Sri Lanka Library Association

Report of the Council
Annual Accounts and Auditor's Report
1999 / 2000

June 2000
Professional Centre
275/75, Bauddhaloka Mawatha
Colombo 7

ANNUAL REPORT OF THE COUNCIL

1999/2000

Sri Lanka Library Association

OPA Centre
Colombo 07

June 2000

SRI LANKA LIBRARY ASSOCIATION

THE COUNCIL FOR 1999 / 2000

Seated (L to R) Ms. S.C. Weerasingha, Ms. D. Diyasena (Secretary), Ms. S. Jayathillake, Ms. S. Jayasuriya (President), Ms. D.Ratnayake, Ms. P. Wijetunge, Ms. P. Gamage, Ms. D.D.D. Talagala, Mr. Anton D. Nallathamby.

Standing (L to R) Ms. D.I.D. Andradi, Ms. I.Mudannayake, Mr. P. Vidanapathirana, Mr. N.U. Yapa, Mr. K.Manickavasagar, Mr. L.R. Amarakoon, Mr. S. Rubasingam, Mr. C. Kuruppu, Ms. W.M.S.K. Somabandu, Ms. S. Talakada.

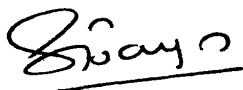*Absent:* *Mr. Harrison Perera, Ms. A.G.S. Yapa.*

Contents

Message from the President

My term of office as the President marked the end of one century and dawn of another. This year also has a specific meaning to the SLLA. Our Association has completed forty years of service to the LIS community. Through the years SLLA has witnessed many changes and trends taking place in the LIS field. These changes have had a tremendous impact on our work places and our profession.

It is time for us now to reflect on what we have achieved so far and plan for the future. Last year we held the first ever-international workshop, implemented the new curriculum for level two, organized several CPD activities, which provided learning opportunities to our members, and did the ground work for the revision of the Act. How do we proceed from here? What do we want the SLLA be doing to promote our profession? How can you as an individual help the SLLA and how can the SLLA help you? It is for us to find the answer.

On a personnel level, I had a busy but productive time. I learnt a great deal and was encouraged by the knowledge and expertise of the members of the Council and Committees.

Thank you all and my best wishes for the future.

Sumana Jayasuriya
The Presidnt

Message from the General Secretary

It is with a great sense of satisfaction and pride that we present the Annual Report 1999/2000 to our members of this Annual General meeting. A careful perusal of its contents would give its reader an overview of the enormous quantum of work accomplished during this year under review. Undoubtedly, this alone should generate a feeling of great satisfaction among our members, that the SLLA Council has been able to meet its corporate objectives to a great extent. This may not have been possible if not for the untiring and dedicated efforts of each and every office-bearer, elected and nominated to the wide ranging respective Committees and the support and cooperation extended to us by our members. I wish to take this opportunity to offer a warm thank you, from the bottom of .ny heart to all those who contributed to the successful realization of the corporate objectives this year.

I also wish to appeal to all members, the younger members in particular, to extend their fullest cooperation to the new Council, in carrying out its programme of work, successfully. I firmly believe that the professional expertise and the positive attitudes of our members will always be a great source of strength and inspiration to SLLA and the Council to guide its destinies in the years to come.

Needless to say that it is our fervent wish and hope that the new Council will continue to dedicate itself to the furtherance of the developmental goals and objectives of SLLA.

I wish the SLLA every success.

Dharma Diyasena
Hon.General Secretary

Council Members

President	Ms. Sumana Jayasuriya
General Secretary	Ms. Dharma Diyasena
Vice Presidents	Ms. Daya Ratnayake
	Ms. Swarna Jayathilleke
Immediate Past President	Mr. Harrison Perera
Education Officer	Ms. Pradeepa Wijetunge
Treasurer	Mr. Anton Nallathamby
Publication Officer	Ms. Pramila Gamage
Assistant Secretary	Ms. Shivanthi Weerasinghe

Apart from the Office bearers elected at the last AGM, the under mentioned representatives and members comprised the Council

Nominated Members

Executive Committee and Council

Assistant Education Officer	Ms. Deepali Talagala
Public Relations Officer/ Information-Specialist & Promotion Officer	Mr. Chandrasena Kuruppu
	Mr. S. Rubasingam
	Mr. N. U. Yapa

Elected at the Annual General Meeting to the Council

Academic Libraries	Mr. P. Vidanepathirane
Government Libraries	Ms. D. I. D. Andradi
Public Libraries	Ms. W. M. S. K. Somabandu
School Libraries	Ms. Geetha Yapa
Special Libraries	Ms. Sumitra Talakada
Central Region	Ms. Ira Mudannayake
Western Region	Mr. L. R. Amarakoon
Northern Region	Mr. K. Manikawasagar

1.1 A work Plan was adopted at the first Council Meeting.

1.2 For the first time in its history of 39 years of the SLLA, an International workshop "Net Elis" was held in collaboration with IFLA at Hotel Galadari from 17- 23 October 1999.

1.3 Seven Colloquia, six in collaboration with the British Council and one with the National Science Foundation were held.

1.4 Three workshops were organized by the Education Committee on cataloguing, Classification and Indexing.

1.5 A workshop on teaching methodologies in Library and Information Science for the SLLA Lecturers was organized by the Education Committee.

1.6 A workshop on Desktop Publishing was organized by the IT Committee at the National Science Foundation.

1.7 A workshop on Internet was held at the British Council for the SLLA members.

1.8 SLLA sponsored a lecture on Global Knowledge for OPA members under the OPA Technical Programme. Immediate past President Mr. Harrison Perera made the presentation.

1.9 An awareness programme for the School Librarians was held with a library visit to the OCS at Battaramulla.

1.10 A presentation by Ms. Mickey Ann Hinojosa, Instructional Design and Training Coordinator of SOLINET Georgia, was organized by the Central Regional forum on 15th October 1999 at the Public Library Kandy. The theme of her presentation was 'The Worldwide Information Society: Library Initiatives".

1.11 Ten members of SLLA participated at the IFLA regional Conference held in Bangkok, August 1999.

1.12 Corporate Budget system was continued with constant monitoring mechanism.

1.13 Three SLLA Office staff participated in an Office management training programme at the University of Colombo to upgrade their working knowledge.

1.14 A loan scheme was introduced to the SLLA office staff.

1.15 Amendments to the Sri Lanka Library Association (Incorporation) Law No 20 of 1974 were drafted and are now ready to be presented in the Parliament as a Bill. This was approved at the Special General Meeting (SGM) held on 22 April 2000.

2.1 Membership Policy
Objective
To expand the membership and to improve services provided to members

Targets achieved
Drafted the proposed amendments to the Sri Lanka Library Association (Incorporation) Law No 20 of 1974. A Special General meeting was held to get approval to these amendments, which will be submitted to the Parliament soon.

Membership policy was also revised with the draft amendment to accommodate non-voting members.

Members were encouraged to stay in membership by sending them regular notices and requesting them to pay up the membership fees.

2.2 Office management
Objective
Develop and maintain SLLA Office according to professional office standards and practice

Targets achieved
A new letterhead was introduced to reflect the professional image of the SLLA.

Provided training opportunities for the Office Staff.
A loan scheme was introduced as a welfare measure to the Office Staff.

2.3 Finance Management
Objective
Develop and maintain procedures to achieve efficient and effective financial management of SLLA's funds

Targets achieved
Revised Course fees to allow the lecturers honorarium to be increased and also to pay for marking the assignments.

Membership fees were increased by one hundred rupees to provide better services to the members.

2.4 Coordination and Cooperation
Objective
Survey requirements of membership and plan events/ activities to coordinate professional development through cooperation

Targets achieved
Requested the members to renew the membership while updating the Membership Directory.

Central Province has already planned a survey on the library personnel in the Central region. Public Librarians group coordinated by Ms. Daya Ratnayaka, in association with the NLDSB studied the present status of the recruitment scheme

and the efficiency bar examination and will be sending the recommendations to the Director Public Administration soon.

An awareness programme for the School Librarians was held with a library visit.

2.5 Research and Publication
Objective
Encourage research capabilities of members and print/publish professional material on relevant themes.

