ශ්‍රී ලංකා පුස්තකාල සංගමය
இலங்கை நூலகச் சங்கம்
Sri Lanka Library Association

BYLAWS

HIGHER DIPLOMA IN LIBRARY AND INFORMATION SCIENCE (HDIPLIS)

Sri Lanka Library Association

2020/2021

SRI LANKA LIBRARY ASSOCIATION

1 AN INTRODUCTION TO THE HIGHER DIPLOMA IN LIBRARY AND INFORMATION SCIENCE (HDIPLIS) PROGRAM

1.1 Overview

(a) The Sri Lanka Library Association (SLLA) 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 program. 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 onwards mentioned as the Council) on the recommendation of the Education Committee (here onwards mentioned as the Committee).

(d) Those who successfully complete the full professional course and satisfy other requirements such as professional experience are eligible to become Associate/Fellow Members of the Association (Thus use the titles ALA and FLA). These members are also called the Corporate Members of SLLA.

1.2 Successful completion of HDIPLIS

(a) The HDIPLIS course pertaining to each tier will be completed within one year.

(b) At the end of each tier, an examination will be held to evaluate the knowledge, skills, and competence of students. In addition, there will be continuous assessments to enhance student learning during study.

(c) A student who registers for the HDIPLIS should complete both parts; HDIPLIS I and HDIPLIS II within 05 years after the first registration for HDIPLIS (I).

(d) Date of completion of the course (effective date) shall be the date of completion of all components of the evaluations: continuous assessments, written examinations, practical examinations, and submission of reports etc.

(e) A person who fails to satisfy the requirements specified in (d) above, shall cease to hold her/his studentship.

1.3 Content Modules

(a) The HDIPLIS (I) has five (05) teaching modules and one (01) Project/ Compilation to complete.

    (i) Library and Information Services

    (ii) Organization of Information: Cataloguing II

    (iii) Organization of Information: Classification II

    (iv) Management

    (v) Information Technology

    (vi) Compilation of a Bibliography / Index

The Compulsory Project is for compilation of a Bibliography or Index.

♦ Compilation of **a bibliography** on publications in a particular subject OR

♦ Compilation of **an index** to a Journal or SET OF journals OR News Papers published during a specific period.

(b) The HDIPLIS (II) has Four (04) teaching modules and one (01) Project/Compilation to complete.

    (i) Library and Information Services

    (ii) Organization of Information: Indexing & Retrieval

    (iii) Management II

    (iv) Library Automation

    (v) Research Methods – Compilation of an Essay

The Compulsory project is to prepare six (06) essays written after

a systematic/ extended survey of the literature on a subject of the student's choice.

1.4   **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 entry requirements shall be revised by the Education Committee with the approval of the Council, from time to time.

(c)   The enrollment criteria for **HDIPLIS (I)** is as follows:

       i. Those who have successfully completed the **Diploma (DLIS)** Examination Conducted by SLLA.

       OR

       ii. Any other equivalent qualification in Library and Information Science accepted by the Council of the Sri Lanka Library Association (Certified proof document for 30 credits should be submitted).

(d)   The enrollment criteria for **HDIPLIS (II)** is as follows:

       i. Those who have successfully completed the **HDIPLIS (I)** Examination in all subjects conducted by SLLA.

       OR

       ii. Any other equivalent qualification in Library and Information Science accepted by the Council of the Sri Lanka Library Association are eligible to apply for the above course.

(e)   Enrolled students will be notified by post and/or by email.

1.5   **Course and Registration Fees**

(a)   The selected candidates shall pay the course fee in full, on or before the specified closing date to be enrolled as a student for HDIPLIS 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.

(d) Students will have to pay the annual registration fees until such time she/he completes the entire HDIPLIS Course. Students will have to pay the registration fees for any years in lapse between any HDIPLIS Course or examination fee for the forth coming examination.

(e) A student who has exceeded 05 years as per 1.2 (d) may re-register to HDIPLIS (I) by paying only 50% of the course fee for the given year that she/he is applying afresh.

(f) The Council shall determine course fees (tuition fee plus registration fee) and examination fees from time to time.

1.6 Medium of Instruction

(a) The classes will be conducted in Sinhala, Tamil, and English.

(b) 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.

(c) A student who follows the courses in one medium may sit for the Examination in another medium, with the prior approval of the Education Officer (EO).

(d) A student may change the medium while she/he is following the course, with the prior approval of the EO.

