Sri Lanka Library Association

DIPLOMA IN LIBRARY AND INFORMATION SCIENCE
LEVEL – III – SYLLABUS

Subjects

➢ Library and Information Services   -   39hrs

➢   Organization of Information: Indexing & Retrieval
     -   39hrs

➢ Management   -   39hrs

➢ Library Automation   -   39hrs

➢ Research Methods - Project   -   9hrs

A-   LIBRARY & INFORMATION SERVICES (LIS)

A.1   Library and Development   03

    A.1.1   What is the Library Development Policy

    A.1.2.   The need for a Library Development Policy,

       Information Policy (NIP), advantages of NIP

A.2   Library Legislation   06

A.2.1.   Formulation of library legislation for

Deferent types of libraries

A.2.2   Legal Deposit Law

- **What is Legal Deposit**

It may be defined as the requirement

enforceable by low, to deposit with one or more

specified agencies, copies of publication of   all

reproduced in any medium by any process for public

distribution lease or sale

- **History of Legal Deposit**

The first legal deposit law was enacted in 1537 titled
Montpellier Ordinance. The objective is to develop a

National collection for the use of the public.

- **Legal Deposit in Sri Lanka**

(a) Printers Ordinance (Chapter 178)

Under this ordinance all printing presses of the island age
mandatory to register with the registrar of books and
newspapers, before any publication is printed. Otherwise it
becomes an illegal press. It was enacted in 1902.

(b) Printers and Publishers Ordinance

It was enacted ;on 8th January 1885.Under clause 2 of this ordinance 5 copies of a publication are to be deposited with the registrar ;of books & newspapers, before the fifth day ;of every month. Books published in Sri Lanka printed abroad are also fall within, this category. The five copied received by the registrar of books & newspapers are distributed as follows.

(1) Legal deposit copy (National Archives)

(2) National Museum Library

(3) University of Ceylon Library

(4) National Library (Since 1976)

(5) British Museum Library.(British Libray) Copy accordingly that copy at present deposited in the National Archives.

The imprint of the publication to be clearly indicated in the book.

The registrar of books and newspapers to publish in government gazette, part v the books so received for deposit.

(c) **Newspapers Ordinance (Chapter 180)**

Enacted in 1st February 1840 as ordinance No. 5 of

1939. Under this ordinance no; person could commence a news paper, without a decoration before a district judge.

Two copies of the newspaper (one signed and unsigned copy)to be delivered to the registrar of books and newspapers

by the printer the very next day of its printing. Unsigned copy is deposited in the national library.

A.2.3. Copyright: Intellectual property law: local & International

- **What is Copyright**

  A right to copy or reproduce a work. The legal recognition of right to control or benefit form the communication of works of authorships.

(a) Development of Copyright

  Old as our society, Unwritten law of copy right existed time immemorial. First copyright case in Ireland dated 561 A.D. St. Colombia vs St. Finian regarding a Psalter books.

  King Diarmaid's judgment. –

  Earliest copyright laws enacted   in U.K. France, Denmarks, U.S.A.

International Copyright

(a)   Berne Convention –

9th September 1986 . Originally signed by 14 countries, Sri Lanka signed as an independent nation in 1959. **(i)**Protects copyright automatically throughout the life of the author and 50 years after his death. Translation rights are the same.

(b) <u>**Universal Copyright Convention**</u>

U.S.A. & Pan American countries who did not sign the carne convention came to from U.C.C. on 6th September 1952.Sri Lanka signed 1983.

- <u>**Copyright Law in Sri Lanka**</u>

Background is the British copyright act of 1911. Copy ordinance of No: 20 of 1912.Registrar of companies administrators the Copyright ordinance. Copyright is life of the author and 50 year after his death.

- <u>**Code of Intellectual Property Act No:52 of 1979**</u>

(a) Came into operation – 01/01/1980; amendments, No: 02 of 1983 (Performing rights societies),40 of 2000 (computer works defined),

(b) Copyright protection – Life of the author and 50 years after death. Photographs, 25 year after appearing,

(c) Translations from a foreign language to Sinhalese and Tamil 10 years after publication.