Targets achieved
Research project is now underway with the financial assistance from the National Science Foundation.

Steps were taken to publish four issues of the 'SLLA Newsletter' and two issues of the 'Sri Lanka Library Review'.

2.6 Collection and Maintenance of Professional Literature
Objective
Assist and convert the OPA/SLLA Library into an Information Center and collect, maintain SLLA professional material.

Targets achieved
Many representations were made to reopen the OPA Library, which was managed by the SLLA. As the OPA response was not favorable the Council is considering establishing its own library when the Office moves to the new building as soon as possible.

2.7 Developing International and regional Cooperation
Objective
Explore and develop contacts and links with international/regional associations for further development of SLLA's professional aspirations.

Targets achieved
For the first time in the history of SLLA an international workshop was held in association with IFLA and was funded by organizations such as National Library and Documentation Services Board, National Science Foundation, United States Information Services, and British Council.

2.8 Education and Training
Objective
Review, plan and structure the Education and Training Policies in relation to current and future requirements.

Targets achieved
Implemented the new curriculum at the second level of the Diploma Course in Library and Information Science.

Organised Programmes to enhance the capabilities of the professionals to develop their skills.

3.1 Collection Development - Ms. Swarna Jayathilleke (Convenor)

Members

Ms. C. L. M. Nethsingha   Mr. Anton Nallathamby
Ms. D. I. D. Andradi

The SLLA/OPA library was a reference library and was open to all members of the OPA. Objectives of the SLLA library were to collect and maintain professional materials and to provide information services and reference services to all members of the OPA.

A set of books received from the Ministry of Cultural and Religious Affairs are kept in the SLLA Office since the OPA library is temporarily closed.

3.2 Continuing Professional Development - Prof. Russell Bowden (Convenor)

Members

Ms. Sumana Jayasuriya   Mr. Harrison Perera
Ms. D. I. D. Andradi   Ms. S. Thalakada
Ms. Ira Mudannayake   Mr. P. Vidanepathirana
Ms. Pradeepa Wijetunge   Mr. K. Manikkavasagar

The Committee previously named "Committee on Continuing Professional Training and Updating" has considerable progress to report.

Firstly the Committee's recommendations that had failed, over the previous two years, to be placed in front of Council were considered in February [hence the change of name] and although not all were found acceptable. Council's responses have led to useful and constructive debates on significant issues-some of which still have to be resolved. To prepare a precise plan for future action the Committee has made arrangements to organize a three-day Conference in Kandy-probably in October. The Committee felt the need for full-time services of a professional CPD coordinator probably based in the SLLA Secretariat to organize and manage such a comprehensive and forward -looking Programme. Council's current resources preclude its funding such a post. So possibilities are being explored to identify outside funding sources.

In addition the Committee has organized a series of events with the active support of the Education Committee. Most months, at least one lecture was held, on such diverse subjects as the World Bank, School Library project, the World Bank's Global Knowledge initiatives, the Kotmale Community Radio Project. etc.

3.3 Education Committee - Ms. Pradeepa Wijetunge (Convenor)
Members

Ms. Deepali Talagala   Ms. Sumana Jayasuriya
Ms. Nanda Wanasundara   Mr. Upali Yapa
Ms. K. Kamalambikai   Mr. S. M. Kamaldeen
Ms. Daya Rathnayake
Mr. S. Punyawardena(Representaive from the NLDSB)
Mr. Piyadasa Ranasingha (Representaive from University of Kelaniya)

Education Committee met every month on the day of the Council/Exco meetings were held. Twelve meetings were held and not a single meeting had to be postponed due to the dedication of the members of the Education Committee.

At the first meeting of the Education Committee, the Education Officer submitted a Proposal for the Development of the Education Programmes of the SLLA. This proposal concentrated on the action to be taken by the SLLA taking into consideration the future trends in the Library and Information Science field in Sri Lanka. The main themes of the proposal were:

➢ Improving the quality of the education programmes
➢ Diversification of funding sources.
➢ Short term training programmes for the teachers and students
➢ Education and training of Public Librarians.

3.3.1 Improving the Quality of the education programmes

3.3.1.1   Entry requirements
Entry requirements were revised to include the following, to attract students with better qualifications. Candidates with

➢ Credits at GCE/OL for Mathematics and English.
➢ Exempt Graduates from the Aptitude test.

3.3.1.2   Curriculum implementation
New curriculum, which was implemented in 1998, was continued with the implementation of new curriculum for the second year. (Annex I)

3.3.1.3   Module Directors were appointed for each subject of the new curriculum. The objective of this appointment was to co-ordinate the subject matter, assignment topics, and examination questions in a better way in all centres in all media. The module directors are experienced professionals who have good knowledge of the particular subject. Following are the Module Directors:

- Mr. S.M. Kamaldeen   Introduction to Library & Information Services (I)
- Ms. C. Chandramala   Collection Management (I)
- Mr. P.B. Gallaba   Cataloguing (I) & (II)
- Mr. G.R. Padmasiri   Classification (I) & (II)
- Mrs. N. Wanasundera   Library & Information Resources (I)
- Ms. K. Kamalambikai   Library & Information Resources (II)
- Mr. Harrison Perera   Management (II)
- Mr. N.U. Yapa   Information Technology (II)

In addition to the Module Directors the **Regional Co-ordinators** were responsible for conducting the education programmes in Kandy and Galle. **Course Co-ordinators** were responsible for conducting other courses. The Regional Co-ordinators and Course Co-ordinators were;

- Mrs. D. Ratnayake   Regional Co-ordinator/Kandy
- Mr. W.R.G. Silva   Regional Co-ordinator/Galle
- Mrs. Dharma Diyasena   Course Co-ordinator/ COLA & Distance Education
- Mr. G.R. Padmasiri   Library Technicians Programme

3.3.1.4   Lesson Plans & Assignments

All the lecturers were requested to prepare lesson plans with the objective of avoiding duplication across subjects and to maintain consistency throughout the programme. For some subjects lesson plans have being completed and some are being prepared. Mrs. N. Wanasundera 's contribution in preparing the lengthy course out line single handedly for the first year Library and Information Resources module needs a special mention and appreciation here.

Uniformity in Written assignment topics were maintained by collecting the topics from the Module Directors and circulating to all the students with instructions. They are to be collected and recorded at the SLLA Office before distributed to teachers for marking.

3.3.1.5   Distance Education Programme

Expanding LIS education to the students in areas where the regular programmes are not held was the objective of designing Distance Education Programmes. The first such programme held for the Uva District was completed successfully.

The second Distance Education Programme was planned for Batticaloa District and presently the preparation of Course Materials in Tamil is in progress.

3.3.1.6   New Courses

Two requests have been received for the **Library Technicians Programme** from Ratnapura District and Western Province. Courses will commence for these two regions shortly.

On the request of the LIS community from Anuradhapura, arrangements have been made to organize the SLLA Diploma course there and a new regional centre may be established for 2000/2001 year.

3.3.1.7   Administration of Education

A **database of students** was designed and data entry will be completed within the next few weeks. The dedication of Mr. N.U. Yapa, Mrs. Deepali Talagala and Ms. Deepika Priyadarshini for this project is appreciated.

Education rules and regulations were revised and updated after 1989.

First and Intermediate year Cataloguing and Classification papers were re-structured fulfilling a long felt need, to provide a better format and understanding of the subjects and its evaluation.

3.3.2 Broad basing/Diversification of funding sources

Short-term workshops were considered as a fund raising means and also enhances the knowledge of the practicing librarians. The following one-day workshops on traditional library aspects as well as on IT were held especially for the newly recruited librarians.

- UDC   09th March
- DDC   11th March
- Indexing   12th March
- Abstracting   13th March
- Desktop Publishing 03rd June (in collaboration with the IT Committee)

3.3.3 Short term training programmes for teachers and students

Short-term workshops for teachers and students were held as follows:

- Workshop for Teachers on Teaching: imparting knowledge or mediating learning. Resource Person- Prof. S.U.K.Ekaratne, Director, Staff Development Center, Univ.of Colombo.

- Workshop for final year students on Essay writing. Resource Persons Ms. S.C. Jayasuriya & Mr. N.U.Yapa.

