Library Handbook

Rajarata University of Sri Lanka

2026





RUSL Library Handbook 2026

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OPAC	: http://opac.lib.rjt.ac.lk
Repository	: http://repository.rjt.ac.lk/
Past-Paper Service	: http://192.248.95.82/
Article Request Service	: librarian@rjt.ac.lk
ILL* - Main Library	: librarian@rjt.ac.lk
ILL* - Agriculture Library	: library@agri.rjt.ac.lk
ILL* - Applied Sciences Library	: lib@as.rjt.ac.lk
ILL* - Medical and Allied Sciences Library	: library@med.rjt.ac.lk
ILL* - Technology Library	: techlib@tec.rjt.ac.lk

*ILL** – *Inter Library Loan*

VISION

"To be the best academic library in the country that caters to learning, teaching, and research in the fields of Agriculture, Applied Science, Management Studies, Medical and Allied Sciences, Social Sciences and Humanities, and Technology"

MISSION

"To provide information services through the highest effective management of resources using the best skills and technology for the teaching process at the Rajarata University of Sri Lanka"

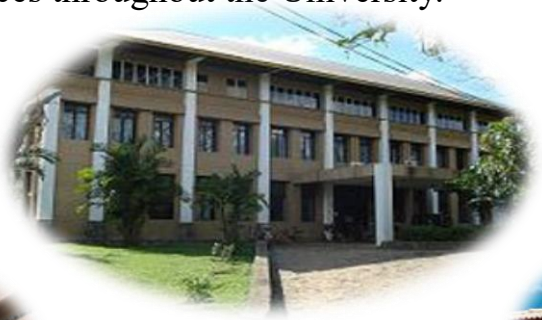
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1. Introduction to the Library Network

The Rajarata University of Sri Lanka (RUSL) is located in the scenic surroundings of Mihintale, a site of great historical significance associated with the introduction of Buddhism to Sri Lanka. The University is situated approximately 14 km from Anuradhapura, the ancient capital renowned for its world-famous hydraulic civilisation.

The University Library is at the heart of the University's academic and research activities, providing extensive information resources, learning facilities, and professional support to students, academic staff, researchers, and the wider university community. The RUSL Library system comprises the Main Library and four faculty libraries located across different campuses, ensuring convenient access to library services throughout the University.



Main Library at Mihinthale



Professorial Unit, Library at Anuradhapura Teaching Hospital



Library of Faculty of Agriculture at Puliyankulama

The Library System



Library of Faculty of Technology at Mihinthale



Library of Faculty of Applied Sciences at Mihinthale



Library of Faculty of Medicine and Allied Sciences at Saliyapura

The Main Library, the Library of the Faculty of Applied Sciences, and the Library of the Faculty of Technology are located at the Mihintale premises, serving the Faculties of Social Sciences and Humanities, Management Studies, Applied Sciences, and Technology, respectively. The Library of the Faculty of Agriculture is located at Puliyankulama and provides information resources and services to the Faculty of Agriculture.

The Medical Library serves the Faculty of Medicine and Allied Sciences and the Teaching Hospital, Anuradhapura, through two branches: the Faculty Library at Saliyapura and the Clinical Library in the Professorial Unit of the Teaching Hospital.



2. Library Collection

The University Library maintains a diverse collection of print and digital resources across the Main Library and Faculty Libraries. The collection includes books, periodicals, audiovisual materials, maps, e-books, online databases, and other electronic resources to support teaching, learning, research, and lifelong learning. Details of the library collections and resources are presented below.



Lending Collection

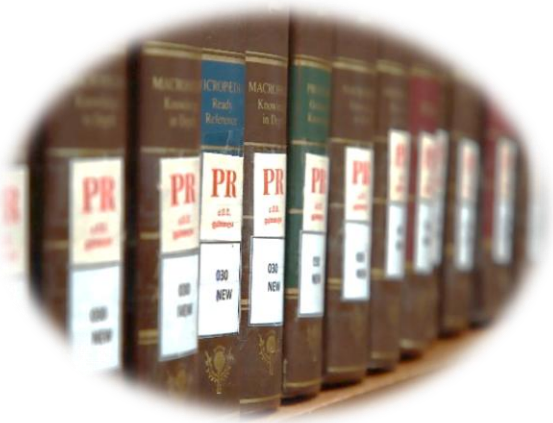
The lending collection is the largest component of the Rajarata University Library's holdings, supporting the teaching, learning, and research needs of the university community. Available to all registered members, the collection is continuously updated and expanded with new resources to ensure access to current and relevant information across all academic disciplines.

Scheduled Reference Collection (SR)



To ensure equitable access for all users, the Scheduled Reference (SR) Collection contains high-demand textbooks and limited-copy books. These materials, identified by the notation “SR” above the call number, are primarily for in-library use, but may be issued to students on a one-day overnight loan basis and must be returned the following morning.

Permanent Reference Collection (PR)



The Permanent Reference (PR) collection consists of essential resources for research, study, and general reference purposes. These materials are not available for loan and must be used within the library premises. They are clearly identified with the “PR” label on the spine. This collection includes encyclopaedias, dictionaries, maps, atlases, glossaries, and other reference publications intended for in-library consultation only.

Special Collection (SC)

The Special Collection at the Rajarata University Library is a valuable repository of rare books, manuscripts, archival materials, and other unique resources. It also includes a legal deposit copy of every book published in Sri Lanka received by the library.

Items in this collection are marked with the “SC” seal and are strictly for in-library use only. They are not issued under any circumstances and may be accessed only upon presentation of a valid University Identity Card. Carefully preserved and curated, the collection is non-borrowable and provides students, faculty, and researchers with direct access to important historical and scholarly materials, supporting the preservation of national heritage.

Quick Reference Collection - (QRC)



A well-organized Quick Reference Collection identified by the spinner label “QRC” is maintained in the Main Library. This collection includes ready reference materials and important textbooks and is available for quick reference purposes only.

Sri Lanka Collection - (SLC)

The Sri Lanka Collection (SLC), marked with the “SLC” seal, comprises publications related to Sri Lanka, including works on its history, culture, politics, and related subjects. These materials are not issued outside the library under any circumstances and may be accessed only within the library upon presentation of a valid university identity card.

The collection also includes a legal deposit copy of every book published in Sri Lanka received by the library, preserved for future use and reference.

Personal Collections

The Main Library of the Rajarata University of Sri Lanka holds a valuable range of Personal Collections generously donated by distinguished individuals over the years. These collections are carefully preserved and enhance the diversity and richness of the library's holdings.