1.7 Study Centers

(a) 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.

(b) Classes shall be conducted at the premises approved by the Council, and shall be held during weekends and, if necessary, on public holidays.

1.8 Centre Coordinator

(a) Each Centre shall have a Centre Coordinator.

(b) A Centre Coordinator shall be appointed by the EO with the

approval of the Council. This appointment is made every two years, after calling for applications from relevant parties.

(c)   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 Time-table under the supervision of the EO and facilitation of conducting classes (Face-to-face, Distance and Online).

2.   TEACHING STRATEGY

(a)   The Lecturers of the course shall be appointed by the EO, in consultation with the Education Committee, in accordance with the recruitment scheme approved by the Council. The lecturers must be suitably qualified and skilled to teach the relevant subject areas.

(b)   Teachers shall conduct lectures as specified in the given

timetables unless changes are made by the SLLA.

(c)   Teachers would follow student-centered teaching, learning, and assessment strategies.

(d)   A teacher completes the curriculum within the allotted time.

(e)   A teacher maintains a daily diary, which comprises the topic of each module/unit covered, time duration, etc.

3   EXAMINATIONS

3.1   Title of the Examination

The title of the examination is Higher Diploma in Library and Information Science. Its acronyms are HDIPLIS I (Part I) & HDIPLIS II (Part II). These are also equivalent to tiers 2 and 3 of the three-tier program.

3.2   Evaluation Criteria

(a)   **HDIPLIS (I) Specific instructions**

i   The evaluation criteria of the five teaching modules of HDIPLIS (I) have been given below. The Continuous Assessment (CA) component of each module will contribute with 40% of the final mark.

Preparation of Bibliography / Index

ii   Students who follow the HDIPLIS (I) are required to compile a Bibliography to publications in a particular topic OR an Index to a Journal or SET OF Journals News Papers published within a selected period is to be prepared according to the given guidelines.

iii   Students should submit the relevant application to the SLLA to obtain the approval of the Education officer to the selected topic/sources for the index. Students should also obtain the consent of a qualified charted librarian to supervise the compilation.

Module	Continuous Assessment (40%)	Final Assessment (60%)
Library & Information Services	Assignment topic	Written examination
Organisation of Information: Cataloging	Assignment topic	Written examination
Organisation of Information: Classification	Assignment topic	Written examination
Management	Assignment topic	Written examination
Information Technology	Assignment topic	Written examination

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

iv   It is compulsory to submit the bibliography/Index to the Education Officer before 01 month of the written examination.

v   The Bibliography/Index will be evaluated by an examiner appointed by the SLLA. **Two copies of the Bibliography/ Index** should be submitted by each student for evaluation.

vi   Any work not complying with the approved guidelines would be rejected and the student will be required to re-submit the compilation. The re-submitted work will be sent to the same examiner for re-evaluation.

vii   If any extensions are required, it should be requested giving reasons to justify such an extension for the preparation of bibliography/ Index. However, only three extensions will be given upon payment for each extension. The SLLA will inform the duration of the extension and the amount to be paid.

viii   A student is not considered as having completed the HDIPLIS (I) examination unless she/he fulfils the requirement of compilation of Bibliography/ Index and will not be allowed to sit for the HDIPLIS (II)

examination.

(b) **HDIPLIS (II) specific instructions**

i   The evaluation criteria of the four teaching modules of HDIPLIS (II) have been given below. The Continuous Assessment (CA) component of each module will contribute with 40% of the final mark.

Module	Continuous Assessment (40%)	Final Assessment (60%)
Library & Information Services	Assignment topic	Written examination
Indexing	Compilation of a Thesaurus and an Index*	Written examination
Management	Assignment topic	Written examination
Library Automation	Creation of a Database**	Written examination

*   Compilation a Thesaurus and an Index for the Indexing subject.