- Workshop for Intermediate students on Bibliography/Index compilation. Resource Person Mr. N.U.Yapa.

- Two-day observation visits for Ms Shanthi De Alwis and Ms.Edna Malkanthi at the Faculty of Graduate Studies, Univ. of Colombo.

- One-day observation visits for Ms. Deepika Priyadarshini and Ms. Kaushali at the same venue.

3.3.4 Education and Training of Public Librarians

A short-term programme for Public Librarians was designed during the past year and the objective of this programme was to update the knowledge of the practicing Public Librarians to match the changing social, economic and cultural environmental needs. This is scheduled to be held during the latter part of 2000.

3.3.5 Statistics of the Examinations conducted and the ongoing courses
3.3.5.1 Examinations

Year/Month	Examination	No. of Candidates	No Passed
1999 June	Level I Dip. In LIS	189	76
1999 June	Final Year	27	09
1999 June	Uva Distance First Year	36	18
1999 Oct	Intermediate (Repeat)	35	19
1999 Oct	First year (Repeat)	18	13
2000 May	Final year (Repeat)	38	R N R
1999 Sep	COLA	40	33

3.3.5.2 Courses

Course	Colombo			Kandy	Galle
	Sin	En	Tm		
DipLIS Level I	72	10	27	38	16
DipLIS Level IIpart I	70	7	38	27	13
Final Year	50				

3.3.5.3 Awards for best performances at the examinations

DipLIS Level I - Cataloguing file	
Colombo Sin	P.G.R.PREMARATNE/ U.C.SHIROMI
Colombo En	
Colombo Tm	A.H. THOWFEEK
Kandy	I.M.S.C.K.ILANGASINGHE/ K.V.G.PERERA
Galle	I.V.SRIYANI
- Library report	
Colombo Sin	S.N.Y.WICKRAMARACHCHI
Colombo En	A.N.MEDDEGAMA
Colombo Tm	S.UDAYARANI/U.L.M.BASHEER
Kandy	S.M.A.SAMARAKOON
Galle	P.M.C.DAMAYANTHI
DipLIS Level I - Block Memorial	
Sin	P.H.C.DAMAYANTHI
En	A.N.MEDDEGAMA
Tm	F.M.IYOOBKHAN
DipLIS Level I - Uva	M.N.EPA
COLA - Best results	T. RANAWELLA

3.4 Information Technology - Mr. Upali Yapa (Convenor)
Members

Ms. Dilmini Warnasooriya   Ms. Wathmanel Senevirathna
Ms. Deepali Talagala   Ms. Amara Nanayakkara
Ms. Pradeepa Wijetunge   Mr. J. Rathnayake

Committee held 04 meetings for the year. The main programmes of the Committee were:
- Course on library automation (COLA)
- Workshop on WinISIS
- Workshop on desktop publishing
- ISIS users meeting

3.4.1 Course on library automation (COLA)

COLA which is one of the main training programmes conducted by the SLLA was redesigned to suit the needs of the library community. Instead of one continuous course following modules were offered for the participants to select.

- Windows based WP programmes
- Basic Win ISIS
- Advanced WinISIS
- New Information Technologies

Ms. D. Diyasena volunteered to coordinate the course. The course commenced on 06th February 2000 and 40 students have been enrolled and is held at the National Science Foundation. Following resource persons are involved in conducting the course.

Lecturers	Demonstrators
Mr. N.U. Yapa	Mr. J. Ratnayake
Ms. Deepali Talagala	Ms. P. Wijetunge
Mr. Kumarasinghe	Ms. A. Tennekoon
Mr. D. Gunasekera	Mr. J. Weerawardane
Mr. G. Fernando	

3.4.2 Win ISIS workshop

A three-day workshop on Win ISIS was held from 28th to 30th January 2000 at the National Islamic Centre. There were 25 participants at this workshop. The Resource persons and Demonstrators were:

Resource Persons	Demonstrators
Mr. N.U. Yapa	Mr. J. Ratnayake
Ms. Deepali Talagala	Mr. J. Weerawardena

3.4.3 Workshop on desktop publishing

One-day workshop on Desktop Publishing using MS WORD was held on 3rd June at National Science Foundation. The main objective in organizing this was to enhance the capabilities of the library professionals in producing reports. 09 participants from 8 Institutions attended and Ms. Deepali Talagala conducted the workshop. The following feed back was obtained through the evaluation received from the participants.

4 = excellent 1 = poor

Bar chart values: Shortcut Keys 3.2, Imaging, Word art etc. 3.4, Formatting, Word art etc. 3.3, Other Formatting,Lines & boxes 3.2, Trainers 3.6, Demonstrators 3, Location 3, Computer facilities 3.4
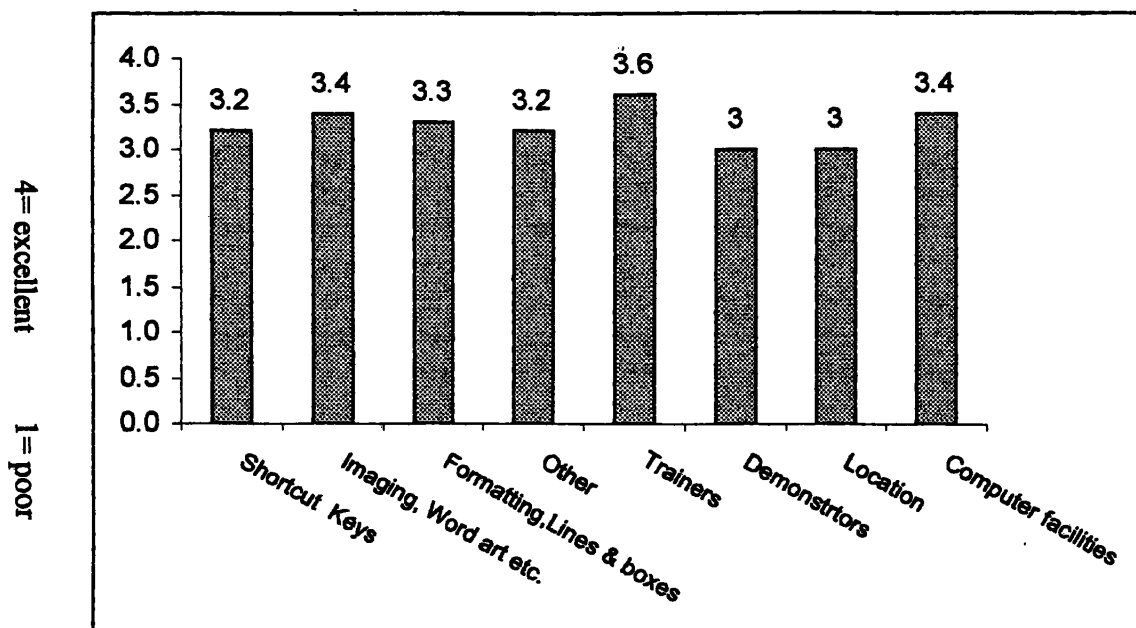
3.4.4 ISIS Users meeting in collaboration with the National Science Foundation will be held in July at the NSF auditorium. The main objectives of the meeting will be to identify the common problems in using CDS/ISIS and switching from DOS version to the Window version.

In addition to the above programmes the Committee actively participated at the NETELIS conference organized by the SLLA in providing technical assistance. Committee also proposed to the Council to convert the present council meeting room to an IT lab once the Head Office moves to the new building of the OPA.

3.5 International Relations - Prof. Russell Bowden (Convenor)
Members

Ms. Sumana Jayasuriya	Mr. Harrison Perera
Ms. Clodagh Nethsinghe	Mr. Upali Amarasiri
Ms. Nanda Wanasundera	Mr. P. Vidanepathirana

The International Relations Committee met four times.