(d) Fair use allowed under certain conditions.

(e)   Economic and moral rights protected.

- **Present Code of Intellectual Property Act No:35 2003**

  (a) Duration of Copy – Life of the author and 70   years after death.

    Applied Art – 25 year from the date ;of making the   work.

  (b) Economic and Moral rights protected.

  (c) Fair use is allowed under conditions.

  (d) National Intellectual Property office created with a direction general and deputies.

  (e) Related rights protected.

A.2.4. Fair use , Censorship

A.3 Collection Management

A.3.1. Introduction to CM

- **History, Key issues**
- **Organization and Staffing**
- **CM skills and competencies**
- **Ethical Issues**

A.3.2. Collections Development

- Intellectual freedom statements

- Storage ,compact shelving

- Selection process and criteria

- Review sources

- Approved plans

A.3.3.   Managing collections

- Weeding, preservation, security

- serials cancellation

- spitting a collection

A.3.4.   Electronic resources

- **E- books**

- **Aggregated databases Electronic resourced**

- **Licensing**

- **Digital libraries**

A.3.5.   Cooperative Collection Management

- **Inter library loans**

- **document delivery**
- **consortia**

A.4. Selective Dissemination of Information (SDI) - 6 hrs

A.4.1. SDI Definition and objectives

Selective Dissemination of Information- (SDI) (From Library Science)SDI is a current awareness system which alerts you to the latest publications in your specified fields(s) of interest.

The Selective Dissemination of Information (SDI)service aims to help improve research capability by providing researchers with up-to – date information on their research topic, Specific goals include.

A.4.2. Procedure, Profile matching etc,

A.4.3. Selective Dissemination of content page service
 eg. AGRINET Explain how AGRINET works

A.4.4. Document delivery systems-National & International eg. BLDS

A.5 Modern publishing and book trade/e-publishing - 6hrs

A.5.1. Concept of publishing: Definition of publishing

A.5.2. The book's path through the editorial process in publishing;

Commissioning and acquisition; editing and copyrighting (what does it involve; do's and don'ts);the relationship with the author (literary agents);freelances (illustrators, designers, translators)and packaging Give a likely acenario of how the books got to e written and published, concentrating on the possible roles of (a) the author;(b)the literary ;or author's agent; (c)the commissioning editor; (d) the acquisitions editor (but also mentioning the role of any other parties you can think of);Eg. (1) an illustrated book on health; (2) a literary novel; (3)a commercial fiction book (a blockbuster novel); (4) a dictionary of book publishing terms in four languages; (5) a scholarly monograph.

A. 5.3. The book trade :

The modern Century, new markets, distribution; Marketing & Sales in the book trade; Are books deferent ?

A.5.4. The major changes :

The major changes of the book trade has seen between the nineteenth and twentieth centuries.(These may be factors inside the books trade as well as wider changes in society that have had a crucial impact on the book trade)

A.5.5 The digital future of publishing:

A new definition of publishing (Some notes available at the SLLA library

A.6. Printing

A.6.1.   History of Printing

A.6.11   Composition; Hand/machine(linotype, monotype, photocomposition ,computer typesetting

A.6.2.   Printing methods: Letterpress, offset gravure, digital printing

A.6.3.   Illustrations :line, half-tone, full colour

A.6.4.   Preparation of a manuscript for printing: Editing,   proof reading, Proof correction symbols.

