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இலங்கை நூலகச் சங்கம்  
Sri Lanka Library Association

**BY LAWS**

**DIPLOMA IN LIBRARY AND  
INFORMATION SCIENCE (DLIS)**

Sri Lanka Library Association

2020/2021

## SRI LANKA LIBRARY ASSOCIATION (SLLA)

### 1. THE THREE-TIER PROFESSIONAL COURSE

#### 1.1 Objectives

- (a) The association conducts a professional course in Library and Information Science from 1961. Its aim is developing library and Information professionals required by the country to be appointed to nearly 12,000 libraries existing around the country.
- (b) The full course is a three-tier Diploma/Higher Diploma programme. The current name of the first tier is Diploma in Library and Information Science (DLIS). The second and third tiers are together called the Higher Diploma in Library and Information Science (HDIPLIS)
- (c) The delivery mode could be on-site, on-line, postal or a blended mode consisting of all or some of these methods as decided by the Governing Council of the SLLA (here-in-after mentioned as the Council) on the recommendation of the Education Committee.
- (d) Courses pertaining to each level can be completed within one year.
- (e) At the end of each level, an examination will be held to evaluate the knowledge, skills, and competence of students.
- (f) When you successfully complete the full professional course, you are eligible to become a Non-Corporate member of the SLLA.
- (g) After you satisfy other requirements with professional experience, you are eligible to become a Corporate Member (Associate/Fellow) of the Association. With that you obtain the full professional qualification and become a Chartered Librarian.

- (i) The SLLA from time to time shall conduct short-term training courses, with the objective of enhancing the competence of professionals.

## 1.2 Introduction to DLIS

- (a) DLIS is the first tier of the full professional course.

Tier 1	DLIS	Diploma in Library and Information Science
Tier 2	HDIPLIS (I)	Higher Diploma in Library and Information Science (two parts)
Tier 3	HDIPLIS(II)	

- (b) DLIS can be completed approximately within one year of starting the course.
- (c) Students who successfully complete this course will earn a Diploma. In the National Vocational Qualifications Framework (NVQ) of the Sri Lanka, a Diploma is placed at Level 5 (See [https://www.tvec.gov.lk/?page\\_id=140](https://www.tvec.gov.lk/?page_id=140)).

## 1.3 Method of Enrolment and Selection

- (a) Applications shall be invited from eligible persons for admission to the courses by advertisements published in newspapers.
- (b) The present entry requirements are...
  - i. Degree from a recognized University / Higher Educational Institute
  - OR**
  - ii. G.C.E. (A/L) in three subjects in one sitting
  - OR**
  - iii. Permanently employed in a recognized library with not less than three years of service.
  - AND**
  - iv. G.C.E. (O/L) in six subjects in not more than two sittings, with a Credit pass in first Language and Ordinary Passes in Mathematics, Arithmetic and English.
- (c) The entry requirements shall be revised by the Education Committee with the approval of the Council, from time to time.
- (d) An interview shall be held for selection of students for the DLIS Course.

## 1.4 Registration

- (a) The selected candidates shall pay the course fee on or before the specified date to be enrolled as students for a particular course.
- (b) No fees shall be refunded or allowed to be used for a subsequent year.
- (c) A student who had paid the full course fee but could not attend the course can either re-attend a future course by paying 35% of the course fee or get a refund of 65% of the amount paid if she/he duly **informs within three months of the registration.**
- (d) A student must successfully complete DLIS within a period of 03 years after the first registration.
- (e) Students will have to pay the annual registration fees until such time she/he completes the entire DLIS Course. Students will have to pay the registration fees for any years in lapse between any DLIS Course OR examination fees to be enrolled for the next course/examination.
- (f) A student who re-register for a particular year for sitting for a repeat examination must update her/his student ID for that year.
- (g) Course fees (tuition fee plus registration fee) and examination fees shall be determined by the Council from time to time.
- (h) A person who fails to satisfy the requirement specified in (d) above, shall cease to hold her/his studentship. She/he may re-register to DLIS by paying only 50% of the course fee for the given year, as a new student.

## 2 Course Contents

### 2.1 Content Modules

There are four (04) course modules. Each has equal weight in the final evaluation.