3.5.1 The year's major international event, organized by a separate committee but constituted almost entirely from the membership of this committee, was the Workshop on Networking for Effective Libraries and Information Services [Net-ELIS] held at the Galadari Hotel from 17 to 23 October. Financed with the US$ 17,000 from IFLA [the International Federation of Library Associations] core programme for the Advancement of Librarianship [ALP] and managed by the SLLA under the auspices of the IFLA Regional Committee for Asia and Oceania [RSCAO]. There were participants from Bangladesh, Bhutan, India, Maldives, Nepal, Pakistan and Sri Lanka and overseas resource persons from Australia, Canada, Malaysia, Singapore, Thailand, United Kingdom and the United States. The evaluation forms indicated that it was an entirely successful professional event- endorsed also by the

quality of the Resolutions agreed in the final Plenary. This was the first major international event organized by the Sri Lanka Library Association and it can take full credit for arranging a totally successful professional event that put IFLA into Sri Lankan librarianship and Lanka into IFLA. A major objective of this Committee is to ensure that these situations continue to develop. [Annex I1]

3.5.2 The IFLA Conference in Bangkok from 20 to 28 August'99 provided yet another opportunity for Lankan librarians to contribute to the International Federation's work. Six are now elected onto Sections Committees. The National Science Foundation funded two participants while the Sri Lanka National Library & Documentation Services Board funded two. Fifteen Lankan librarians attended IFLA in Bangkok- a record. Similarly for this year's IFLA Conference in Jerusalem one participant nominated through SLLA has been sponsored by the NLDSB.

3.5.3 A bid to apply ALP for financial support to complete the Maldives ADEPLIS programme was unfortunately unsuccessful.

In co-operation with the Continuing Professional Development Committee a Conference to be held in Kandy in October is being planned to which it is hoped to invite IFLA's President Ms. Christine Deschamps.

3.6   Office Management and Finance - Mr. Anton D. Nallathamby
        (Convenor)
        Members
                Ms. Sumana Jayasuriya   Ms. Dharma Diyasena
                Ms. Shivanthi Weerasingha

The income from membership subscriptions,
Income received through following Fees :

        Associateship, Fellowship, Courses, Examinations, and Registration
        Rs. 2,507,450/

The direct expenses for 99/00 (excluding Net-Elis workshop) were Rs. 870,464/ compared to Rs. 1096,646/ for 98/99 a decrease of 20% . This is mainly due to the expenses incurred in DEPLIS for 98/99 amounting to Rs. 205,390/, which was not incurred in 99/00.

The total income for 99/00 is Rs. 2,555,885/ compared to Rs. 2,123,151/ for 98/99 an increase of nearly 20%. This is mainly due to the income from NET-ELIS Workshop, which was Rs. 279,688.

The total administration expenses for 99/00 was Rs. 1,379,294 compared to Rs.1,322,091/ for 98/99 a slight increases over last year.

The excess of income over expenditure for 99/00 was Rs. 1,176,591 compared to Rs. 801,060/ for 98/99 an increase of nearly 46%.

3.7 Publications - Ms. Pramila Gamage (Convenor)
Members

Ms. Deepali Talagala	Ms. Swarna Jayathilleke
Mr. S. M. Kamaldeen	Mr. L. R. Amarakoon

The Committee met thrice and steps were taken to publish four issues of the 'SLLA Newsletter' and two issues of the 'Sri Lanka Library Review'. Also, the Committee decided to change the format of the Newsletter and the Library Review with the entire support and approval of the Council.

3.7.1 Newsletter
When compiling the Newsletter, the Committee's aim was to focus on the current and relevant national and international information and important happenings, which take place in the field in order to help members to update their knowledge. Three issues of the 'SLLA Newsletter' were released in September, December 1999, and March 2000. Final issue (Vol.14 No. 4, June 2000) was released in May 2000.

3.7.2 Sri Lanka Library Review
The first issue (Vol. 13 Nos. 1 & 2, 1999) of the 'Sri Lanka Library Review' was released in January 2000 and the second issue will be released in June 2000. In compiling this, Committee focused more on the new trends of the field and tried to get the contributions from relevant experts.

The Committee wishes to thank all contributors including advertisers whose cooperation made it possible to bring out the SLLA Newsletter and the Sri Lanka Library Review on schedule.

3.8 Publicity and Promotion - Chandradasa Kuruppu

Wide publicity was given this year in respect of SLLA activities. A press conference was held on the first International Workshop organized by the SLLA in association with the IFLA. Wide press coverage was given to this event with the leading newspapers and radio interviews.

Office bearers of the Association, participated at the IFLA Conference in Bangkok, Examination Results, and Inauguration of the COLA Course were some of the few activities that were given wide publicity. We record our appreciation of the assistance extended to us by the newspapers and the Sri Lanka Broadcasting Corporation in this regard.

3.9 Research and Publication - Ms. Nanda Wanasundara (Convenor)
Members

Ms. C. L M Nethsingha	Ms. Deepali Talagala
Ms. Pradeepa Wijetunge	Ms. Geetha Yapa
Ms. I Corea	Ms. Pramila Gamage
Mr. Nelson Peiris	Prof. Russell Bowden

Regular meetings have been held; mostly monthly, if not, at least once in six weeks.

Ms. Clodagh Nethsinghe could not attend meetings regularly due to temporary ill health, but continued to serve on the committee, and has assumed responsibility for steering Project 1 to completion.

Mr. Nelson Peiris represented Mr. Uapli Amarasiri, Director General/National Library and Documentation and Services Board, on the Research and Publication Committee.

3.9.1 Projects

Rethinking of projects was necessitated since the present Council and Exco wished to further monitor the proposed projects. The status quo of the four projects initially proposed by the Research and Publication Committee in July 1998, are given below.

3.9.1.1 Project 1: Cooperative Practices in Sri Lankan Libraries and Information Centres

A grant form the National Science Foundation was successfully negotiated and payment has been received by the SLLA.

Research Officer, Ms. Badra Jaysinghe, BA, ASLLA, started work for the three months: March through June; and Ms. Mahesha Abeywickrama, (passed SLLA final examination) acts as Technical Officer from April through June. They were selected after interviews and with the approval of Ms. Nethsinghe, and Ms. Deepali Talagala, representing the National Science Foundation.

Prof. Russell Bowden monitors progress, since he was very much an initiator of the project and wrote the first submitted project proposal.

The Research officer has completed a literature survey having visited several libraries and information centers. A questionnaire will be distributed to librarians in May. Gathered data is being input to a database.

It is a noteworthy fact that this is the first time the SLLA has obtained a grant from the National Science Foundation, or for that matter from any funding agency, to carry out a research project.

3.9.1.2 Project 2: Translation of texts to Sinhala and Tamil

This project considered a core project by the Research and publication committee and of great value to SLLA students, has had to be abandoned because the five texts selected for translation by the Research and Publication Committee were not approved by the Education Committee to which the titles were referred to by the Council.

Prof. Russell Bowden bought on behalf of the SLLA, four titles selected by the Research and Publication Committee from the Library Association (UK) and ASLIB when he was in Britain early this year.

3.9.1.3 Project 3: Image of the Sri Lankan Librarian

The Council suggested reconsidering the title. After due consideration, the project was abandoned.

3.9.1.4 Project 4: Publication of a Book on Library and Information Services with relevance to change targeting the new century

The Council has approved this project. The major drawback has been the lack of response to Convener's several letters requesting heads/ directors of libraries/ organizations to contribute articles. As at present four articles have been received. The publication depends on the response of invited contributors.

3.10 Public Libraries - Ms. Daya Ratnayaka (Convenor)
Members

Ms. S. K. Somabandu	Ms. L. P. Karunawathi
Ms. Geetha Yapa	

The following activities were carried out during 1999/2000.

On a request made by the Association of Public Libraries Sri Lanka (APLS), Committee looked into certain anomalies existing in the Recruitment and Promotion scheme of Public Librarians in the Central Province. The commissioner of Local Government in the Central Province agreed to rectify the situation.

The attention of the SLLA was drawn by the Committee with regard to the following matters pertaining to the Public library system in the country.

- SLLA to do a comprehensive study on the prevailing situation of the Public Library system in the country without any further delay.
- Request the Govt. to prepare a national policy, a plan of action and enact legislation.

The President, Secretary of the SLLA and the Committee was invited by the NLDSB to study and forward recommendation to the Service Minute of the Sri Lanka Library service. Since this service minute has affected the Public Libraries. The proposed amendments have still to be forwarded to the SLLA.