A.6.5.   Design: Typefaces, page ;ayoout

A.6.6.   Paper: Hand-made/machine made. Raw materials (Includes a visit to a press- compulsory)

A.7. Reprography

* Plain paper copying, use of sensitized paper ,Micro   copying
* Selection and evaluation of methods of reprography
*Machines/equipments, description, operation, use in libraries maintenance, Scanning

B   ORGANIZATION OF INFORMATION: Indexing and Retrevel

B.1.   Theory of Indexing   **03hrs**

- Introduction to indexing, purpose, advantages
- Index entry: main parts: index term (Access Term) and reference term
- Access terms: person, organization, Subject data number title
- Indexing of person, organization, data number, title

Subject indexing   03
- Four techniques: classification, subject headings, keywords
- and natural words Controlled vocabulary
- Indexing language

B.2.   Indexing – history   03
- Pre- coordination and post coronation
- Traditional methods of post coordination
- Uni-term, optical coincidence, edge- notched

Indexing – title word   03
- Title word indexing: KWOC,KWIC and KWAC
- Practical

Citation indexing   03
- Bibliographic coupling, citation analysis, self citation,
- Citation age

(Assignment for students: Preparation of a keyword index- marks Will be added to the examination paper marks)

B.3.   Thesaurus Construction   09
- Creation of a thesaurus

Thesaurus – Practical
- OECD, AGROVOC

(Assignment for students: Preparation of a Thesaurus – marks will be added to the examination paper marks)

B.4.   Searching   06

- Traditional and electronic searching
- Search techniques: concept analysis
- Boolean searching
- Ven diagrams

B.5.	**Search Formulation**	**03**

- ➢ Search strategy
- ➢ Relationship between indexing and searching
- ➢ Profile making

B.6.	**Information Searching Skills**	**03**

- ➢ Text Information Retrieval Concepts
- ➢ Basic concepts of text information storage and retrieval
- ➢ Text analysis and indexing
- ➢ The logical and physics structure of data

B.7.	**Evaluation of indexes**	**03**

- ➢ Recall ratio, precision ratio, efficiency
- ➢ Indexing research

Total no. of Hrs.   **39**

C- MANAGEMENT

C.6.1   Objective Financial Management of Libraries

Financial Management is considered a critical element towards the success of any enterprise and the information professionals should have a fuller understanding of the processes involved in financial management. The will find it more and more important to be in a position to apply financial management techniques in areas such as:

- Cost Control
- Using resources in the best fashion
- Justification of additional resourcing
- Justification of existing resource provisions
- Income generation

Following areas could be included in this module

1) Definition/Introduction
    i. Importance
    ii. There are some more on this side.
2) Factors which affected for budgeting
3) Budgeting Techniques
    i. Line – item
    ii. Lump sun
    iii. Formula budgets
    iv. Performance budgeting
    v. Programme budgeting
    vi. Praising programming budgeting system
    vii. Zero – based budgeting

4) Budget Allocation
5) Financial reporting
   Financial reports
6) Software packages
   Spreadsheets

Total no. of Hrs.   **39**

D - LIBRARY AUTOMATION

D.5. OpenBiblio Practical

Installation of OpenBiblio (on Uniserver)

- o Using customized OpenBiblio folder

Working on OPAC

- o Keyword search – basic and phrase search.
- o Search using different fields (Title, Author, Subject, Call number).

Working with Modules

- o Administration Module:
- o Cataloguing Module:
    - o Data entry.
    - o Upload MARC data.
- o Circulation Module:
    - o Enter member records (New member).
    - o Check out.
    - o Check in.
    - o Fines collection
    - o Checkout history.
- o Reports Module:
    - o Cataloging; Acquisition, Copy search
    - o Circulation; Balance due member list, checked out items, hold requests, item checkout history, member search, overdue member list
    - o Statistics; popular authors/resources
    - o Checkout counts

Data backup

- o Mysql backup & restore

Total no. of Hrs.   **39**

<u>E..   RESEARCH   METHODS</u>

E.1.   Characteristics of Social Science Research   03

E.1.2.   Types of research: Historical, Experimental, Case Study, Library User Studies, Content Analysis, Bibliometrics

E.1.3.   Evidence and tools of research   03

E.2   Literature survey in different discipline   03

Students will have to do a project at the end of the course and should submit to the SLLA office within 6 (six) months after the final exam.