A	Librarianship
B	Organization of Information: Cataloging
C	Organization of Information: Classification
D	Library Resources and Services

### 2.2 Course Administration

- (a) The Council of the SLLA is administering the course with a properly governed management structure.
- (b) The responsible officer from the Council who administers all education programs is the Education Officer (EO). The Education Officer heads the Education Committee which makes routine and special decisions and recommends them to the Council.
- (c) Regional Center Coordinators and the Distance Program Coordinator report to the EO on all matters in regional centers and the distance course respectively.
- (d) An Education Coordinator and a few Education Program Assistants are handling the routine work from the SLLA office, under the supervision of the Education Officer and the Administrative Secretary.
- (e) There is a professionally qualified panel of lecturers, who conduct all teaching and assessment work.

### **2.3 Teaching Strategy**

- (a) Teachers would follow student-centered teaching, learning, and assessment strategies. They shall conduct lectures as specified in the given timetables unless changes are made by the SLLA. Thus, a teacher completes the curriculum within the allotted time.
- (b) A teacher maintains a daily diary, which comprises the topic of each module/unit covered, time duration, etc. and daily attendance of students for classes.

### **2.4 Medium of Instruction**

- (a) The classes will be conducted in Sinhala, Tamil, and English, depending on the availability of adequate number of students for the respective medium.
- (b) A student may change the medium while she/he is following the course, with the prior approval of the EO.
- (c) A student who follows the course in one medium may sit for the Examination in another medium, with the prior approval of the Education Officer (EO).

### **2.5 Mode of Instruction and Study Centers**

- (a) The regular modes of instruction are face to face and distance (postal). However, under special circumstances, these modes may change with prior notice.
- (b) Study Centers shall be determined by the Council on the recommendation of the Education Committee, depending on the number of students seeking admission to each course, which should be sufficient to make the Centre viable.
- (c) Classes shall be conducted at the premises approved by the Council, and shall be held during weekends and, if necessary, on public holidays.
- (d) Starting the course in each medium depends on the number of students applied to follow the course in that medium in the center. The decision to start a course in a center in a particular medium is taken by the SLLA Council as recommended by the Education Committee.
- (e) Each Centre shall have a Center Coordinator. The EO with the approval of the Council shall appoint a Center Coordinator every two years, after calling for applications from relevant parties.
- (f) Duties and responsibilities of the Centre Coordinator shall be as follows:
  - i Arrange classrooms and other facilities to conduct classes.
  - ii Communicate with the teachers and students on behalf of the EO.
  - iii Ensure that the students and teachers mark their attendance.
  - iv Complete necessary documentation as advised by the SLLA Education Committee, send the reports to the SLLA office, and keep records at the centers (eg: student register, lecturer and student attendance register etc.).
  - v Communicate with external parties, if necessary, to arrange and administer Centers on behalf of the EO.
  - vi Look after students' welfare and grievances on behalf of the EO.
  - vii Preparation of Students Timetable under the supervision of EO (Face-to-face, Distance and Online) and facilitation of conducting classes.

### **3 EXAMINATIONS**

#### **3.1 Title of the Examination**

Title of the examination is Diploma in Library and Information Science. The acronym assigned to the program is DLIS.

#### **3.2 Evaluation Criteria**

- (I) At the end of each level, an examination will be held to evaluate the knowledge, skills, and competence of students.
- (II) The evaluation criteria of the DLIS comprises of continuous assessments and the final assessment. The Continuous Assessment (CA) component of each module will contribute with 40% of the final mark. The final assessment (written exam) will contribute by 60%.

<b>Module</b>	<b>Continuous Assessment (40%)</b>	<b>Final Assessment (60%)</b>
Librarianship	Library visit report	Written examination
Cataloging	Catalog file	Written examination
Classification	Assignment topic	Written examination
Library Resources and Services	Assignment topic	Written examination

#### **3.3 Continuous Assessments**

##### **3.3.1 Practical Training and the Library Visit Report**

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Students should follow a two-week in-service full time training program at a recognized library as arranged by the EO. Those who already work in a library under supervision of a qualified (Chartered) librarian may be considered for release from this if requested in writing. At the end of the above training a student

should submit a report to the SLLA Office along with the standard cover letter.

*A Chartered Librarian is a Cooperate member of SLLA, who has obtained the Associate or Fellowship of the Association and has an active membership for the current year.*

### 3.3.2 **Catalog File**

Students are required to prepare a file consisting of sample Catalogue entries. The files will be evaluated by the Lecturers in charge of the cataloging module.

### 3.3.3 **Assignment Topics**

Teachers will handover assignment topics as continuous assessments.