Personal Collections:

1. Prof. Tilak Hettiarachchi Special Collection
2. Dr. Wilbert Gooneratne Collection
3. Advocate General Mr. Rambanda Seneviratne Collection
4. Mr. Nimal Fernando Collection
5. Emeritus Prof. Malani Endagama Collection
6. Mr. Janadasa Peris Collection

Multimedia Collection

The Library's Audio-Visual Unit provides learning support materials for both staff and students. Audio-visual resources, including DVDs and CDs attached to books, are available for in-library use only and are not permitted to be taken outside the library.

Periodical Collection

The University Library maintains a comprehensive periodical collection, including academic journals, magazines, newspapers, and other serial publications. Back volumes of printed journals and newsletters are stored separately and are available for reference upon request during section opening hours. The collection is regularly updated with current issues relevant to the academic programs of the Rajarata University of Sri Lanka. These materials are for reference use only and are not available for loan; however, limited

photocopying of required content is permitted in accordance with user needs and subscription terms.

Newspaper Collection

The Rajarata University Library maintains a comprehensive Newspaper Collection that serves as a valuable resource for students, staff, and researchers. It includes newspapers in Sinhala, Tamil, and English, supporting access to diverse local and national news sources.

Map Collection

The Map Collection includes maps and atlases of various types, marked with the "MC" seal. These materials are not issued outside the library and may be used within the library upon presentation of a valid university identity card.

Thesis and Dissertations Collection

The Library maintains a collection of undergraduate and postgraduate theses and dissertations received from the Examination Branch. These materials are available for reference use only within the library premises.

Government Publications

This collection includes government publications such as the Government Gazette, ordinances, administrative reports, commission reports, and annual reports, which are preserved for reference use.

Digital Wall

The Digital Library Wall is an interactive display featuring QR codes that connect users to a wide range of digital resources, including e-books, learning applications, podcasts, reports, and IELTS-related materials. Users can access

and download content free of charge using QR code scanning applications on Android or iOS devices.

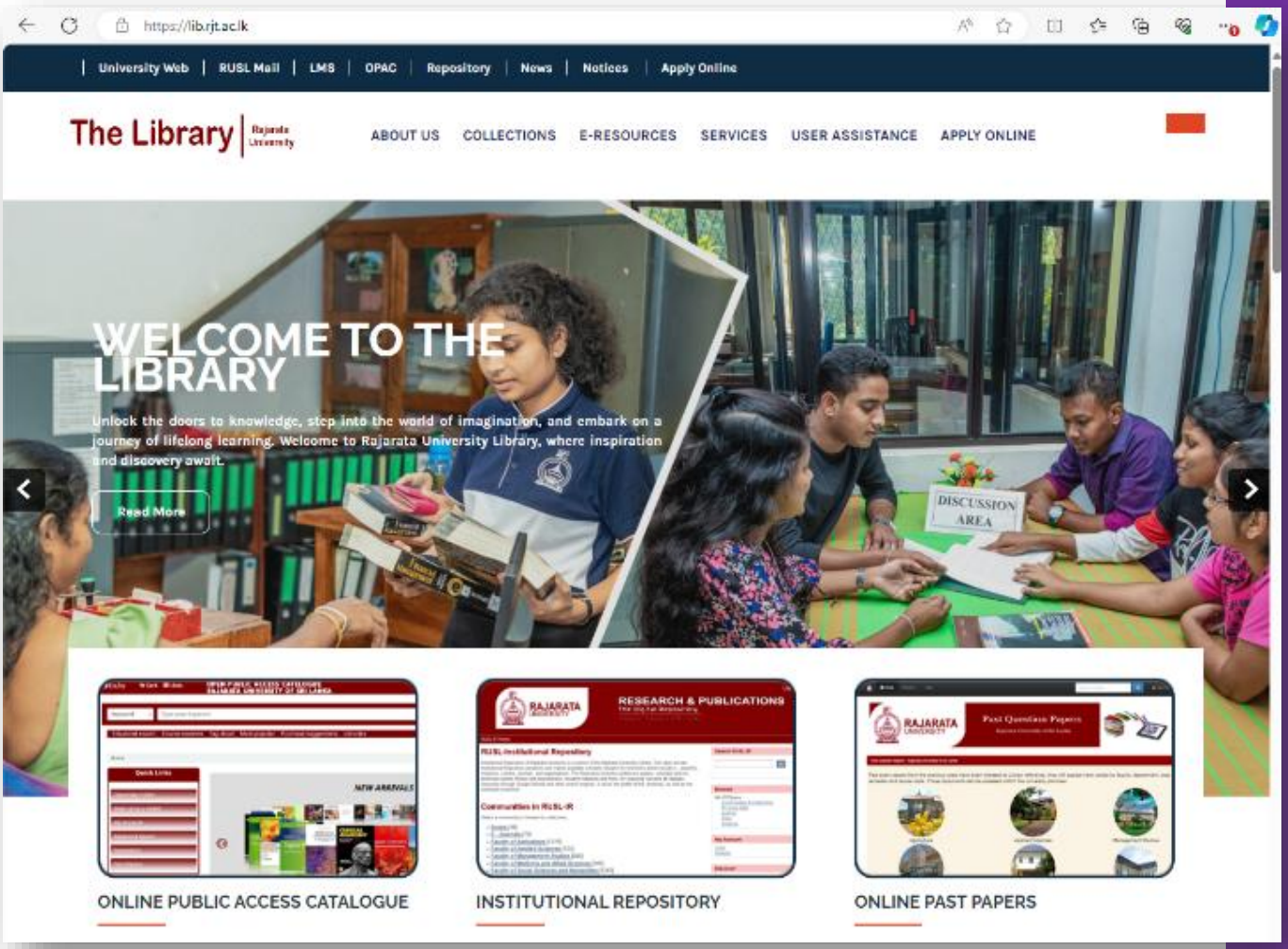
Operating under the theme “Like it, Scan it, Download it,” the Digital Wall provides an innovative way of accessing library resources. It supports students, lecturers, researchers, and the wider university community in exploring materials available through platforms such as the British Council, offering an enhanced and globally connected learning experience for the Rajarata University of Sri Lanka community.