3.11 School Libraries - Ms. Geetha Yapa (Convenor)
Members

Ms. Nanda Wanasundara	Ms. P. Balasuriya
Ms. Dharma Diyasena	Mr. J. Wedasingha
Ms. P. Ranasingha Muller	Mr. G. D. Amarasiri
Ms. Swarna Rajapaksa	

The School Library Committee met regularly throughout the year under review, and the members were involved in trying to work out ways in which to bring school librarians who are not members under the umbrella of the SLLA.

Most school librarians who are scattered throughout the country are unable to become members of the SLLA as they do not have the required entry qualifications and as such they are unable to take part in professional activities organized by the SLLA. This issue was brought to the notice of the Council and as a result the amendments to the SLLA Act will include provision for school librarian to join as non-corporate members thus enabling them to participate in professional activities along with other librarians.

A workshop on "School Librarianship" for school librarians from schools in the Western Province was held on the 25th of May 2000 at the University of Colombo Library. This workshop included a visit to the Overseas School of Colombo Library and several group activities and a lecture. Many librarians from other schools also expressed their keenness in participating in similar workshops in the future.

The Isipathana Primary School library was awarded the UNESCO Book Development Grant for the year 2000 by the International workshop of school libraries as a result of the application made by the school library committee. The committee was also able to get several book donations to needy schools.

4.0 Other Reports

4.1 Central Regional Forum -Ms. Ira Mudannayake (Representative- Central Region)

The following were the Office Bearers of the Executive body of the Forum for 1999/2000 including two new posts created as Vice President and Assistant Secretary.

- President   Ms. Daya Ratnayake
- Vice President   Ms. S. Ileperuma
- Secretary   Ms. R. Liyanage
- Assistant Secretary Mr. Samaratunge
- Treasurer   Ms. V. Wijesekara
- Publication Officer Ms. D. Seneviratna

4.1.1 The Central Regional Forum organized a presentation by Ms. Mickey Ann Hinojosa, Instructional Design and Training Coordinator of SOLINET Georgia) on 15th October 1999 at the Public Library Kandy. The theme of her presentation was 'The Worldwide Information Society: Library Initiatives. The presentation was based on how to utilize information networking for provision of information in the present society. About twenty librarians and the Deputy mayor of Kandy and Ms. Rebecca Macduff, Regional Information Officer of the U. S. Department of State was present at the seminar. The SLLA and the American Information Resource Center sponsored the event.

4.1.2 Survey of Library Personnel

The Central regional Forum is planning a survey on library personnel in the Central region. The project proposal is under preparation and it will be submitted to the SLLA in the near future.

4.1.3 Members serve as Resource Persons

Ms. I Mudannyake and Ms. D. Senevirathna served as resource persons for two Workshops on cataloguing conducted by the Dept of Local Government, Central Province for public librarians. The workshops were held in November 1999 and January 2000 at the Local Government Training Center Katugastota

4.2 Committee on Proposed Amendment to the Law 20/1974 - Mr. Chandradasa Kuruppu (Convenor)

Members

Ms. C. L. M. Nethsingha	Prof. W. B. Dorakumbura
Prof. Jayasiri Lankage	Ms. I. Corea
Ms. Daya Ratnayake	Ms. Sumana Jayasuriya
Ms. Dharma Diyasena	Prof. Rusell Bowden

The Council of the SLLA appointed the above Committee, in response to the following Resolution discussed at the Annual General meeting last year.

Resolution No2 - proposed by Ms. D.I.D. Andradi and seconded by Ms. C. Colambage

"We resolve that the professional qualifications conferred by the Sri Lanka Library Association to its members on completion of the final examination in Library Science should be named as Associate of the Library Association/ Sri Lanka and use as ALA Sri Lanka.

It was decided to consider this with the proposed amendment to Law No 20/1974/

Four meetings were held and proposed amendments were discussed at length. Ms. C. L. M. Nethsinghe, due to ill health and Prof. Rusell Bowden due to personal commitments, were unable to attend meetings. The Committee thoroughly studied the relevant Acts of the similar professions such as Institute of Chartered Accountants Act No 23 of 1959 and Amendment Law No 34/ 1975, Institute of Engineers Ceylon Act 17/1968 and the Amendment Act 03/1996 and Institute of Chemistry, Ceylon Act No 15/1972 etc. The Committee drafted the amendments taking into consideration the new trends and developments in the profession of Library and Information Science and paying special attention to the following sections:

Membership of the Association, Objects of the Association, Powers and Duties of the Council and the Executive Committee, Qualifications and Disqualifications for membership, Disciplinary powers and procedures, Audit and accounts and use of Titles.

The draft Amendments were placed before the Special General meeting held on 22 April 2000. Fifty members were present. The SGM considered the amendments item by item and approved with certain alterations. However arrangements are now being made to have the draft Bill approved by the Parliament after Legal Draftsman's corrections.

The Committee is grateful to the Council and the Executive Committee, for their enthusiasm, encouragement and for their commitment for enhancing the profession.

Examination Board - Ms. Pradeepa Wijetunge (Convenor)
Members
     Ms. Sumana Jayasuriya
     Ms. Nanda Wanasundara

Curriculum Implementation Committee - Ms. Pradeepa Wijetunge (Convenor)
Members
     Ms. Nanda wanasundera   Mr. S. Rubasingham
     Mr. Harrison Perera   Mr. Upali Yapa
     Ms. C. L. M. Nethsingha   Ms. Sumana Jayasuriya

Fellowship Board   Mr. Upali Amarasiri (Convenor)
Members
     Ms. C. L. M. Nethsingha   Ms. Pradeepa Wijetunge
     Ms. Sumana Jayasuriya   Ms. I Corea
     Mr. S. Rubasingam

BEREAVEMENTS

We announce with deep sorrow the demise of Ms. C. L. M. Nethsingha who was one of our past Presidents. LIS community has lost a stalwart in the field. Besides building up ITI (former CISIR) library, which is one of the best special libraries in Sri Lanka, her contributions to the scientific community in the country is immeasurable.
May her soul rest in peace.

Acknowledgements

The Council wishes to place on record the cooperation extended by the following SLLA office staff

Ms. Shanthi De Alwis   Ms. Deepika Priyadarshani
Ms. Edna Malkanthi   Mr. K. U. R. Perera
Ms. Kaushali Morawake

We record our appreciation for the cooperation and assistance extended by the following to make our programmes/ events a success.

- IFLA/ALP
- The United States Information Services
- Bookazine/SMI International Ltd.
- Blackwell's Book Services Ltd.
- The British Council
- National Library and Documentation Services Board
- National Science Foundation
- Sri Lanka Insurance Corporation
- University of Colombo
- Vidyaloka Vidyalaya Galle
- High School Kandy

We also wish to thank the following for their contributions at the colloquia as Resource Persons.
- Mr. Chirstopher Tribble "Managing Change".
- Ms. Pradeepa Wijetunge Library & Information Service: Observations of the Entrant to the Profession.
- Mr. Saman Dassanayke - Managing Knowledge in a Total Quality Organizational Environment: an Agenda for a Library.
- Mr. Upali Yapa - Demonstration of PURNA:WinISIS Based Integrated Library Automation System.
- Mr. Gerald Brown- School Library Programme: A New Direction
- Ms. Pradeepa Wijetunge - Developing a Web Site for the Library

New Curriculum

DIPLOMA IN LIBRARY AND INFORMATION SERVICES PART 11- LEVEL1

A LIBRARY & INFORMATION SERVICES

A.1	Librarianship and information work as a profession	
A.1.1	Characteristics of the profession	
A.1.2	Responsibilities of information workers to the societies that they serve	3 hrs
A.1.3	Codes of conduct, Codes of ethics	
A.1.4	Place within professions; OP	
A.1.5	Career development	3 hrs
A 1.6	SLLA activities; Comparison with other library associations	
A.1.7	Professional organizations National, Regional, International 3 hrs.	

