

USER GUIDE

ULAB LIBRARY

library@ulab.edu.bd | library.ulab.edu.bd

This guide will introduce you to the ULAB Library with key informations and help you to locate library resources as well as will guide you utilize these. Particularly it will be special instructor for the fresher's.

ULAB Library is the center to facilitate knowledge acquisition by providing Resources to ULAB students, faculty members, BoT members, administrative members, alumni and community users. It has been growing with the university constantly serving the vibrant community of students and faculty members since its establishment in 2004.

ULAB Library is an automated Library which is managed by an Integrated Library System- KOHA. Library is equipped with Wi-Fi & Internet facilities and the Library is under CC camera surveillance for ensuring security.

LIBRARY AUTOMATION

- ULAB Library is an automated library and it's maintained by the Integrated Library Management System -KOHA.
- Library Database – OPAC (Online Public Access Catalogue) and users can access & search remotely.
- Library Digital Repository –Dspace, it is maintained institutional digital resources and users can access remotely.
- Library Website - users can access digital resources remotely and get all services, supports and facilities -24/7

LIBRARY MEMBERSHIP

All students, faculty members, BoT members, administrative members of ULAB are entitled to become library members. Anyone else can become a community member, at the discretion of the university authority.

LIBRARY MEMBERSHIP PROCEDURE

- All the users must have an official ULAB ID card for Library Membership.
- The library will provide a temporary ID card to part-time faculty members.
- Community users and alumni are eligible for library membership with recommendation from ULAB faculty members, head of the administrative department as well as head of the concerned institution.
- Part-time faculty, Alumni and Community members should apply (application form available at Library) to the Library with one passport size and one stamp size photograph.

LENDING FACILITIES

Students and Faculty Members

Sl. No.	User	Material Types	Qty.	Duration
1	Under Graduate	Book	2	3 Days
		CD/ DVD	1	1 Day
		Periodical	Not Allowed	
		Map/ Atlas	Not Allowed	
2	Graduate	Book	2	7 Days
		CD/ DVD	1	3 Days
		Periodical	Not Allowed	
		Map/ Atlas	Not Allowed	
3	Faculty	Book	4	Full semester
			2	14 Days
		CD/ DVD	5	7 Days
		Periodical	Back Issues	
		Map/ Atlas	Issued for Class	

BoT, Staff, Alumni and Community Users

Sl. No.	User	Material Types	Qty.	Duration
4	BOT	Book	3	14 Days
		CD/ DVD	5	7 Days
		Periodical	On Demand	
		Map/ Atlas	On Demand	
5	Staff	Book	2	3 Days
		CD/ DVD	1	2 Days
		Periodical	Not Allowed	
		Map/ Atlas	Not Allowed	
6	Community User /Alumni	Book	All type of resources can use within the Library.	
		CD/ DVD		
		Periodical		
		Map/ Atlas		

FINES

- 5 TK. per day for students after due date
- 10 TK. per day for faculties after due date

COMPENSATION

- Book/resource will be replaced by the user with the same or latest edition.
- The borrower will be liable for the full replacement cost and accumulated fines of the item borrowed if the resource is not replaced.
- The replacement cost of any item will be decided by the library authority and plus 20 % will be added as service charge.

LIBRARY CATALOGUE & DATABASE

ULAB Library maintained an Integrated Library Management System -KOHA. Users can access Library Database – OPAC (Online Public Access Catalogue) remotely. User can search required book, identify the location of the book and finally retrieve the book with the help of OPAC. They can also check their transaction history, search history and fine details by using the OPAC user's account facility.

PURCHASE REQUEST

All Library users can raise requisition. Faculty members will raise requisitions of library learning resources based on departmental requirements. Students and admin staff may raise requisition for their requirements. Book Requisition Form (**PDF/Word file**) is available at Library websites.

BOOK RESERVATION

User can reserve the required book using their OPAC account. Library will hold the reserved book and the user have to pick up the book on that certain date. Otherwise, the hold request will be cancelled and the book will be available for the other users.

LIBRARY GENERAL RULES

- Please enter, leave and work quietly in the library. Mobile phones must be in silent mode.
- Valid ULAB ID should be displayed while entering the library.
- Please deposit your belongings (without valuable items) in the pigeonhole before entering the library.
- Please use the library resources carefully. Any sort of damage on any item (such as, tearing up pages, underlining or highlighting texts, scratching on DVDs, etc.) shall be treated as violation of the library conduct.
- Please leave the library resources on the table after using it.
- Please proceed to the circulation desk for borrowing /returning items, and for any other assistance.
- A fine of Taka 5.00(five) will be imposed for a book/resources per day if they are not returned on due date.
- A fine of Taka 100 (hundred) will be imposed for issuing a duplicated token if a pigeonhole token is lost. He/she will report/inform it immediately to the Library Authority.

LIBRARY HOUR

Sunday – Thursday | 9:00 am – 4:30 pm **(During Covid-19)**

Campus-A Library

Saturday – Thursday | 8:30 am – 9:30 pm

Friday | 9.00 am - 9.30 pm

Permanent Campus Library

Sunday – Thursday | 8:30 am – 5:30 pm

Friday | 9.00 am - 12.30 pm

(Saturday closed)

LIBRARY LOCATION

Central Library

1st Floor, Campus A
House 56, Rd 4/A Satmasjid Road
Dhanmondi, Dhaka-1209, Bangladesh

Permanent Campus Library

1st Floor, Building -C
Mohammadpur, Dhaka, Bangladesh

CONTACT

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