



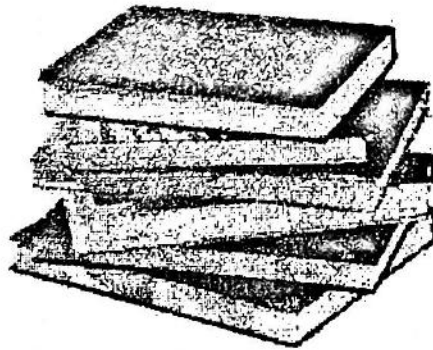
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ஸ்ரீ லங்கா நூலகச் சங்கம்
SRI LANKA LIBRARY ASSOCIATION

SYLLABUS

Diploma in Library and Information Science

Level - II -

2017/2018



Sri Lanka Library Association

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Sri Lanka Library Association

DIPLOMA IN LIBRARY AND INFORMATION SCIENCE LEVEL – II – SYLLABUS – 2016/2017

Subject -	Library and Information Services	39
	Organization of Information: Cataloguing & Classification	39
	Management	39
	Information Technology	36
	Bibliography/Index	06

A. LIBRARY & INFORMATION SERVICES

A.1	<i>Library and Information work as a profession</i>	06
A.1.1	What is a <u>profession</u> ?	
A.1.2	Compare with other professions	
A.1.3	Qualities expected of a library professional	
A.1.4	Library associations - Defined study of SLLA, CILIP, ALA Indian LA. Comparison of SLLA to CILIP	
A.1.5	International librarianship and IFLA	
A.2	<i>Library Standardization and guide lines</i>	03
A.2.1	Purpose, need, advantages,	
A.2.2	Library Standards - buildings, furniture etc.	
A.2.3	Bibliographic Standards	
A.2.4	Sri Lanka Standards related to libraries	03
A.3	<i>Library Architecture</i>	06
A.3.1	Planning physical structure- Interior Designing/ Layout	
A.3.2	Infrastructure designing - Telephone, Electricity, Canteen etc	
A.3.3	Environment had health and health aspects - Sanitation, Cleaning	
A.3.4	Security measures - Types of security risks and measures of protection, modern security systems	
A.3.5	Security measures against disasters - Human/ Natural	

A.4	<i>Library & Information Services and products</i>	12
A.4.1	Identify user community and their needs at different levels of libraries	
A.4.2	Referral & reference services	
A.4.3	Current Awareness Services in different types of libraries - at different levels	
A.4.4	Extension services - where applicable and types	
A.4.5	Feed back - formal and informal feedbacks	
A.4.6	Community information service	
A.4.7	Electronic information services	
	39	
A.5	<i>Library cooperation</i>	09
A.5.1	Types of Cooperative activities	
A.5.2	Library Networks	
A.5.3	History of Networks in Sri Lanka SLSTINET/ AGRINET/ HELLIS/ ENLINET And Other Networks	
A.5.4	Library Consortia - History / Benefits	
	Total no. of hrs.	39

**B ORGANIZATION OF INFORMATION:
CATALOGUING & CLASSIFICATION**

B.1	<i>Descriptive Cataloguing</i>	09
B.1.1	Cataloguing of books; serials; AV; multimedia; microform; unpublished literature; electronic media new developments	
B.1.2	Comparative study of manual and automated cataloguing	
B.2	<i>Analytical Cataloguing</i>	03
	Analysis, International standards, micro documents (articles, chapters, papers)	
B.3	<i>Cooperate Cataloguing</i>	03
	Union catalogues. Bureau services	
B.4	<i>Variant (Different) Forms of cataloguing</i>	03
	Full cataloguing	
	Limited Cataloguing	
	Simplified cataloguing	

B.5	<i>Classification Theory</i> Historical development UDC/COLON (before 1876 till now)	03
B.6	<i>General and special classification schemes</i>	
B.6.1	D.D.C. - in depth Classification (Includes practical sessions)	09
B.6.2	Universal Decimal Classification Outline of the UDC	03
B.6.3	Other Classification Schemes Colon classification Library Congress classification Construction of a subject index	03
B.7	Subject Indexing using DDC Chain procedure Construction of a Chain Index	03
	Total no. of hrs	39