A.2	Standardization	
A.2.1	Evaluation criteria (qualitative/quantitative)	
A.2.2	Guidelines IFLA, SLNLSB	
A.2.3	Adoption of ISO standards (SLSI)	3 hrs
A.2 4	Library standards in Asia	
A.2.5	International LIS developments	

A.3	Library cooperation	
A.3.1	Resource sharing	3 hrs
A.3 2	Cooperative acquisitions	
A.3.3	Inter-library loans	

A 3.4 Networks
A.3.4 1 Geographic (National, Regional International)	
A.3.4.2 Subject (Science & Technology, Social science etc.)	3 hrs
A.3.4.3 Administrative (District, Province, National)	
A.3.4.4 Type of Library (University, Public, School)	

A.4 Library buildings / Architecture
A.4.1 Relationship between user and materials	
A.4.2 Site Selection for different types of libraries	
A.4.2 Design -main elements. Discussions with architects	
A.4.3 Lighting Natural/Artificial	6 hrs
A.4.4 Ventilation Natural/Artificial - air conditioning, air circulation	
A.4.5 Security measures	
A.4.6 Internal layout	
A.4.7 Furniture - Types Selection criteria	

A.5 User Education (UE)
A.5.1 Necessity for user education	
A.5.2 Degree of importance & degree of UE given in different types of library	
A.5.3 UE in academic/university libraries	3 hrs
A 5.4 UE in schools - primary and secondary	
A.5.5 Librarian's role as an educator / academic	
A.5.6 Library as a resource centre	

A.6 Information subject structures: Evaluation & analysis
(restructuring, synthesizing & repackaging)   3 hrs.

A.7 Reference Service ⎫
    User - librarian interface ⎬ 6 hrs
    Skills of negotiation ⎪

A.8 Referral Service ⎭

A.9 Current Awareness Service (CA)
    Methods adopted in small lib; large systems; commercially Existing CA services - 3 hrs

A.10 Extension Services (ES) ⎫
     Why extension services? ⎪
     Types of ESs - ranging from book boxes to library days/weeks ⎬ 3 hrs
     ESs in Sri Lanka; ESs international aspects ⎭

A.11 Community Information Service (CIS)
     Need to build up local history/community information collection ⎫
     What a local history collection/CIS should and could have ⎪
     Files of ready reference queries and answers ⎬ 3 hrs
     Files of local experts in different fields and organizations ⎪
     Acting as referral service to above ⎭

A.12 Public information systems ⎫
     Special service - to underprivileged /handicapped/ remote areas ⎪
     (mobile services, book boxes) house-bound persons/prisoners/hospitals ⎬ 3 hrs
     Literacy Reading habits ⎭

B. INFORMATION TECHNOLOGY

B.1 Computer Systems ⎫
    Structure. Hardware and Software ⎪
    Operating systems MS-DOS, WINDOWS ⎬ 6 hrs
    Computer languages ⎪
    Database management systems ⎭

B.2 Computer Applications ⎫
    Housekeeping, reader services, office automation ⎬ 6 hrs
    other ⎭

B.3 New Information Services IT based information systems ⎫
    CD-ROM systems ⎪
    Desktop publishing ⎪
    E-MAIL ⎪
    Multimedia ⎬ 6 hrs
    Networks LEARN, INTERNET ⎪
    Int. Network developments ⎪
    Subject ⎪
    Geographical ⎭

B.4   Computer files
       File structure. Data formats - 3 hrs

B.5   Systems Analysis
       Systems development.
       Defining systems   } 3 hrs
       System maintenance

B.6   Computer Networks and Telecommunications   - 3 hrs

B.7   Guest lecture on data communication   - 3 hrs

C. ORGANIZATION OF INFORMATION: CATALOGUING

C.1   Descriptive Cataloguing
       Cataloguing of books; serials; AV; multimedia; microform; unpublished literature; } 9 hrs
       electronic media
       new developments

C.2   Analytical Cataloguing
       Analysis, International standards, micro documents (articles, chapters, papers) - 3 hrs

C.3   Cooperate Cataloguing Union catalogues. Bureau services   - 3 hrs

C.4   International aspects e.g. IFLA, International MARC;
       Role of national libraries & the private sector (OCLC)   - 3 hrs

C.5   Catalogue Management
       Economics, Alternatives to cataloguing   } 6 hrs
       Maintenance of catalogues.
       Limited and selective cataloguing .

C.6   Computer Cataloguing
       Comparison with manual systems,   } 6 hrs
       Advantages

D. ORGANIZATION OF INFORMATION : CLASSIFICATION

D.1   Classification Theory
       Historical development.
       International influences   } 6 hrs
       Advanced elements of book classification scheme
       Future trends

D.2   General and special classification schemes
       D.2.1 DDC - In-depth Classification   - 6 hrs
       D.2.2 UDC - In-depth Classification   - 12 hrs.
       D.2.3 Other Classification Schemes
                    Colon, Library of Congress   - 6 hrs

D.3　Subject Indexing using DDC
　　　Chain procedure　　　　　　　　　　　} 9 hrs
　　　Construction of a subject index
D.4　Subject headings LC　　　　　　　- 3 hrs-

E. * MANAGEMENT

E.1　Introduction -
　　　E.1.1　Schools and Main theories of Management
　　　E.1.2　Birth and Development of Information Society　　　3 hrs

E.2　Office Management
　　　E.2.1　Introduction to office system
　　　E.2.2　Records . Forms, form design and control, electronic filing and indexing
　　　E.2.3　Office communications Correspondence, stationery and mail
　　　E.2.4　Organization and environment, Re-engineering Organogram, lay out,　} 6 hrs
　　　　　　furniture, accommodation and physical conditions
　　　E.2.5　Systems
　　　E.2.6　Procedures, work charts and measurements
　　　E.2.7　Machines and maintenance, office automation

E.3　Communication
　　　E.3.1　Organizational Structure Bases and form of organization direction &
　　　　　　levels of communication in organizations
　　　E.3.2　Nature of Communication Verbal communication　　　} 6 hrs
　　　E.3.3　Written communication
　　　E.3.4　Preparations of statistics & annual reports

E.4　Customer care
　　　E.4.1　Marketing / Publicity
　　　E.4.2　Public Relations (PR)　　　　　　} 6 hrs.

　　　E.4.3.Targeting
　　　E.4.4.User studies design & delivery of programmes　} 3 hrs.

Workshop on Networking for Effective Libraries And Information Services [NET-Elis]
IFLA-RSCAO sponsored by IFLA ALP - 17-23 October 1999 Colombo Sri Lanka

Resolutions

Preamble

These Resolutions are directed to all organizations [eg. International and regional agencies, national governments, local authorities, parent organizations, professional bodies and companies in the private sector] with responsibilities for libraries and information services and that have interests in creating an effective Information Society

1. Librarians and information professionals and their services are already helping to build the Information Society within the countries of South Asia. Continuous development of these skilled resources in librarians and their library services will further benefit national development
2. The Government must recognize the role of librarians and information professionals in building an Information Society for the development of the nation.
3. The most cost-effective investment the government can make is to develop the professionals and the modernize their services, in order to become effective change agents in the information society.
4. Librarianship should emphasize the following areas.

   - leadership in information literacy
   - provision of IT facilities to the community. Eg. Mobile outreach services.
   - provision of community information services. Eg. To medium & small industries
   - information at the doorstep.
   - Income generation programmes & activities

Networks

1. The information society is built on a foundation of collaboration and communication enabled by human and electronic networks.
2. The establishment of specialized and multi-type library networks in the countries of South Asia at state, national and regional.
3. Library and information networks should become the backbone of a learning society.
4. Organizations have a responsibility to ensure that library networks are as comprehensively available as other public utilities and provided at reasonable cost.
5. Librarians must develop strong sustainable working relationships with other specialists to develop collaboration for promoting and modernizing library services in their countries.

Policy and planning management

1 Each country in South Asia should develop its own national policy for libraries and information services with due emphasis on the networking of libraries.
2. A national center should be identified or established in each country to monitor and co-ordinate the development of library networking in the country and in the region which should   be nurtured and supported by IFLA.