## 3.4 **Final Assessment**

- (a) At the end of the course, an examination shall be conducted in all four modules. A student is eligible to sit the examination if she/he satisfies the following conditions.
- i. She/he had attended over 80% of classes. Under special circumstances, the SLLA may waive this requirement upon prior request with a fair justification, with the approval by the SLLA Council.
  - ii. She/he had **not made more than three attempts** at the DLIS Examination.
  - iii. She/he had paid examination fee or had been exempted from fees.
- (b) A student must sit for all subjects at the **first attempt** at an exam.



### 3.5

#### Criteria for Pass/Failure

- (a) The pass mark for each of the modules in examination for DLIS will be 40 percent of the maximum mark. A mark of 39 or below shall be treated as failure.
- (b) A student's performance in each module will be graded according to the following scheme.

Distinction (D)	70 – 100	Credit (C)	55 – 69
Ordinary Pass (O)	40 – 54	Fail (F)	0 – 39
- (c) The necessary minimum condition for passing DLIS is a pass mark of 40 percent or above in all four (4) modules.
- (d) Students who do not satisfy the conditions of a pass shall be deemed to have failed in the DLIS examination.
- (e) A student who fails shall be allowed to re-sit the failed subjects as repeat candidates in the repeat examination or next academic year immediately following their first sitting unless permission of the Council is obtained to sit for the examination in the subsequent year. A maximum of two (2) repeat attempts in subsequent years will be allowed. A candidate who repeats in subsequent years shall however be required to keep her/his registration fee annually renewed until she/he finishes the repeat examinations.
- (f) The marks of ***previous continuous assessments*** can be brought forward in calculating grades of repeat subjects.
- (g) A student who passes a module in a repeat attempt can only get a maximum of 40 marks.
- (h) A candidate who fails to complete the DLIS even in the second repeat attempt, shall have to seek re-registration for the DLIS as a new student, with fresh candidates.
- (i) She/he cannot follow lectures of HDIPLIS I until DLIS is complete. A repeat examination will be held within a reasonable time period if there are adequate number of students to sit for the repeat examination. Otherwise the students have to sit for the next immediate examination held at the examination center assigned. The decision to offer a repeat examination immediately following an examination will be taken by the Council and inform students appropriately.

### 3.6 **Organization and conducting of examinations**

- (a) The dates of examinations will be announced appropriately and published in the SLLA website. The relevant advertisement will indicate the closing date of applications. Prospective examination centers will be decided after receiving applications.
- (b) The examination centers will be notified to the candidates at least one week before the examination along with the admission letter. If a candidate has not received the admission letter one week prior to the exam, she/he may inquire from the SLLA office.
- (c) The supervisor will announce the rules and other details to be followed at the examination hall. It is necessary that the students adhere to the rules. (Please see 3.7 b)

### 3.7 **Exam Hall etiquette**

- (a) The candidate should use the answer papers provided by the supervisor at the examination hall.
- (b) Books, notes, writing papers, and electronic communication devices should not be kept with the candidates under any circumstances during the examination. If any student violates this rule, the **whole examination (all papers) will be canceled for one year and not be allowed to sit the repeat examination. Such a candidate will not receive any merits or awards in the subsequent completion of examinations of that level.**

### 3.8 **Results**

- (a) The EO shall prepare the results and shall release the results with the approval of the Examination Board and the Education Committee, subject to confirmation by the Council.
- (b) Students may apply for re-correction of answer scripts within one month of releasing results. The prescribed form should be submitted.
- (c) The students who successfully complete the Diploma will get a transcript and a certificate.
- (d) Effective date of DLIS shall be the date of completion of the written examination.

- (e) Valid date for the Certificate shall be the date of the releasing of results.

### 3.9 Awards

- (a) The candidates who obtain the best results in DLIS, in each medium, will be awarded the **S C Blok Memorial** Scholarship. She/he should satisfy the following conditions:
  - i. Results considered for the award should be from the first sitting of the exam and all subjects passed in.
  - ii. Obtain an average of 70% marks for all subjects.
  - iii. If there is more than one candidate with the average of 70%, the candidate with the highest average over 70% will be considered the winner.
- (b) A student who is awarded the S C Blok Memorial Scholarship is exempted from the subsequent examination fees and course fees for the next level (HDIPLIS I). However, the award is discontinued if the student does not continue to the next level without a gap in time.
- (c) Please note that some awards offered by SLLA in latter stages (HDIPLIS I and II) consider the performance in DLIS. For example, **Mrs. Srikanthalakshmi Arulanantham Memorial Award** is presented for the overall best performance. One criterion of the award is to obtain over 65% marks in all levels, including DLIS.

**Education Officer**  
**SLLA/ 2021**

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