3. Library Services and Facilities

Library Official Website

The University Library System maintains an official website to communicate with both local and international users in a digital format. The website (https://lib.rjt.ac.lk/) provides access to library services, subscribed databases, digital library resources, notices, latest news, contact details, and information on all university libraries. Users can visit the website to obtain up-to-date information on library services and activities.



https://lib.rjt.ac.lk/

Access to E-resources

The Library provides access to a wide range of electronic resources, including e-books, scholarly journals, databases, digital archives, images, reports, and audio-visual materials. These resources support teaching, learning, research, and reference needs by offering timely and reliable information.

Circulation Services

An efficient circulation system facilitates the borrowing and returning of library materials, ensuring smooth access for students, faculty, and researchers.

Reference Assistance

Librarians provide reference support and guidance in locating relevant and credible information for academic work. Users are assisted in accessing scholarly articles, books, and other resources for research and study purposes.



Institutional Repository Services

The Institutional Repository of the Rajarata University of Sri Lanka Library is an open access platform that preserves and disseminates scholarly output of the University, including publications from faculty, students, institutes, centres, journals, and other academic units. It hosts conference papers, journal articles, technical reports, theses, dissertations, and research datasets, and enhances research visibility through indexing in platforms such as Google Scholar. Submissions can be made via a Google Form available on the library's official website.

Online Past Papers Service

Past examination question papers are accessible through the Library's official website via the University intranet, available within the University network.

Study Areas

The Library provides a supportive environment for learning and research, including quiet study spaces, group study rooms, study carrels, and computer workstations with high-speed internet access for both individual and collaborative work.

Inter-Library Loan Service

Where required materials are not available within the Library, users may access resources through the Inter-Library Loan (ILL) service. The ILL code for Sri Lankan University Libraries, approved by the Standing Committee on Libraries and Information Sciences (SCOLIS) of the University Grants Commission (UGC), ensures standardized procedures. Further details and application forms are available at: https://lib.rjt.ac.lk/inter-library-loan/Document

Document Delivery Service

The Library provides a document delivery service that supplies requested materials primarily via email, ensuring users have timely access to resources needed for research and study.

Wi-Fi Service

The Library offers Wi-Fi access within its premises for authorized users. The facility covers the entire library building, enabling access to electronic resources through laptops, tablets, smartphones, and other portable devices.

User Awareness Programmes, Training, and Workshops

The Library regularly conducts user awareness sessions, training programmes, and workshops to enhance information literacy, research skills, and effective use of library resources. These programmes also introduce users to emerging technologies and support the development of advanced academic and research competencies.

Library User Orientation Programme

User orientation is conducted for newly enrolled students at the University. Orientation sessions and library tours are provided prior to library registration to introduce students to library services, resources, and facilities.



SDI/CAS Services & Research Support Service

The Library provides Selective Dissemination of Information (SDI) and Current Awareness Services (CAS) to deliver customised information based on users' specific research needs. Updates on new resources and relevant topics are shared via email, in-person communication, and notices. The Library also offers research support services to assist users in accessing and obtaining required information for their academic and research activities.

News Clipping Service

The Library maintains a Newspaper Cutting Collection comprising newspaper clippings, magazine articles, and other press materials on various subjects. This collection supports research and provides historical perspectives and is available in the Periodicals Section for reference use.

Ask a Librarian Service

The Library offers an "Ask a Librarian" e-service through its official website, enabling users to seek assistance from professional librarians. Support includes research guidance, book recommendations, and access to reliable academic sources, ensuring accurate and efficient responses to user queries.

Human Library Programme

The Human Library Programme is an innovative initiative designed to promote empathy, understanding, and inclusivity within the university community. Instead of borrowing books, participants "borrow" individuals from diverse backgrounds who share their personal experiences in open conversations. This interactive programme fosters dialogue, challenges stereotypes, and encourages deeper understanding of different perspectives.

Community Outreach Programmes

The Library of the Rajarata University of Sri Lanka conducts workshops and seminars in Library and Information Science for external communities, supporting knowledge sharing and community engagement.

ISBN/ISSN/ISMN Services

The Main Library facilitates the university community in obtaining ISBN, ISSN, and ISMN numbers for institutional publications through the National Library of Sri Lanka.

User Suggestions Service

A suggestion book/box is available for users to provide feedback, observations, and recommendations. All feedback is regularly reviewed and compiled for administrative consideration. Actions are taken based on directives from the Librarian to improve services. In addition, feedback is collected via Google Forms and the KOHA system, ensuring multiple channels for user participation.

Photocopying/Printing Services

A private photocopying and printing facility is available within the Library premises. Services are provided in compliance with copyright regulations upon user request.

Bookbinding Service

The Main Library operates a bookbinding unit dedicated to the preservation and conservation of library materials. This service supports the repair and reuse of valuable and worn resources, extending their usability.