3. International and local professional associations should promote the development of professional library communities through networking-such as the creation and local moderation of electronic discussion lists.
4. All types of library services in South Asia, especially public and school libraries need to be enhanced and modernized to keep pace with the development, and to meet the challenges, of the Information Society.
5 IFLA's Regional Standing Committee for Asia & Oceania [RSCAO] or any other body, should convene meetings of interested parties to consider the creation of a regional consortium as an interested community emerges. This should act as a catalyst to develop leadership champions for:

- creating a culture of sharing;
- developing policies and guidelines;
- encouraging collaboration with industry
- developing regional consortia for licensing procurement.

Technology

1. International standards should be adopted by libraries to facilitate the exchange of information within the country and globally and to encourage the development of inter-operable systems.
2. In the modernization of libraries international bibliographic standards, in particular MARC, AARC2, specialized thesauri and national authority databases should be adopted.
3. Libraries can effectively function as centers to provide access to electronic information and therefore should be given priority in getting Internet and other communication facilities.

Funding & marketing

1. IFLA's Regional Standing Committee for Asia and Oceania[RSCAO]should create a database of funding sources.
2. The RSCAO should encourage more workshops with all potential partners on project planning, fund-raising and marketing, value added services, writing successful project proposals.
3. Librarians and information professionals must build up databases of commercial value.
4. Librarians and information professionals must market their services to the private sector for sponsorship and support.
5. sections Librarians and Information professionals must form lobby groups to foster support from all sections of society.

Human Resource Development

1. Organizations operating information services must be encouraged to develop education and training to enable librarians to undertake their professional development continuously through their careers. Eg. In information management. library networking, library standards, content creation, effective communication, information entrepreneurship etc.
2. Library associations, academic institutions and other organizations should develop Continuing Professional Development[CPD] programmes to allow librarians to enhance skills and develop core professional competence for the management of electronic resources eg. Leadership in information infrastructure-building, data management, electronic library management, needs assessment etc.

3. Library authorities in each country should create a suitable environment and provide incentives to motivate library professionals to take up continuing professional education in order to become effective change agents in the information society.

4. The appropriate authorities must recognize that the teaching of librarianship and information science[LIS] requires the provision of IT workshops equipped with up-to-date hardware and software and internet connectivity.

5. Recognizing the increasingly interdisciplinary nature of LIS studies. LIS Departments should work with other disciplines to ensure that the curriculum is broadly based.

6. LIS Departments and national library associations should work towards the establishment of systems of professional accreditation supported, where relevant by an international professional organization.

7. Curricular of LIS departments should be revised to integrate IT applications and library networking as significant components.

Immediate actions

1. Delegates from each country to approach appropriate bodies to implement the above resolutions
2. Proceedings and reports to be posted on IFLANET.
3. Create an e- mail list for delegates.

The above resolutions were agreed and adopted by consensus on 21st October 1999 by more than seventy Workshop participants from Bangladesh, Bhutan, India, Maldives, Nepal, Pakistan, Sri Lanka and Australia, Canada, Malaysia, Singapore, Thailand, United Kingdom and Untied States [including Representatives of IFLA and its Regional standing Committee for Asia and Oceania and its Advancement of Librarianship and Universal Data Transfer Core Programme] under the Chairmanship of Professor Rusell Bowden

SRI LANKA LIBRARY ASSOCIATION
BALANCE SHEET AS AT 31st MARCH 2000

	Notes	31.03.2000 Rs:	31.03.99 Rs:
Accumulated Fund	1	5,347,507.78	4,170,916.00
Reserves			
Building Fund	2	21,227.35	19,475.00
Defered Liabilities			
Provision for Gratuity	3	199,716.32	194,278.00
		5,568,451.45	4,384,669.00
Represented by			
Property, Plant & Equipment	4	1,732,123.40	1,638,816.00
Investments	5	1,248,622.82	1,131,607.00
		2,980,746.22	2,770,423.00
Current Assets			
Accounts Receivables	6	146,130.38	108,826.00
Cash & Bank Balances	7	2,472,330.68	1,568,819.00
		2,618,461.06	1,677,645.00
Current Liabilities	8		
Accounts Payable		30,755.83	63,399.00
Net Current Assets		2,587,705.23	1,614,246.00
		5,568,451.45	4,384,669.00

PRESIDENT ....

TREASURER ....

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AUDITORS' REPORT TO THE
MEMBERS OF SRI LANKA LIBRARY ASSOCIATION

We have examined the Balance Sheet of Sri Lanka Library Association as at 31st March 2000 and the related statements of Income & Expenditure for the year then ended. Our examination was made in accordance with the Sri Lanka Auditing Standards.

The Association has acquired office space on lease from the Organization of Professional Association of Sri Lanka. The total lease payment had been capitalized during the financial year in which it was incurred. However the corresponding amortization for the utilization of the office space had not been charged to the Income & Expenditure Account. As a result the excess of Income over Expenditure had been overstated to the extent of the annual amortization.

In our opinion except for the omission made in these financial statements due the matter mentioned above so far as appears from our examination and according to the best of our information and explanations given to us and as shown by the books of the Association the said Balance Sheet and the related Income & Expenditure Account have been properly drawn up so as to exhibit a true and fair view of the state of affairs of the Association as at 31st March 2000. And its excess of income over expenditure for the year then ended.

SJ ASSOCIATES
Chartered Accountants
Colombo.

24th May 2000

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SRI LANKA LIBRARY ASSOCIATION
INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31ST MARCH 2000

	Notes	99/2000 Rs:	98/99 Rs:
Membership subscriptions and Associateship fees		66,000.00	51,800.00
Fellowship fees		6,000.00	7,800.00
Course fees and Examination Fees	9	2,366,150.00	2,436,164.00
Registration Fees		69,300.00	70,600.00
Networking for Ifective Libraries and Infromation Service workshop (Net-Elis)		1,735,752.26	-
Windows in Intergrated Set of Information Sector workshop (WIN-ISIS)		100,750.00	-
Short term Workshop		79,100.00	-
		4,423,052.26	2,566,364.00
Direct Expenses	10	(2,326,528.89)	(1,096,647.00)
		2,096,523.37	1,469,717.00
Other Income	11	459,362.56	653,435.00
		2,555,885.93	2,123,152.00
Administration Expenses	12	(1,379,294.53)	(1,322,091.00)
Excess of Income Over Expenditure		1,176,591.40	801,061.00

SRI LANKA LIBRARY ASSOCIATION

ACCOUNTING POLICIES
FOR THE YEAR ENDED 31st MARCH 2000

1. GENERAL

The Balance Sheet and Related Statement of Income & Expenditure of the Association have been prepared in conformity with generally accepted Accounting Principles and applied consistently on a historical cost basis. The revenue have been accounted on cash basis and the Expenses have been accounted on an accrued basis. Where appropriate the policies are explained in the succeeding notes.

2. ASSETS AND THE BASIS OF THEIR VALUATION
PROPERTY, PLANT & EQUIPMENT

Depreciation on Property, Plant & Equipment has been provided on written down value at the following rates.

Furniture & Fittings	10%
Office Equipment	10%
Book Shelves & Books	10%

Full year's depreciation is provided on the Property, Plant & Equipment purchased during the year and no depreciation is charged in the year of disposal.

3. TAXATION

The Association's income is exempt from Tax it is a charitable organization. However the other income of the Association will be liable to tax at 10%.

4. LIABILITIES & PROVISIONS

Gratuity

Provision is made in these accounts for retirement gratuities payable under the Payment of Gratuity Act No: 12 of 1983 to employees from the time of employment by the company.

5. CAPITAL COMMITMENTS AND CONTINGENT LIABILITIES.

All the material capital commitments and contingent liabilities have been considered and where necessary adjustments or disclosure have been made in these financial statements.

