BSC Library Student Hand Book

British School of Commerce - Colombo

Introduction

The British School of Commerce Library is a centre for knowledge, learning, and research. We provide students and academics with quality print and digital resources to support their studies, research, and professional development. Our Library promotes independent learning, critical thinking, and lifelong learning within the BSC community.

Vision

“To be a dynamic centre of knowledge, learning, and research that empowers the British School of Commerce community to achieve academic and professional excellence through accessible resources, innovative technologies, and a culture of lifelong learning.”

Mission

“To provide students, academics, and researchers with timely and equitable access to high-quality print and digital information resources that support teaching, learning, research, and professional development.’’

Staff of the Library

The library staff at the University consists of two academic members:

- Librarian: Ms. Subashini Jayamanne (Chartered Librarian, SLLA.)
    - Qualifications: MA (Library and Information Science); BA (Library and Information Science); Higher Dip. (IT and Library Automation)
    - E-mail : subashini.jayamanne@lsclondon.co.uk

- Assistant Librarian: Mr Jinadasa Ovitige
    - Diploma (Library and Information Science)
    - E-mail : jinadasa.ovitige@lsclondon.co.uk

Library Committee

The library is overseen by the Library Committee of BSC Colombo. The Library committee acts as a communication channel between students, faculty and management. It formulates general rules, operating guidelines and collection development policies, awareness of suggestions and complaints for efficient library use. The Committee will meet as required to fulfil its remit and will meet at least four times (4) a year.

Committee Members :

- Librarian
- Head of Academics and senior lecture (2)
- Senior Academics Administrator (1)
- Marketing Manager (1)
- Student representatives (2)

Library Collections

This section includes physical and digital resources. The collection of the library is dedicated to providing resources that support diploma, undergraduate and postgraduate studies. It includes a wide range of materials specifically curated to meet the diverse academic needs of students, faculty, and staff. The library maintains a balanced and up-to-date collection in consultation with programme teams and academic leaders.

Types of Materials

- General reference books
- Subject - Specific core readings
- Text books
- Research papers
- Subject related articles

Library Resource Classification

The library collection is organized according to the Dewey Decimal Classification (DDC):

- 000: Computer Science and General Works
- 100: Philosophy and Psychology
- 330: Economics
- 420: English Language
- 657: Accounting
- 658: Management
- 658.072 : Business Research
- 658.11 : Business
- 658. 3 : Human Resource Management
- 658.15 : Financial Management
- 658.4 : Change Management
- 658.404 : Project Management

Library Facilities and Services

- **Seating and Study Areas**

  Library offers quiet study spaces, individual desks, and group discussion rooms to facilitate focused work. Group spaces require prior booking.

- **Public Computers**

  Library computers and Wi-Fi are provided primarily to support study, teaching, research and approved institutional activities. Users must comply with BSC Colombo's applicable IT and acceptable-use rules and must not misuse institutional systems, interfere with other users, install unauthorised software, or access material that is unlawful or inconsistent with institutional policy.

- **Study Rooms**

  Designed for team projects and collaborative discussions, often requiring a minimum number of occupants. Reservations should be make in advance - online, in person, or by phone using a valid library or student card.

- **Digital Resources**

  Students may access available e-books and other authorised digital resources through the student portal, both on and off campus where access permissions allow. The Online Public Access Catalogue (OPAC) is used to search and locate resources held by the Library.

- **Library Membership**

  All registered BSC Colombo students and authorised faculty and staff are eligible to use the BSC Colombo Library. Student who wish to borrow library materials must complete the applicable library borrowing registration process, request to a deposit of LKR10,000 to secure your membership.

- **Borrowing Books**

  Students may borrow two items at one time for a one-week period. LKR 50 late fines are applied for overdue books. Students may renew items for an additional one week, but it will be refuse where that an item has been reserved by another user or where the borrower has overdue items/charges. Reference books may not be removed from the Library. If a book lost or damaged, the student must pay for the replacement cost of the book.

- **Digital Access**

  While the Library maintains physical reference materials, it also provides access to selected online resources and digital tools for supplementary research. These resources are accessible on and off campus where access permissions allow in online catalogue https://library.bsccolombo.edu.lk/opac/ . Free Wi-Fi is available throughout the library for users to access digital tools and resources.

- **Front Desk Support**

  The Assistant Librarian is available to assist users with their searches and locating library resources.

- **Workshops and Training**

  Periodic workshops are offered on the online catalogue, referencing styles, information-search skills and research skills.

- **Printing and Photocopying**
  Printing and photocopying services are available at the applicable rates published by the Library. Users must adhere to copyright laws when copying or scanning materials. Staff can provide guidance on fair use practices.

- **Book Reserving facility**
  Reservation facility is available for any registered member. You may request the library staff to reserve books. A student can reserve only one book at a time. A reserved book may be retained for 02 days for the member who reserved it, and will get cancelled automatically by the system. After 02 days, the title reserved will be open for another member to borrow.

Library Conduct and User Responsibilities

- Mobile phones must be kept on silent mode. Users must avoid conversations in designated quiet zones and should take voice calls outside the Library.
- Food and beverages are not allowed in the library.
- Do not mark, deface, or damage library materials.
- Unauthorized removal of materials is strictly prohibited.
- Students are not allowed to bring, bags, caps or other items must be left at the property counter. Users remain responsible for their personal property.
- Sound-generating devices that may disturb other users are strictly prohibited unless used with headphones and permitted by Library rules.

- **Lost or Damaged Library Materials, u**sers must report lost or damaged library materials to the Library as soon as possible. The user may be required to replace the item copy or pay the replacement cost and any applicable administrative charge, in accordance with the approved Library policy

Library Information

- Address: The British School of Commerce, 3rd Floor, 19, Mcleod Road, Colombo 4
- Library Help Desk: +94 11 259 5995 , +94 11 259 5922
- Wed : https://library.bsccolombo.edu.lk/opac/
- Fax: +94 11 259 5919
- Opening Hours: 9.00am – 5.00pm

  (Monday to Friday and closes on the Mercantile holidays)
- Librarian :

  subashini.jayamanne@lsclondon.co.uk
- Assistant Librarian :

  jinadasa.ovitige@lsclondon.co.uk

Library Fees and Charges

- Refundable Library Security Deposit – LKR 10,000. Forms are available at the Library counter.
- Photocopying: LKR 10.00 per single-sided copy; LKR 20.00 per double-sided copy.
- Computer printouts: LKR 20.00 per single-sided print; LKR 40.00 per double-sided print.
- Overdue book charge: LKR 50.00 per day, subject to the approved borrowing and overdue policy.