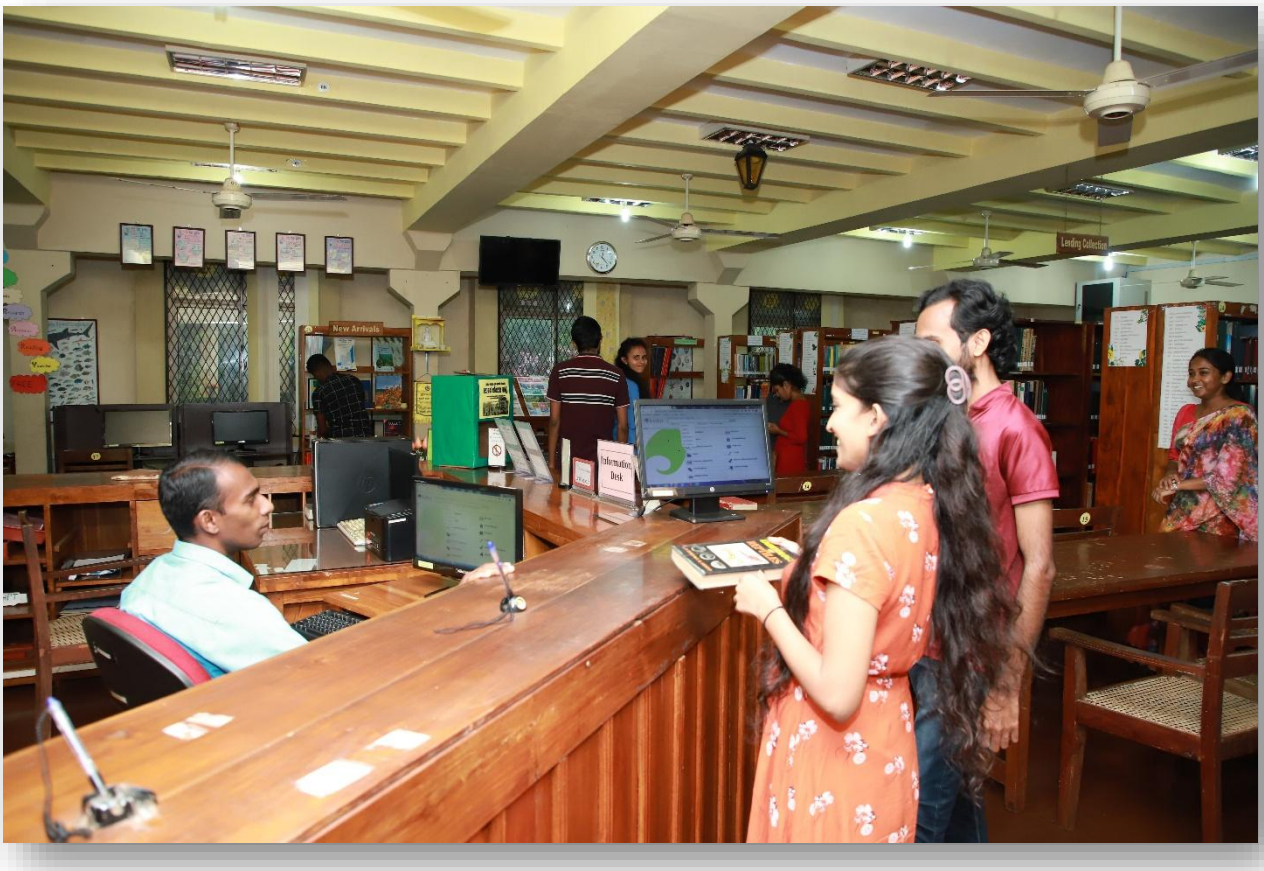
Discussion Area

The Library provides a designated discussion area for students to engage in group study and collaborative learning. This space supports informal academic discussions, teamwork, and small group activities in a comfortable environment.



4. Online Databases

The Consortium of Academic Libraries of Sri Lanka (CONSAL) was established to enhance access to scholarly journals in a cost-effective manner and to improve research productivity across universities. With funding support from the University Grants Commission (UGC), CONSAL currently subscribes to four major databases, providing access to thousands of academic journals. The Library also provides access to databases such as Oxford University Press and Emerald Insight, supporting teaching, learning, and research activities.



Subscription Databases

Emerald

Emerald provides access to journals covering subject areas such as management, accounting, finance and economics, human resource management, marketing, education, librarianship, engineering, sociology, computer science, operations, logistics and quality, and tourism and hospitality.

Oxford

Oxford University Press publishes journals in the humanities, social sciences, law, science and medicine. A significant number are produced in collaboration with learned and professional societies, and many rank among the top journals by impact factor.

Taylor & Francis

Taylor & Francis Online offers access to 2,576 journals and a large collection of e-books across a variety of disciplines, including the humanities, social sciences, science and technology, engineering, and medicine.

Research 4 Life

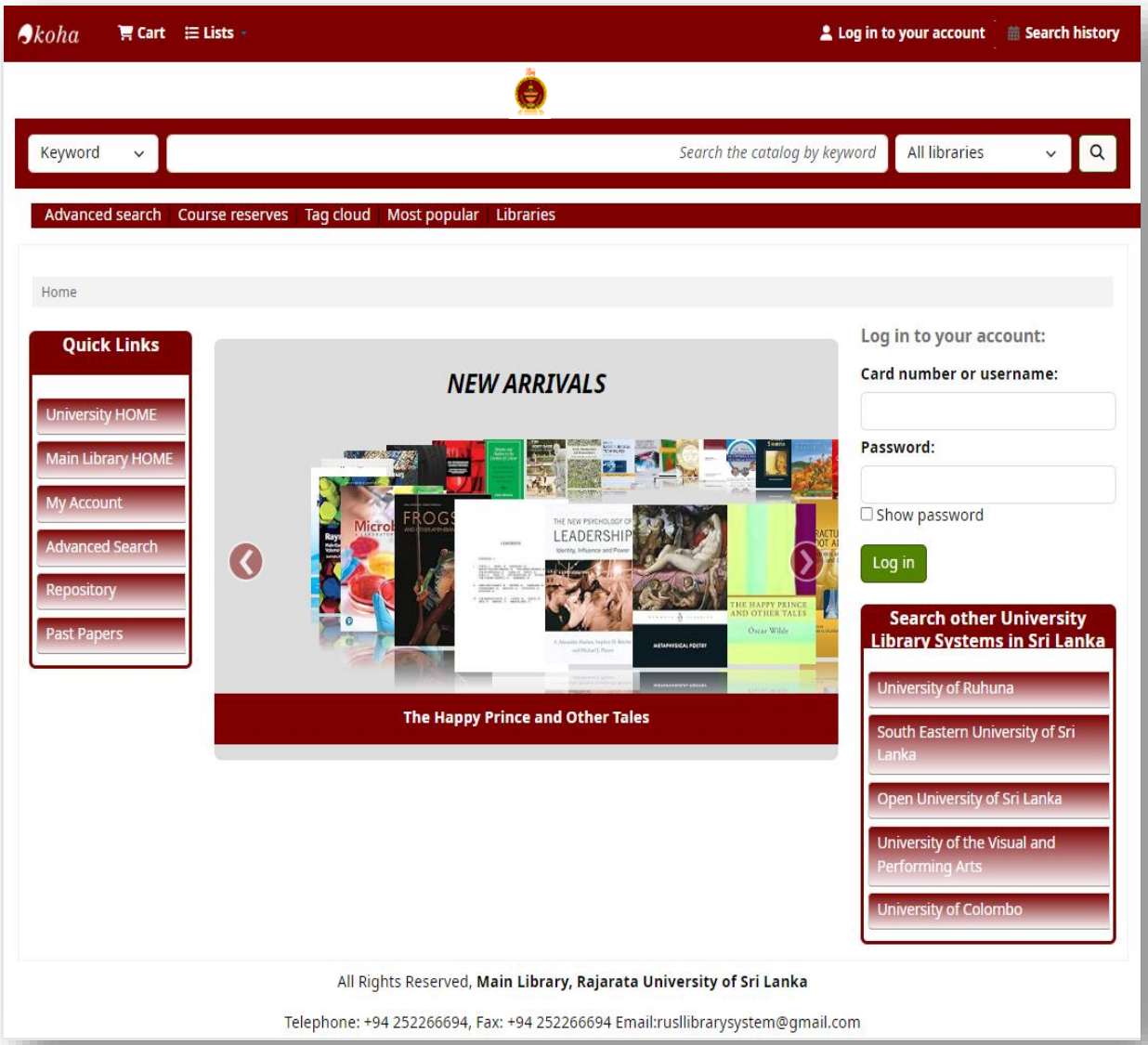
Provides institutions in low-income countries with access to peer-reviewed academic content from over 40,000 journals. It supports teaching, research, and policy development in health, agriculture, the environment, and the social and physical sciences.

