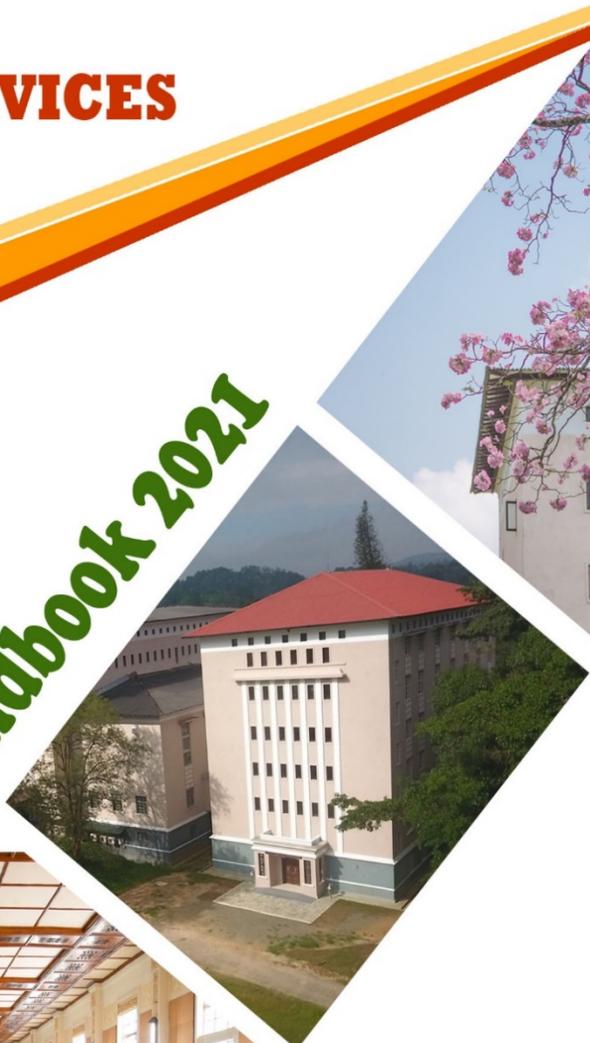


DIPLOMA IN LIBRARY & INFORMATION SERVICES

Student Handbook 2021



**CENTER FOR DISTANCE AND CONTINUING
EDUCATION
UNIVERSITY OF PERADENIYA**



**Diploma in Library
&
Information Services**

***Student Handbook
2021***

CENTER FOR DISTANCE AND CONTINUING EDUCATION
UNIVERSITY OF PERADENIYA

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Message from the Vice Chancellor University of Peradeniya

I warmly welcome new batch of students registered for the Diploma in Library & Information Services program at the Centre for Distance & Continuing Education, University of Peradeniya.

The Centre for Distance & Continuing Education has a long and distinguished history in producing competent and outstanding external graduates to the country. By pursuing an external diploma from this distinguished university, you will receive a qualification an education which is similar to internal students.

University of Peradeniya is by far the best higher educational institute in the country having nine faculties covering all academic disciplines. Apart from the very competent lecture panel Peradeniya university offers an unmatched environment to enhance intellectual pursuits of students. Compared to most universities in the country, the University of Peradeniya has many resources and unique and countless opportunities for students.

I believe that you will make use of this rare opportunity to fulfil your educational objectives and become a balanced and a valuable citizen to the society. I take this opportunity to wish you all a very pleasant and memorable experience at the University during your study period.

Professor. M. D. Lamawansa
Vice Chancellor
University of Peradeniya

Message from the Dean Faculty of Arts



Dear Students,

Congratulations you being selected to the first batch of the Diploma in Library & Information Services program offered through the Centre for Distance & Continuing Education, University of Peradeniya.

This diploma program conducted through Board of Study in Arts, Faculty of Arts. As the Dean of the Faculty of Arts, I would like to welcome you all for the academic year 2021/2022.

The diploma in Library & Information Services program is designed to address the current demand of evolving information society and create career opportunities to those aspire to find careers in library system in the world. I believe that this diploma will be able to fulfil your career aspirations.

This handbook contains valuable information that will help you to make your studies a success. The information provided in this handbook will guide you regarding CDCE, program details, course structure, teaching panel, examinations, and rules & regulations of this diploma.

A group of highly qualified and vibrant academic staff will conduct this program. You will be facilitated by effective and a conducive environment for learning.