**   Students are required to create a database as a partial requirement for the Library Automation subject.

Preparation of Essays

ii   Students who follow the HDIPLIS (II) course are required to compile a set of essays on a specific topic.

iii   Each student should select an appropriate topic for the compilation of the Essay and submit to the SLLA to obtain the approval of the Education Officer.

iv   Six essays written after a Systematic/ Extended survey of the literature of a subject of the student's choice according to the given guidelines should be prepared.

v   Students should obtain the consent of a qualified Chartered Librarian to supervise the compilation.

vi   **Two copies of the essays** should be submitted to the Education Officer **within three months from the date of completion of the final written examination**. The Essay can be submitted before the written examination too.

vii   The Essay will be evaluated by the subject specialist who have substantial subject knowledge of the related subject for the final examination.

viii A student is not considered as having completed the Final Examination unless she/he fulfils the requirement of compilation of essays.

ix   If any extensions are required, it should be requested giving reasons to justify such an extension for the compilation of essay. However, only three extensions will be given upon payment for each extension. The SLLA will inform the duration of the extension and the amount of the extension fees.

x   If a student's essay has not reached the satisfactory level of the examiner and the approved guidelines, the student will be required to re-submit the essays after editing the essays accordingly. The re-written essays will be sent to the same examiner for re-evaluation.

(c)   **Continuous assessments (Common instructions)**

i   Written assignments under the course modules or subjects will be given to be completed by relevant teachers.

ii   Specific continuous assessments will be given for Indexing and Library Automation modules as given in page 9.

(d)   **Final Assessment (Common instructions)**

i   At the end of each part, an examination shall be conducted. A student is eligible to sit the relevant examination if she/he satisfies the following conditions.

    i   She/he had attended 80% of classes unless it is a repeated attempt. If for any reason a student can not adhere to this

requirement, she/he should inform the Education Officer with a written justification. The Education Committee will take a final decision on whether the student is allowed to sit for the examination.

    ii   She/he had not made more than five attempts at the HDIPLIS Examinations (total number of attempts in Parts I and II).

    iii   She/he had paid examination fee or had been exempted from fees.

ii   A student must sit for all subjects at the **first attempt** at an exam.

iii   If a student fails in one subject at HDIPLIS (I), she/he is considered referred in that subject. She/he can follow lecturers of (HDIPLIS (II), but to sit that exam the referred subject has to be passed.

iv   The marks of *previous continuous assessments* are considered in calculating grades of repeat subjects.

3.3   Conducting of Examinations

(a)   The dates of examinations will be published appropriately including on the SLLA web site. 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 day may inquire from the SLLA.

(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 3.4).

3.4 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 cancelled for one year and not be allowed sit the repeat examination. Such a candidate will not receive any merits or awards in subsequent completion of examinations of that level.**

3.5 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 script within one month of releasing results. The prescribed form should be submitted.

(c) Effective date of HDIPLIS (I) and (II) shall be the date of successful sub mission of essays.

3.6 Awards
HDIPLIS (I)
The candidate who obtains the best results in HDIPLIS I, 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 subject 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.

(iv)   The Examination Board shall select the eligible student/s for the **S C Blok Memorial Scholarship**, on recommendation of the Education Committee. The Council shall approve it subject to confirmation.

(vi).   A student who is awarded the S C Blok Memorial Scholarship is exempted from course fees and examination fees of HDIPLIS II, provided the student continues studies without a gap in time.

HDIPLIS (II)

(a)   The student obtaining the highest marks at the HDIPLIS (II) examination, obtaining an average of 65 percent at the first sitting of the exam and passing in all subjects, will be awarded the **SLLA Gold Medal**. If there is more than one candidate with the average of 65%, the candidate with the highest average over 65% will be considered the winner.

(b)   The student with the highest performance at the HDIPLIS examinations, obtaining the highest aggregate in all three levels of the DLIS/HDIPLIS programme will be awarded the **Srikanthaluxmy Arulanantham Memorial Award**. She/he should satisfy the following conditions:

(i)   The candidate who obtained best cumulative overall average of the marks (not less than 60%) gained through all three levels of examination. It includes examination marks, and marks of bibliography/Index and essays.

(ii)   Two awards are presented for Sinhala and Tamil Mediums separately.

(iii)   Results considered for the award should be from the first sitting of the exam and all subjects passed in.

(iv) This will be awarded students who have continually completed DLIS & HDIPLIS without a gap, except when there is an acceptable reason.

Education Officer

SLLA/ 2020/2021

Revised date: 22.05.2021

Date of Education Committee Approval: 02.06.2021

Date of Council Approval: 05.06.2021

For more Information:

    ⊠ Sri Lanka Library Association
        275/75 O P A Centre
        Stanley Wijesundera Mawatha
        Colombo 07

    ☎ SLLA office Tel / Fax : 011-2589103

    ☎ Hotline : 0715 421 421

E-mail: edu@slla.lk ; info@slla.lk
Web: https://slla.lk
Facebook : http://www.facebook.com/slla.lk
YouTube : http://www.youtube.com/sllalk