5. Integrated Digital Library Management System

Online Public Access Catalogue (OPAC)

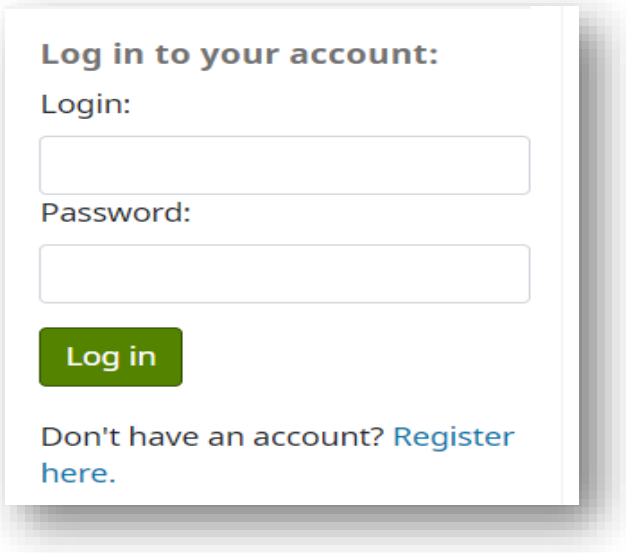
The library provides an Online Public Access Catalogue (OPAC) that enables users to search the library's assets through computer terminals located within the library or via the Internet. Users can search for materials by author, title, subject, keyword, call number, publisher and other search criteria.

The OPAC provides access to information about books and multimedia resources and other library materials, helping students, academic staff and researchers to locate resources quickly and efficiently.

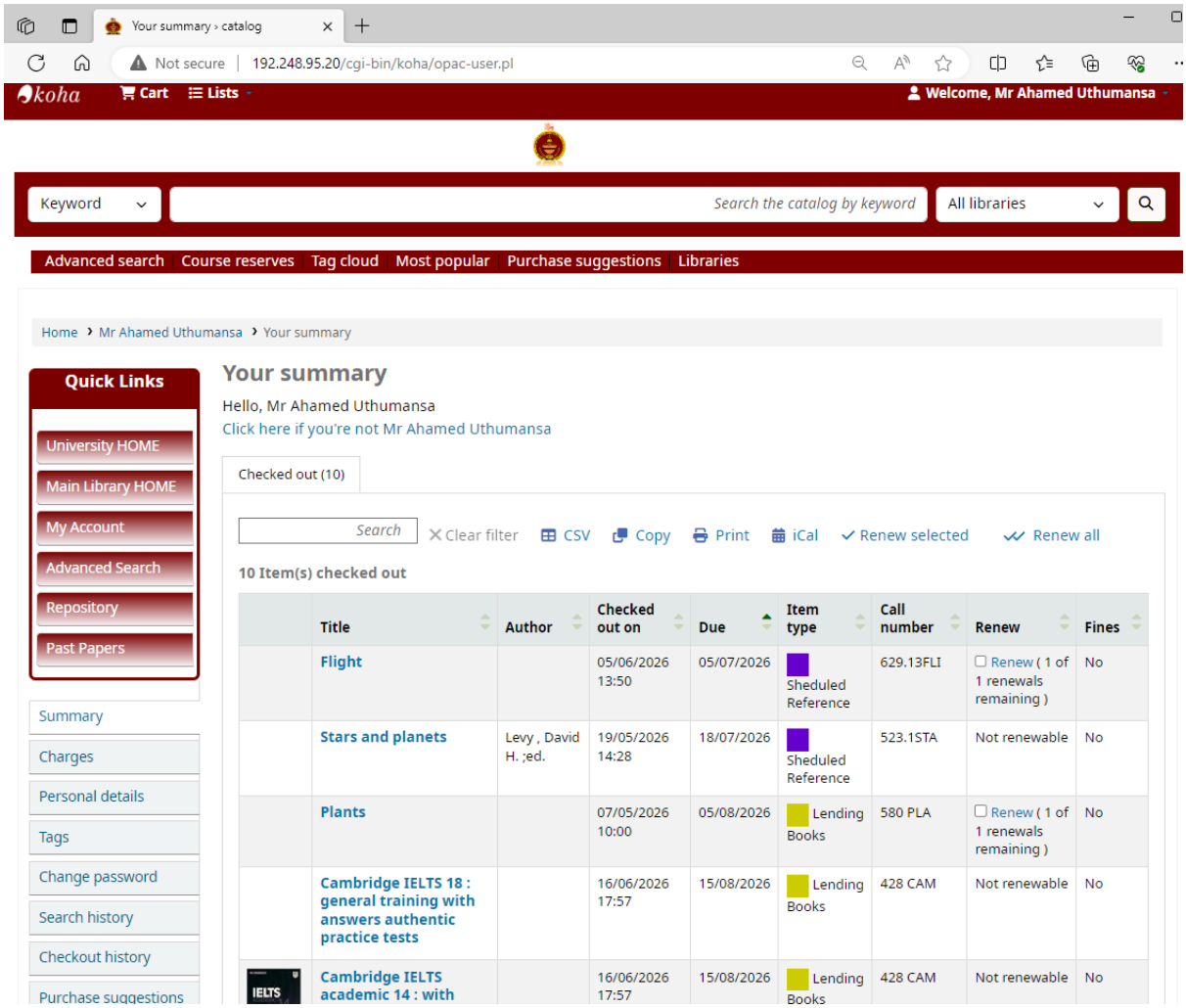


My Library Account (KOHA)

Registered users can access their personal library account by logging into the KOHA Library Management System using the username and password provided upon successful library registration.