It's my sincere hope that you will achieve maximum advantage from this program. I am sure that interactive atmosphere in the CDCE and the University will nurture your capacities to enhance your knowledge, skills and attitudes to serve the nation in future.

I wish you great success in all your endeavours.

Dr. E. M. P. C. S. Ekanayake
Dean
Faculty of Arts

Message from the Director

Center for Distance and Continuing Education



Dear Students,

As the director of the Centre for Distance and Continuing Education, University of Peradeniya, I am pleased to issue this message and I warmly welcome you to the University and to our Center particularly as the first batch of students of the Diploma in Library and Information Services Programme 2021-2022.

You should be proud of yourself that you got a rare opportunity to join Sri Lanka's premier and most scenic seat of higher education learning institute to follow the first ever distance Diploma Course in Library and Information Services.

Peradeniya is a synonym with the term library in Sri Lanka because its library is the biggest library in the country with the massive collection of books, special collections and a rare and largest depository of traditional palm leaf material written on various subjects on ancient Sri Lanka society.

The diploma in Library and Information Services program is designed to address the current demand of evolving information society. Therefore, you should be pleased that you have chosen the right place to enhance your career aspirations. Therefore, without a doubt you have selected the most ideal place to pursue your higher education and career in the field of Library and information services.

At Peradeniya, you will get a rare opportunity to interact with a group of highly competent and vibrant academic staff to acquire sound knowledge, training and skills in the field of Library and information science in the country. In addition, you will be able to enrich your social experience since the University environment will provide ample opportunities for you to interact with students from multi-national, multi-lingual and multi-religious backgrounds.

This handbook contains valuable information and that will help you make your studies easy at the University of Peradeniya. The information provided in this handbook will help you get familiar with the functions of CDCE, Programme details, course structure, teaching panel, and the rules and regulations of the study programme. Without any doubt, I hope that you will achieve maximum benefit from this programme and enrich your future career prospects. Therefore, please do not hesitate to contact us for assistance to improve the quality of this study programme and make the Centre as a student friendly seat of higher Education in the country. I wish you great success in all your future endeavors.

Dr. Rathnayake M. Abeyrathne
Director
Centre for Distance & Continuing Education

Message from the Librarian University of Peradeniya



It is with immense pleasure that I, as the librarian of the University of Peradeniya welcome all the new students to the Diploma in Library science program conducted by the CDCE. I believe that those who have gained admission to the course will gain knowledge to successfully manage a library.

After successfully completing this Diploma Programme you will get the opportunity to work and manage any type of Library in our country or in overseas. You will be equipped with the necessary knowledge and skills to confidently carry out duties in Public Libraries, School Libraries, University Libraries, academic Libraries, Government Libraries, NGO Libraries, and Special Libraries etc. I am quite certain that students who are already employed in Libraries will have better promotion prospects and career success. After the completion of this current diploma programme you can continue to move forward to follow the higher diploma in library science, undergraduate degree in library science, and post graduate programme in library science.

The University of Peradeniya library collection was started in 1921 and this year is the Centenary year for our library collection. Teaching Library and Information science is not a new experience to the University of Peradeniya. It is worth mentioning that our University has conducted a Library and Information Science postgraduate course in 1961 and compelled to discontinue it 1965 mainly due to shortage of staff. This course was transferred to the University of Kelaniya. But, we proudly report that we continue to hold practical sessions and hands-on training programmes to Diploma and undergraduate students of the Sri Lanka Library Association and the University of Kelaniya to this day.

I am delighted that we are commencing a library science course offered by the University of Peradeniya through its CDCE in 2021 the Centenary year of the University Library. I take this opportunity to thank our respected Vice-Chancellor, the Council, the Senate, Arts Faculty board, Director CDCE, Deputy Director CDCE (training), Course coordinator and all the lecturers who are teaching in all three mediums. The students are requested to use unique and countless opportunities available in this University and library to the maximum for the success of their future academic activities.

I believe that the students will improve their leadership skills and soft skills to become good library professionals and eventually become useful citizens.

Mr. R. Maheswaran
Librarian
University of Peradeniya

Message from the Program Coordinator



It's a great pleasure for me to welcome you all as the first batch of students who have registered at the Center for Distance & Continuing Education (CDCE) for the Diploma in Library & Information Services program. I'm really glad that this long awaited diploma course is finally welcoming its first batch for the Academic year 2021/2022. This diploma program is designed for external students to gain much needed professional qualification and knowledge in the field of Library & Information Services.