Two separate papers on theory and practical will be given

C OFFICE & LIBRARY MANAGEMENT

C.1	<i>Introduction</i>	03
C.1.1	Gurus of Management (Basic) Henry Fayol 1841 - 1925 Max Weber 1864 - 1920 Abraham Maslow - 1968 1970	
C.1.2	Theories of Management	
C.2	<i>Office/Library Management</i>	09
C.2.1	Introduction to office system	
C.2.2	Office Correspondence	
C.2.3	File management	
C.2.4	Procedures, work charts and measurements	
C.2.5	Records. What are records, Records management	
C.2.6	Organization and environment, accommodation and physical conditions	
C.2.7	Preparations of statistics & annual reports	
C.2.8	Organizational Communication (Internal) - Seminars, meetings	

C.3	<i>Information Marketing and management</i>	06
	What are the core marketing concepts?	
	How do you select your markets?	
	How do you control the marketing mix?	
	How do you manage the marketing effort?	
	Market research	
C.3.2	Application to the library setting: Marketing the library Marketing / Publicity	
C.4	<i>Resource Management</i>	09
C.4.1	What is the Resource management?	
C.4.2	Importance of Resource management in the Library	
C.4.3	Categories of Resource in different types of Libraries and how to manage them	
C.4.4	Managing small libraries/ one person managed Libraries	
C.5	<i>Communication</i>	03
C.5.1	Organizational Structure Bases and form of organization direction & levels of communication in organizations	
C.5.2	Nature of Communication verbal communication	
C.5.3	Written communication	
C.6	<i>Writing a project proposal</i>	06
C.6.1	Formulate a vision for your library	
C.6.2	Determine the status of your library in terms of this vision	
C.6.3	Formulate goals and objectives	
C.6.4	Determine your requirements to fill in the gap between your vision, goals, objectives and the actual status of your library	
C.6.5	Prepare a plan	
C.6.6	Prepare a project proposal based on the plan	03
	Total no. of hrs	39

Assignment to write a project proposal may be given

D. INFORMATION & COMUNICATION TECHNOLOGY (ICT)

- D.1 Hardware components of a computer** 03
- What is hardware?
 - What is an input device?
 - What is an output device?
 - What is a processor?
 - What is a storage device?
 - What other hardware are found in a computer?
- D.2 Software components of a computer** 06
- What is software?
 - What are the different types of software?
 - What are some examples of operating systems?
 - What are some examples of application software?
 - What are some examples of general-purpose software?
 - What are some examples of specialized software?
 - What is programming?
 - What are some examples of programming languages?
 - What is a virus and how do you deal with them?
 - How do computers respond to different character sets?
- D.3 Computer networks** 06
- What is a network?
 - What are the components of a network?
 - What are the different types of networks?
 - What are different LAN topologies?
 - What are intranets?
 - What are the trends and issues in the development of networks?
- D.4 Components of Internet** 06
- What is the Internet
 - How does the Internet work?
 - What information resources may be found on the Internet?

	What Internet tools are available?	
	What are domain names?	
	What are URLs?	
	What are some useful sites?	
	What are some issues and challenges in using the Internet?	
	How do you connect to the Internet?	
	Sharing Techniques?	
D.5	<i>Storage media used for bibliographic and full-text databases</i>	03
	Introduction to CD-ROM, DVD	
	Some examples of databases on CD-ROM	
	What are online services?	
	Some examples of online services?	
	Advantages and disadvantages of using online resources and CD-ROM resources	
D.6	<i>Word processing (Including practical)</i>	12
	Introduction to Windows & Ms Office	
	Introduction to Power Point	
	Introduction to Excel	
	Total no. of hrs	36

E COMPILATION OF A BIBLIOGRAPHY / INDEX - PROJECT

E.1	<i>Introduction to Bibliographies</i>	
E.1.1	Different types	
E.1.2	Different formats	
E.2	<i>Guide to Literature survey & compiling a bibliography / Index</i>	
	Total no. of hrs	

Students will have to complete and submit the Bibliography/Index before the Level II examination.