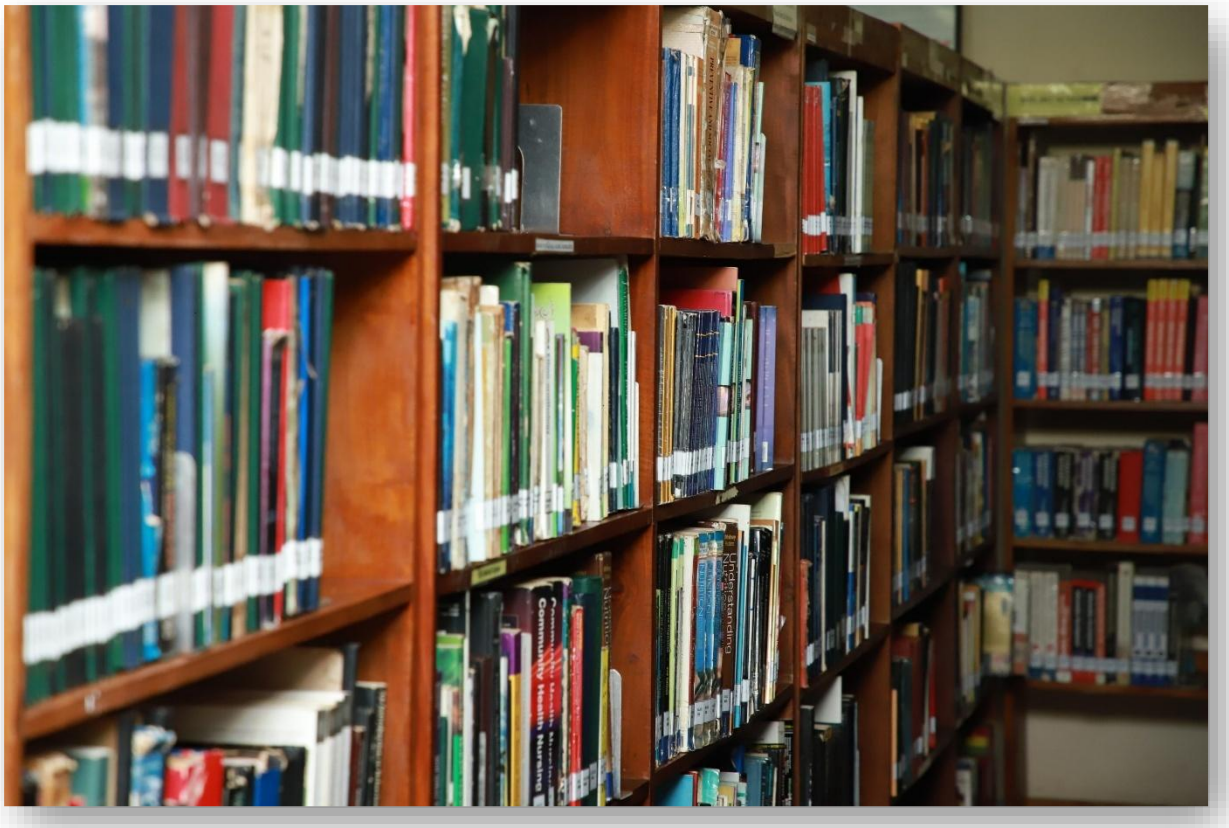
Through their account, users can view borrowed items, due dates, loan history, reservations, and other library account details.



After logging in, users can view a summary of their library transactions, including borrowed items and circulation history. They can also renew loans, update their password and personal information, submit purchase suggestions, create reading lists, and recommend books to other users.

Book Renewal

Registered users can renew eligible library books online through their KOHA Library account without visiting the library. By logging in with their assigned username and password, users can extend the loan period for eligible items subject to the library's circulation policy. Guidelines on the renewal process are available from the library. Currently, online renewal is not available for Short Reference (SR) books only.



6. Institutional Repository

The Institutional Repository is the Rajarata University Library’s open-access digital platform for preserving, managing, and disseminating the scholarly output of the University. It provides access to research articles, theses, dissertations, conference papers, technical reports, and other academic publications produced by the University's faculty, students, and researchers. Resources are organised by faculties and departments, enabling users to easily discover and access scholarly content.

The Library encourages all members of the University community to contribute their research outputs to the Institutional Repository. By depositing their work, authors enhance the visibility, accessibility, and impact of their research while contributing to the University's academic reputation and the global exchange of knowledge.

The Institutional Repository supports open access, promotes scholarly collaboration, and preserves the University's intellectual output for future generations.

Online Past Papers Service

The Online Past Papers Service provides convenient access to a comprehensive collection of past examination papers from the University's faculties and departments. It supports students in exam preparation by enabling them to review previous examination papers, understand question formats, and strengthen their knowledge and skills.

This service is available through the University intranet and can be accessed only within the University network. By making use of past examination papers, students can identify areas for improvement and enhance their academic performance.

7. RUSL Library Membership and Borrowing Facilities

Member Registration

Library membership is granted upon registration. The following categories of users are eligible to obtain membership of the Library.

- Internal students
- Postgraduate students
- Permanent Academic staff members
- Permanent Academic Support Staff
- Temporary Academic staff members
- Permanent-Executive officers
- Permanent Non-Academic staff



Undergraduates

Undergraduate students enrolled in academic programmes at the University are eligible to apply for library membership by completing the online registration process available on the Library website. Verification is carried out using the student's University Identity Card and Student Record Book.



Postgraduate Students

Postgraduate students of the University are eligible to apply for library membership by submitting the prescribed application form along with their University Identity Card and relevant registration documents.

Academic Staff

Permanent academic staff of the University may apply for library membership by submitting copies of their appointment letter and National Identity Card or University Identity Card to the Reader Services Division. Membership is granted upon completion of the prescribed application form and approval by the Librarian.

Executive Officers

Executive officers of the University are eligible to apply for library membership by submitting copies of their appointment letter and National Identity Card or University Identity Card to the Reader Services Division.

Non-Academic Staff

Permanent non-academic staff members may apply for library membership by submitting copies of their appointment letter and National Identity Card or University Identity Card to the Reader Services Division, along with the completed application form.