The main purpose of this diploma program is to provide students with knowledge, skills and attitudes required to work in libraries efficiently & effectively. After completing this diploma program, students will be able to confidently apply a range of skills and knowledge necessary for day to day operations of a library and be part of an effective and efficient employee in knowledge based society.

A Highly qualified lecture panel from the university and the Library & Information Services field will serve as the teaching panel of this program. This dedicated teaching panel possesses wide range of practical experiences in the respective subject areas and the library & information Services field. The close collaboration of academia and the professionals in this teaching and learning process will guarantee high performing diploma holders in the society.

I wish that students will make use of the facilities & opportunities provided by the CDCE to become outstanding individuals and professionals to serve the country and beyond.

This handbook is designed to make awareness of the CDCE, rules and procedures that should be followed by students when pursuing their studies in the university. I request all the students to make the optimum use of this handbook.

It's my sincere hope that all the students registered in this program will complete the diploma and pursue new avenues to embark on a successful professional life.

I wish you all success in your studies.

Dr. B. M. M. C. B. Hindagolla
Program Coordinator

History of University of Peradeniya

University of Peradeniya traces its origin to the first university which was established in 1942 in Colombo and moved to Peradeniya in 1952. Being a residential campus, with its 1700 hectares of land situated on the banks of the river Mahaweli among the central hills of the country, offers the most conducive environment for intellectual pursuits. It has an annual average graduate output of 2500, academic staff strength of about 700, and close to 2000 other categories of staff making it the largest among all the Universities in Sri Lanka.

The University of Peradeniya as a center of excellence in higher education offers an experience unparalleled among other universities in Sri Lanka- in its education, research, residential facilities, opportunities for extracurricular activities, nature and multicultural setting. It is the largest in terms of student enrolment and the university with the widest range of subjects namely, Agriculture, Allied Health Sciences, Dental Science, Engineering, Humanities, Law, Management, Medicine, Natural Sciences, Social Sciences, Veterinary Medicine and Animal Sciences.



History of the Centre for Distance and Continuing Education



The origins of the Centre for Distance and Continuing Education (CDCE) can be traced to the External Examination Branch set up in 1965. Having gone through several stages of development and having been known by different names, the current administrative structure with its new name ‘the Centre for Distance and Continuing Education’ came into existence in April 2007. The aim of its establishment is to fulfill one of the goals stated in the University of Peradeniya corporate plan namely: ‘to become a center of excellence in open and distance education’.

