

**SRI LANKA LIBRARY ASSOCIATION**  
**DIPLOMA IN LIBRARY AND INFORMATION SCIENCE LEVEL II**  
**COMPILATION OF BIBLIOGRAPHIES & INDEXES**  
**GUIDELINES FOR STUDENTS**

## **INTRODUCTION**

Students who follow the Level II in Library and Information Science are required to compile a bibliography or index to periodical literature, as an adjunct to the theory papers they answer at the end of the course.

A student who does not complete this assignment will not be considered as having completed the Level II will be debarred from sitting the final examination.

**It is advisable to complete the project within six months before the exam.**

## **PURPOSE**

To evaluate a pre-final level student in her/his ability to

- ☞ Select a suitable topic and collect bibliographic data relevant to the topic.
- ☞ Cite bibliographically the data collected.
- ☞ Arrange in a systematic and useful order the bibliographic citations.
- ☞ Compile the bibliography/indexes to make easier and efficient the retrieval of information from the main body of the bibliography / index compiled.

## **OBJECTIVES**

- ☞ To put into practice the theoretical knowledge gained during the intermediate course vis-à-vis bibliographic and index compilation
- ☞ To broaden the evaluation of intermediate level students by adding a practical element to the examination, which comprises of answering of papers in the subjects followed.
- ☞ To add to the corpus of bibliographies on topics relevant to Sri Lanka and to add to the collection of indexes to Sri Lankan periodical literature by either compiling indexes to periodicals that have not been indexed previously, or by updating existing indexes.

(with this objective in view bibliographies and indexes submitted by students have been kept in the National Library for General use)

## **CONDITIONS TO BE SATISFIED**

### **SUPERVISOR**

A supervisor should be selected by the student and the supervisor should consent to supervising the work in hand by affixing his/her signature to the application form submitted by the student.

The supervisor should be consulted by the student as his/her compilation work progresses. A note by the supervisor certifying supervision must be handed in with the bibliography/index.

Having discussed with the supervisor selected with the assistance/discussion of the supervisor. The subject has to receive the approval of the Education Officer consequent to it being checked by the Administrative Secretary of the SLLA office, prior to the student starting work on it.

The subject selected should be on materials published in Sri Lanka of relevant to Sri Lanka. The topic should not have been covered by you previous bibliography or index is permitted.

In the case of an index compilation, the index should be for a Sri Lankan journal.

In both cases the language of selected material or journal could be English, Sinhala and Tamil.

### **APPLICATION**

The student should apply in duplicate on the prescribed form (obtainable from the SLLA office). The application should be signed by the supervisor then forwarded to the Education Officer, who will call for revision / change of the topic or will approve the topic and inform the student to commence work.

A letter requesting permission to visit libraries and access collections could be obtained by the student from the Education Officer.

## **GUIDELINES FOR COMPILATION & PRESENTATION**

1. Students are required to examine personally all items recorded
2. Bibliographic records are to be cited according to AACR 2. If any other code/method is adopted, this fact should be made clear in the introduction.
3. A suitable scheme should be adopted or devised for arrangement of entries – list of subject headings, thesaurus, classification schemes etc.

4. Indexes should be provided where necessary to facilitate easy retrieval of information.
5. In the case of indexes it is advisable to select a Sri Lankan journal of worth and value; and to annotate entries, at least some, with a note giving contents of text, or a noteworthy feature of the article indexed or about the author.
6. Typing should be neat, legible on one side of A4 size paper using 1 ½ type space, correct spelling and punctuation should be paid particular attention to. If the typing is not up to standard, retyping may be called for.
7. The bibliography / index should have a title page, presenting the following information:
  - \* Full title of the bibliography / index
  - \* Name of student. Student number (SLLA ID card number)
  - \* The following statement: "This bibliography / index in prepared as part requirement of the Level II/Intermediate examination in Diploma in Library and Information Science of the Sri Lanka Library Association".
  - \* Date of completion of compilation.
8. All pages should be counted for numbering.
9. Pre-text pages may include acknowledgement, preface, list of abbreviations used and a content page.
10. Binding may be of rexing, Students should not spend unnecessarily for binding.

The spine should carry the following:

- \* Title; (If long, the first few words).
- \* Surname of the student.
- \* Year .

## **EVALUATION**

The bibliography / index will be evaluated by an examiner identified by the Education Officer. A student may have to recompile the work or part of it, if the required standard has not been reached, as decided by the examiner.

## **COPYRIGHT**

The bibliography / index submitted is the property of the SLLA. Copying or reproducing part or whole of the bibliography / index is not permitted without the prior permission of the SLLA.

Bibliographies / indexes will be made available for general use at the National Library & Documentation Services Board.

Education Officer.  
SLLA.