Table 01: Patron Categories and the Book Circulation Limits

Category	Libraries									
	Agri		App		Main		Medi		Tech	
	LN	SR	LN	SR	LN	SR	LN	SR	LN	SR
Academic Staff	13	7	13	7	13	7	13	7	13	7
Administrative Staff	13	7	13	7	13	7	13	7	13	7
Academic Supporting Staff	13	7	13	7	13	7	3	2	13	7
Temporary Academic Staff	1	1	1	1	1	1	-	-	1	1
Inter-Library Loans Requester	1		1		1		1		1	
Non-Academic Staff	2	1	2	1	2	1	2	1	2	1
Postgraduate Students	1	1	1	1	1	1	1	1	1	1
First Year Students	2	2	3	1	3	1	2	2	3	1
Second Year Students	2	2	3	1	3	1	2	2	3	1
Third Year Students	3	3	3	3	4	2	2	2	3	3
Fourth Year Students	3	3	3	3	4	2	2	2	3	3
Fifth Year Students	-	-	-	-	-	-	2	2	-	-
Sixth Year Students	-	-	-	-	-	-	2	2	-	-

** Agri- Faculty of Agriculture, App- Faculty of Applied Sciences, Medi- Faculty of Medical and Allied Sciences, Tech- Faculty of Technology*



8. Opening Hours, Overdue Fines and Clearance

The opening hours of the Library may vary depending on the academic calendar and individual faculty schedules. Since students from all faculties may access any library within the system, users are advised to refer to the separate opening hours of the Main Library and Faculty Libraries. The detailed opening hours are provided below.

Table 02: Opening Hours

Library	Week Days	Week Ends	Note
Main Library	08:30 am - 06:15 pm	08:30 am - 04:30 pm	The library is closed on public and special holidays, and Poya days. *
Faculty of Agriculture			
Faculty of Applied Sciences			
Faculty of Technology			
Faculty of Medicine and Allied Sciences	08:30 am to 09:30 pm	08:30 am - 05:00 pm	The library will be closed only on Poya days. *
Professor Unit, Anuradhapura Teaching Hospital	08:30 am to 09:30 pm	08:30 am to 05:00 pm	

** The library will be open under special permissions, such as during the period of examination*

Overdue Fines

Library fines are automatically calculated through the KOHA system based on the number of days overdue. Users receive email notifications for overdue items. A grace period of three days is provided for lending books, after which a fine of Rs. 5.00 per day is charged. For Scheduled Reference (SR) books, a fine of Rs. 10.00 per day is charged. Fines continue to accrue until the item is returned.

Users are responsible for settling all fines. Payments can be made through the designated bank account or at the University Shroff Counter, and the payment slip must be presented at the Circulation Counter to update the account. Library accounts with outstanding fines may be restricted from borrowing or renewal services.

Clearance

Staff Clearance (Academic, Academic Support, Temporary, Executive and Non-Academic)

Library clearance is an essential administrative process for staff members leaving the University. It ensures that all borrowed materials are returned, outstanding fines are paid, and library records are properly updated before departure.

Student Clearance

Library clearance is required for students upon graduation or withdrawal from the University. It confirms that all borrowed items are returned and all payments are settled in accordance with Library regulations.

Library Books Lost and Damaged by Patrons

Users must report any damage to books at the time of borrowing; otherwise, items are assumed to be in good condition upon issuance. Borrowers are responsible for any damage discovered after return.

Defacing, tearing, or damaging library materials is strictly prohibited and subject to disciplinary action in accordance with library regulations.

In the event of loss, users must immediately notify the librarian and replace the lost item. Failure to do so will result in a fee in accordance with the library's internal circular policy. Repeated negligence may result in suspension of borrowing privileges.



9. Library Rules and Regulations

General Rules

- All students, faculty, and permanent employees of the University are eligible for library membership.
- Silence must be strictly maintained in the Library, except in designated discussion areas.
- Personal bags must be deposited at the Property Counter at users' own risk. Valuable items such as laptops, mobile phones, cash, and ATM cards should not be left in bags. The Library is not responsible for any loss or damage to personal belongings.
- Writing on, damaging, marking, defacing, or stealing library materials or property is strictly prohibited and subject to disciplinary action.
- Users are responsible for any damage to library materials or property and shall pay penalties as determined by the Library authorities.
- Library membership is strictly non-transferable and must be used only by the registered owner. Misuse of another person's ID card will result in suspension of library privileges.
- Security staff at the entrance may inspect personal belongings, including library books issued to users.
- Books removed from shelves must be placed on nearby trolleys or tables; users should not reshelve them.
- Users must inspect books before borrowing and report any existing damage; otherwise, they will be held responsible for any damage found upon return.
- Reading areas are designated for individual study only. Group discussions are permitted only in the designated discussion area.
- Library computers must be used for academic purposes only.
- Users must carry their University Identity Card when using the Library.

- Users are responsible for personal belongings such as pen drives, CDs/DVDs, mobile phones, and wallets. The Library is not liable for any loss.
- Distribution of notices or display of materials within the Library is not permitted without prior approval of the Librarian.
- Library furniture and equipment must not be marked, defaced, or rearranged.
- Photography and videography are strictly prohibited without prior permission from the Librarian.
- Mobile phones must be kept in silent mode within the Library.
- Smoking, eating, drinking, and the use of tobacco or related products are strictly prohibited within Library premises.
- Users may connect up to two digital devices to the free Wi-Fi network. Registration is required via the Library website under “Downloads.”
- Late return of borrowed items may result in suspension of borrowing privileges in addition to fines.
- Users must respect copyright laws when photocopying or printing Library materials.
- Emergency exits and safety equipment must not be obstructed or misused under any circumstances.
- These rules are subject to revision from time to time, and the Library administration reserves the right to make decisions in the best interest of Library operations.
- Library membership cards are non-transferable and must be used only by the registered owner.
- Any misuse of library facilities, including another person’s ID card, will result in suspension of library privileges.

- Users must respect copyright laws when photocopying or printing library materials.
- Group discussions should be limited to the designated discussion area to avoid disturbing other users.
- Late return of borrowed items may result in suspension of borrowing privileges in addition to fines.
- Eating, drinking, and use of tobacco or related products are strictly prohibited inside the Library premises.
- Users are expected to maintain cleanliness and proper use of library spaces at all times.
- Emergency exits and safety equipment must not be obstructed or misused under any circumstances.



10. Library Classification and Cataloguing

The Library uses the Dewey Decimal Classification (DDC) system to organise books and other materials, ensuring that items on similar subjects are grouped together for easy access. Developed by Melvil Dewey in 1876, the DDC is one of the most widely used classification systems in libraries worldwide. It systematically organises all fields of knowledge into ten main classes, which are further divided into divisions and sections.

Each item is assigned a call number, which serves as its "address" on the shelf. The call number consists of the DDC number and the Cutter number, which together help in identifying and locating materials efficiently.