NOTES TO THE ACCOUNT
FOR THE YEAR ENDED 31ST MARCH 2000

	Notes	31.03.2000 Rs:	31.03.1999 Rs:
ACCUMULATED FUND'	1		
Balance as at 01.04.99		4,170,916.38	3,369,855.00
Income Over Expenditure		**1,176,591.40**	**801,061.00**
Balance as at 31.03.2000		**5,347,507.78**	**4,170,916.00**
BUILDING FUND	2		
Balance as at 31.03.2000		19,474.63	17,687.00
Interest Received		**1,752.72**	**1,608.00**
		21,227.35	**19,475.00**
PROVISION FOR GRATUITY	3		
Balance as at 01.04.99		194,277.62	106,154.00
Provision for the year		19,859.70	88,123.00
Less: Payment during the year		-14,421.00 −	
Balance as at 31.03.2000		**199,716.32**	**194,278.00**

SRI LANKA LIBRARY ASSOCIATION

PROPERTY, PLANT & EQUIPMENT

NOTE: 04

	Lease hold Building Rs:	Furniture & Fittings Rs:	Office Equipment Rs:	Book shelves & Books Rs:	Total Rs:
Balance as at 01.04.99	1,147,500.00	90,148.14	401,188.10	54,570.14	1,693,406.38
Additions for the Year	-	19,215.00	137,250.00	1,800.00	158,265.00
	1,147,500.00	109,363.14	538,438.10	56,370.14	1,851,671.38
ACCUMULATED DEPRECIATION					
Balance as at 01.04.99	-	9,014.81	40,118.81	5,457.00	54,590.62
Depreciation for the Year	-	10,034.83	49,831.92	5,090.61	64,957.36
BALANCE AS AT 31.03.2000	-	19,049.64	89,950.73	10,547.61	119,547.98
WRITTEN DOWN VALUE					
Balance as at 31.03.2000	1,147,500.00	90,313.50	448,487.37	45,822.53	1,732,123.40
Balance as at 31.03.1999	1,147,500.00	81,133.00	361,069.00	49,113.00	1,638,816.00

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INVESTMENTS 5

Fixed Deposits	(National Savings Bank) (Note: 5:1)	1,247,622.82	1,130,607.00
Investment on Shares (OPA)		1,000.00	1,000.00
		1,248,622.82	**1,131,607.00**

FIXED DEPOSITS 5:01

FD NO: 500014829752	396,984.74	359,751.00
FD NO: 500014829736	567,097.34	513,909.00
FD NO: 500014829744	283,540.74	256,947.00
	1,247,622.82	1,130,607.00

RECEIVABLES 6

Withholding Tax	81,295.35	68,291.00
Staff debtors (Note 6:1)	64,835.03	40,535.00
	146,130.38	**108,826.00**

STAFF DEBTORS 6:01

Housing Loans	50,000.10	24,500.00
Festival advance	12,000.00	12,000.00
Other Staff receivable	2,834.93	4,035.00
	64,835.03	**40,535.00**

CASH AND BANK BALANCES 7

Bank of Ceylon - Torrington square

C/A	4530200979	1,353,576.51	208,387.00
C/A	4530134062	220,298.43 -	
S/A N0: 104530184496		529,547.43	1,016,559.00
S/A No: 104530151751		21,227.35	19,475.00
S/A No: 104530184749		342,680.96	319,398.00
Stamp sub imprest		3,000.00	3,000.00
Petty Cash imprest		2,000.00	2,000.00
		2,472,330.68	**1,568,819.00**

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ACCOUNTS PAYABLE 8

SJ Associates	10,519.00	9,399.00
Travelling	300.00	
Lecture fees	228.00	
Insurance	7,708.83	
Hall hire	11,600.00	
Distance Education - Anuradhapura	400.00	
North Central Project	-	54,000.00
	30,755.83	**63,399.00**

COURSE FEES AND EXAMINATION FEES 9

First year course 98/99	1,000.00	883,200.00
First year course 99/2000	637,000.00 -	
Intermediate course	928,500.00	510,850.00
Final year course	270,900.00	239,500.00
Examination	179,200.00	182,950.00
Uva Central Province Distance Education	20,345.00	273,190.00
Course on Library Automation 1998	-	18,000.00
Course on Library Automation 1999	12,205.00	276,600.00
Course on Library Automation 2000	317,000.00	-
Advance Distance Education Programme on Library & Information Services (ADEPLIS)	-	51,874.00
	2,366,150.00	**2,436,164.00**

DIRECT EXPENSES 10

Examination	95,942.38	62,591.00
Uva Province Distance Education	139,136.45	40,450.00
Course on Library Automation 98	-	89,303.00
Course on Library Automation 99	133,319.00	16,800.00
Course on Library Automation - 2000	88,398.50	-
Professional Seminars	9,102.00	10,277.00
Institutional Membership	5,000.00	10,000.00
World Bank Project Seminars	13,607.50	3,976.00
Cooperative Practices in Sri Lankan Libraries and Information Centers Project	2,000.00	-
Lecture fees	223,240.00	217,870.00
Library Technician Course	-	35,932.00

ADMINISTRATION EXPENSES 12

Staff salaries	361,515.00	323,640.00
Overtime	50,922.36	37,065.00
Employees Provident Fund	38,533.80	38,837.00
Employees Trust Fund	9,633.45	9,709.00
Library Bureau	5,100.00	31,300.00
Travelling	16,078.00	17,047.00
Printing	152,625.00	215,861.00
Postage	32,927.50	15,516.00
Telephone	87,146.38	44,342.00
Stationery	81,534.23	66,302.00
Press Registration	250.00	250.00
Subscription to other institute	29,554.20	54,932.00
Staff tea allowances	10,583.50	9,439.00
Bank charges	3,088.00	3,185.00
Repairs & Maintenance	23,214.83	22,421.00
Auditers Remuneration	10,519.00	9,399.00
Depriciation	64,957.36	54,591.00
Annual General Meeting	226,487.50	127,351.00
Photocopying	11,756.25	-
Insurance	653.63	654.00
Machine Service Agreement	9,864.97	18,411.00
Rates	3,108.00	5,180.00
Exco and Council expenses	16,324.76	14,408.00
Social affeairs	1,500.00	550.00
Bonus	23,520.00	48,360.00
Electricity	19,800.00	5,400.00
Miscellaneous	4,292.50	
Office expenses	3,000.00	4,918.00
E-Mail	615.03	-
Net-Elis Dinner and Cultural show	55,706.80	-
Gratuity	19,859.70	88,123.00
Sundry expenses	-	13,823.00
Service charge	-	15,204.00
Professional fees	4,622.78	5,430.00
Travelling for exco and council	-	600.00
E.P.F. Surcharge	-	4,635.00
Insurance- Office Equipment	-	7,709.00
Allowances to Office Bearers	-	7,500.00
	1,379,294.53	**1,322,092.00**

13. CAPITAL COMMITMENT & CONTINGENT LIABILITIES

There were no capital commitments and contingent liabilities at the Balance Sheet date

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Basic Integrated Set Of Information Sector Workshop	-	45,600.00
Advance Integrated set of Information Sector Workshop	-	33,864.00
North Central Project	-	16,875.00
Fellowship Expenses	-	2,400.00
Kandy Workshop	-	13,330.00
Marketing Information Workshop	-	43,104.00
National Planning of Library Service Workshop	-	149,837.00
Hall hire & Arranging charges	28,965.00	40,672.00
Advertisments	48,294.94	42,540.00
Co-ordinators Fees	3,200.00	2,525.00
Special Seminar & Workshop	-	13,310.00
Advance Distance Education Programme (ADEPLIS)	-	205,391.00
Net Working for Efective Library & Information Service Workshop (NET-ELIS)	1,456,064.62	-
Windows in Intergrated set of Information Sector Workshop (WIN ISIS Workshop)	46,600.00	-
Short term Workshop	33,658.50	-
	2,326,528.89	**1,096,647.00**

OTHER INCOME 11		
Sale of Journals & Publication	24,222.00	12,692.00
Annual General Meeting	44,600.00	45,500.00
Application fees (Miscellaneous)	44,820.00	18,333.00
Interest	241,138.81	160,660.00
Library Bureau	41,000.00	44,265.00
Advertisments	8,000.00	23,500.00
Interest on Staff Loan	913.75	1,080.00
Photocopying	3,418.00	9,844.00
Donation	2,000.00	500.00
Institute Membership	1,000.00	2,000.00
Cooperative Practices in Sri Lankan Libraries and Information Centers Project	48,250.00	-
Advance ISIS Workshop	-	46,250.00
Basic ISIS Workshop	-	72,000.00
Marketing Information Workshop	-	89,600.00
National Planning of Library Sevices Workshop	-	127,211.00
	459,362.56	**653,435.00**