Library membership falls into two categories

1. General membership

General membership is open to PGIM trainees and any medical/dental doctor registered with the Sri Lanka Medical Council. Other categories may be considered with special permission of the Board of Management. The Membership ID card is valid for use at Colombo, Peradeniya and any other PGIM Branch Library to be established in the future.

A stamp sized photograph to be used in the preparation of the membership card should be attached to the completed enrolment application form.

The annual fee for general membership is Rs. 1750/=

2. Borrowing Membership.

Postgraduate trainees who possess PGIM Library membership cards are eligible for borrowing membership on the recommendation of SAR/ Exam and AR/ Academic.

PGIM academic staff members: Free of charge on the recommendation of the respective Board of Study and the approval of the Director, PGIM.

3.Temporary Membership - Temporary membership is open to non medical student and undergraduate medical students. Temporary membership fee is 100/= per month.

**Rules and regulations**

General rules:

1. Members are required to produce their membership card when entering the Library.
2. Members who visit the Library are required to sign in the attendance register provided at the Security desk indicating their membership number, the time of arrival and the time of departure.
3. Visitors to the Library are required to obtain the permission of the Librarian to use the Library.
4. Readers must deposit their belongings such as books, notes etc, at the Security point before entering the Library.
5. Valuable articles or cash should not be left at the Security point. Library staff will not be responsible for the loss of such material.
6. Library Membership cards are valid for a period of one year from the date of issue and should be surrendered to the Library before the expiry date for renewal.
7. The membership cards and borrowing tokens are nontransferable. The holders of borrowing tokens is responsible for any library material issued under such tokens.
8. Replacement of a lost membership card may be obtained on payment of Rs. 100/=. Request for replacements should be made in writing addressed to the Director, PGIM, along with a stamp sized photograph.
9. Members should notify the Librarian of any change in their addresses.
10. Members are not permitted to take personal property, apart from papers to take down notes, into the library without the Librarian’s prior permission.
11. PGIM student members are required to provide a library clearance certificate to the PGIM for Board certification.
12. SILENCE should be strictly observed in the Library.
13. Seats in the Library may not be reserved or removed by the readers.
14. Readers are not allowed to hold discussions inside the Library.
15. Consumption of food and drink is strictly forbidden in the Library.

**Circulation rules**

1. A borrowing membership token will be issued to the members. These tokens can be used to borrow books from Colombo PGIM Library.
2. Books which are not classified as reference may be borrowed for a period of two weeks by teachers of the PGIM and one week by postgraduate trainees.
3. Books on loan may be renewed only once, for a period of one week.
4. Books classified as Overnight Reference will be issued after 4.00 pm. These should be returned before 9.00 am on the next working day. Members who fail to return overnight reference items on schedule on more than three occasions will loose this facility. Members of the teaching staff are entitled to a loan period of three days.
5. Overdue materials are subject to a fine of Rs. 20/= per day, up to two weeks from the due date; from the 21st day onwards the fine will be Rs. 30/= per day. A fine of, Rs. 25/= per day will be levied on Reference books not retuned on time.
6. Damaged/lost material: if a book is damaged or lost, it should be replaced or the current cost of the book plus 25% of the cost should be paid to the library, within three months.
7. Members who retain books for more than three months or who do not pay fines will loose their membership and will be liable for any arrears. Their membership will be reinstatement only upon the approval of the Director/ PGIM, and after the borrowed books are returned.

**Library Facilities**

1       Lending

2 Reference

3 Periodicals

Periodicals are available only for reference purposes.

**Other Services**

1. Inter- Library Loans

The Library also provides Library material from other Libraries through inter-library loan service. Any reader who wishes to make use of this facility should seek assistance from the Library staff.

1. HeLLIS Current Awareness Service

The PGIM Library is a member of Health Literature Library & Information Services Network of Sri Lanka (HeLLIS). The Library helps members to obtain photocopies of selected journal articles through HELLIS. Article delivery request forms are available at the library.

1. Photocopying

Photocopying facilities are available at the Library, subject to copyright regulations.

1. Reproduction of theses

An Author may obtain a certified copy of his/her dissertation. Certification would be made by the librarian and the Director, PGIM to the effect that the same is a genuine reproduction. A sum of Rs. 1500/= plus the photocopying charges (per copy) should be paid to the shroff of PGIM for this Service.

1. CD & DVD reading facility

Members are entitled to view the CDs and DVD’s available in the Library.

1. Internet Searching
2. Printing Documents
3. Scanning
4. Sending and receiving faxes
5. Digital repository

**Responsibilities of Members**

Please handle all Library material with utmost care.

 Help the Library staff to maintain a quiet environment by not using mobile phones inside the Library.

 Respect the rights of other users to study and conduct research.

 Please leave Library books on the reading tables; a book misplaced is a book lost!

Please use the ‘suggestions and complaints book’ to help the Library staff to improve and enhance available services.

**Contact Us:**

1. Colombo Library:

**Senior Assistant Librarian**

**Assistant Librarian**

Tel: 011 2671047

pgimlib@yahoo.com

Visit to our website: www.cmb.ac.lk/pgim

1. Peradeniya Library:

**Senior Assistant Librarian**

Tel/Fax: 081 2385017

pgimpera@gmail.com