The main purpose of classification is to bring together resources on related subjects, improving accessibility and ease of use for library users. The ten main classes of the Dewey Decimal Classification system include:

000-099	**Computers, Information and General Reference**
100-199	**Philosophy & Psychology**
200-299	**Religion**
300-399	**Social Sciences**
400-499	**Language**
500-599	**Natural Sciences**
600-699	**Technology/ Applied Sciences**
700-799	**Arts & Recreation**
800-899	**Literature**
900-999	**History & Geography, Information and General Reference**

Library Cataloguing

The Library follows the Anglo-American Cataloguing Rules, Second Edition (AACR2), for cataloguing books and related materials. This internationally recognised standard ensures consistent and systematic description of library resources.

Key Steps in Cataloguing

The cataloguer examines each item and identifies its main and related subject areas. Keywords are assigned to enhance searchability and improve resource discovery. Detailed bibliographic information, including title, author, publication details, and subject classification, is recorded to support accurate identification and access.

By combining the Dewey Decimal Classification (DDC) system for physical arrangement and AACR2 for cataloguing, the Library ensures efficient organisation and easy access to its collections for all users.



11. Useful Class Numbers

Why do libraries use the Dewey Decimal Classification (DDC) System?

The Dewey Decimal Classification (DDC) system is widely used in libraries because it provides a simple, logical, and internationally recognised method for organising knowledge and library materials.

DDC divides all areas of knowledge into 10 main classes, which are further subdivided into more specific subjects. This hierarchical structure enables users to locate materials in a systematic and efficient manner. Each subject is assigned a unique class number, allowing users to easily find books on the same topic and improving browsing and research efficiency.

The numerical arrangement is easy to understand and is particularly suitable for academic libraries. As an internationally accepted system, DDC ensures consistency across libraries and supports interlibrary cooperation and resource sharing. Arranging books in numerical order also saves time and enhances user satisfaction by simplifying information retrieval.

In addition, DDC integrates effectively with library management systems such as KOHA, supporting accurate cataloguing, OPAC searching, and reporting. To assist users, commonly used DDC numbers are often provided for easy reference when searching for materials on specific subjects.

000 – Generalities

004 Computer Science, Data Processing
010 Bibliography
020 Library & information sciences
030 General Encyclopedic works
050 Magazines, journals & serials
060 Associations, organisations & museums
070 Journalism
080 Quotations
090 Manuscripts & rare books

100 – Philosophy

110 Metaphysics
120 Epistemology
130 Paranormal Phenomena Para Psychology
140 Philosophical schools of thought
150 Psychology
160 Logic
170 Ethics
180 Ancient, medieval & eastern philosophy
190 Modern Western philosophy

200 Religion

210 Philosophy & theory of religion
220 The Bible
230 Christianity
240 Christian practice & observance
250 Christian pastoral practice & religious orders
260 Christian organisation, social work & worship
270 History of Christianity
280 Christian denominations
294.3 Buddhism
294.5 Hinduism
297 Islam

300 Social Science

301 Sociology
302.2 Communication, Mass Communication
302.23 Media (Means of communication, Mass Media)
310 General Statistics
320 Political Science
322.4 Political action groups
322.42 Revolutionary and Subversive groups
327 International relations
330 Economics
330.95493 Economics – Sri Lanka
331 Labor economics
333.7 Natural Resources/ Environment
335 Socialism and related systems
336 Public finance
337 International economics
338 Production
338.5 Microeconomics
338.9 Economic development and growth
338.9543 Economic development Sri Lanka
339 Macro-economic & related topics
340 Law
350 Public Administration
360 Social problems and social service
361 Social problems and social welfare
370 Education
378 Higher educations
380 Commerce
380.1 Commerce (Trade) Marketing
381 Internal commerce (Domestic trade)
382 International commerce (Foreign trade)
383 Postal communications
384 Communication/ Tele-communication
388 Transportation
390 Customs, etiquette, folklore
398 Folklore
398.2 Folk literature

400 Language

410 Linguistics

420 English
430 German
440 French
450 Italian, Romanian & related languages
460 Spanish & Portuguese languages
470 Latin & Italic languages
480 Classical & modern Greek languages
491.2 Sanskrit
491.27 Pali
491.48 Sinhalese
491.811 Tamil
495.6 Japanese

500 Natural Science and Mathematics

510 Mathematics
512 Algebra
515 Calculus/Analysis
516 Geometry
519 Probabilities & applied mathematics
519.5 Statistical mathematics
520 Astronomy and allied Sciences
530 Physics
540 Chemistry
550 Earth science
551 Geology /Hydrology
560 Fossils & prehistoric life
570 Life science / Biology
572 Biochemistry
576 Genetics and evolution
577 Ecology
580 Plants / Botany
590 Animal / Zoology

600 Technology / Applied Science

610 Medical science/ Medicine
620 Engineering and allied operations
630 Agriculture and related technologies
636 Animal husbandry
640 Home economics
641.5 cooking
642.4 Catering service
650 Management and auxiliary Service
651 office service
651.3 office management
652.5 Word Processing
652.3 Typing
653 Shorthand
657 Accounting
658 General Management
658.15 Financial management
658.3 Personal management (Human resources management)
658.4 Executive management
658.5 Management of production
658.7 Management of materials
658.8 Management of distribution (Marketing)
659 Advertising
659.2 Public relations
660 Chemical engineering
670 Manufacturing
680 Manufacture for specific uses
690 Construction of buildings

700 The Arts / Fine and Descriptive Art

710 Civil and landscape art
720 Architecture
730 Sculpture
740 Drawings
750 Paintings and painting
760 Graphic arts
770 Photography
780 Music
791.4 Motion pictures
791.44 Radio
791.45 Television
792 Stage presentations
796 Athletic and outdoor sports and games
796.358 Cricket

800 Literature

808 Collections of literary works

810 American literature in English
820 English literature
821 English poetry
822 English drama
823 English Fiction
830 German literature
840 French literature
850 Italian, Romanian & related literatures
860 Spanish & Portuguese literatures
870 Latin & Italic literatures
880 Classical & modern Greek literatures
890 Other literatures
891.2 Sanskrit literature
891.3 Pali literature
891.48 Sinhala literature
891.481 Sinhala Poetry
891.482 Sinhala Drama
891.483 Sinhala fiction
891.7 Russian fiction
894.811 Tamil literature
895.6 Japanese literature

900 Geography & History

910 General Geography
920 Biography
930.1 Archeology
940 General history of Europe
950 General history of Asia
954 History of India
954.93 History of Sri Lanka
960 General history of Africa
970 General history of North America
973 History of the United Sattes