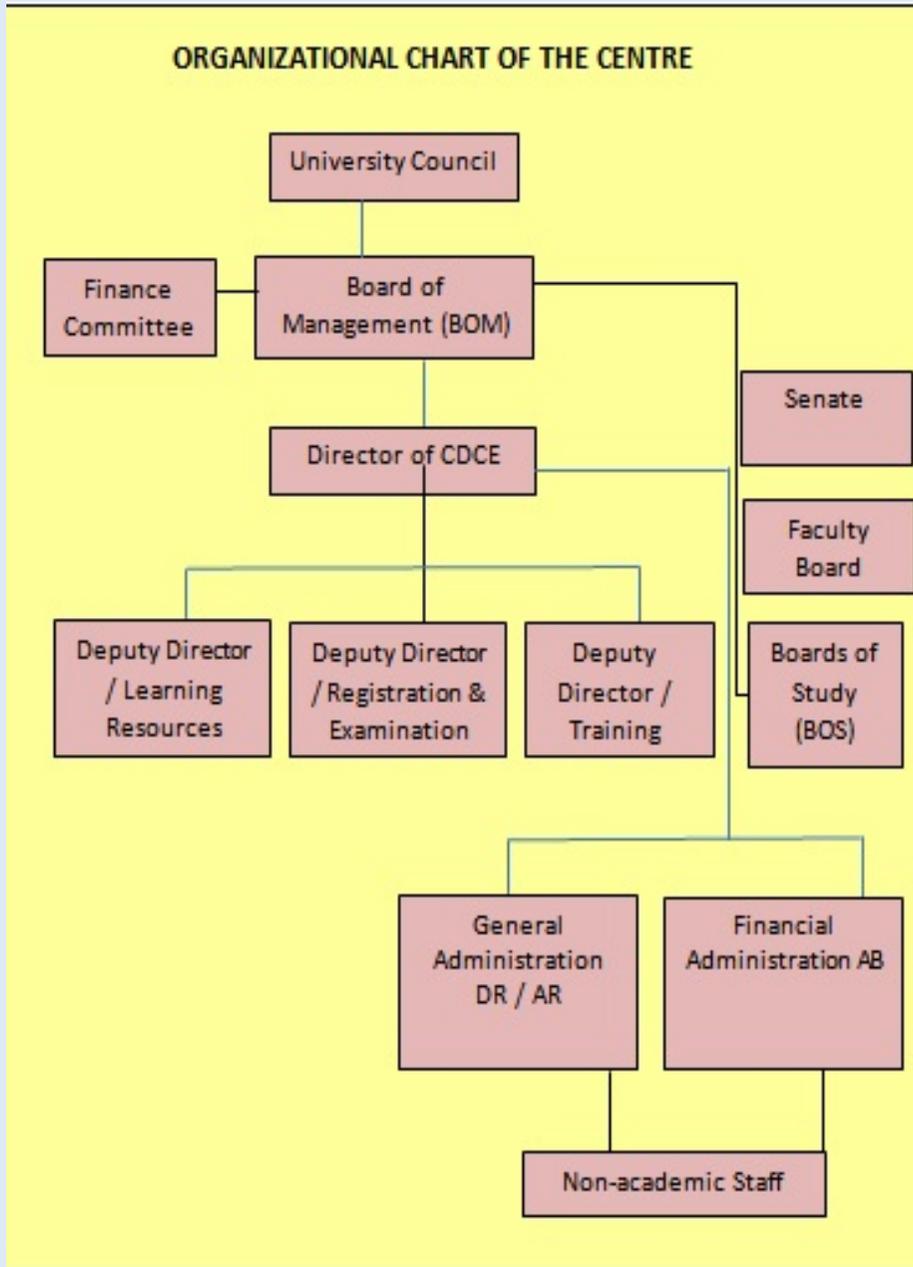
The vision of the CDCE is to provide equal opportunities for all aspiring students to further their career goals. It has identified its mission as ‘to provide education for all by providing educational opportunities without barriers to all those who look for it.’

The CDCE comes under the governance of the Board of Management of the CDCE chaired by the Vice Chancellor and is headed by a director who is a senior academic of the University of Peradeniya. The Director, in turn is assisted by three coordinators who are also senior academics. Its administrative functions come under the control of the Registrar, while a Senior Assistant Registrar, an Assistant

Registrar, and Assistant Bursar manage it locally. The non-academic staff comprises of 17 in the clerical and allied grades, 2 in the technical grade and 4 in the semi-skilled and manual grade.

The academic administration of the CDCE is guided by the provisions for center and the University Act. Currently, the CDCE conducts two degree programs, namely the Bachelor of Arts (BA) and Bachelor of Business Administration (External) (BBA). Moreover, other programs “Diploma in Management & Development”, and two certificate programs: “Basic Tamil” and “Laboratory Handling” are conducted by CDCE. Further to above, CDCE is in the process of diversifying into several other programs such as BSc in Science, Diploma and Higher Diploma in Early Childhood Care and Development, Diploma in laboratory Technology and Diploma in Electronic and Computing. These programs are conducted under the guidance of Boards of Studies, and have been approved by the Senate of the University of Peradeniya.

Organizational Chart



Staff

BOARD OF DIRECTORS

Director

Dr. R.M. Abeyrathne

Coordinator – Learning Resources

Prof. C. Wickramasinghe

Coordinator - Training

Dr. S. Maheswaran

Coordinator- Registration & Examination

Dr. Prabath Ekanayake

ADMINISTRATIVE STAFF

Senior Assistant Registrar

Ms. Irani Pathirana

Assistant Registrar

Ms. Lasni Buddhibhashika Jayasooriya

Senior Assistant Bursar

Mr. Indika Basnayake

ACADEMIC SUPPORT STAFF

System Analyst

Ms. V. Senevirathne

NON- ACADEMIC STAFF

Mrs. M. M. S. Mallawa

Mrs. R. A. S. P. Ranaweera

Mrs. A. G. H. Amukotuwa

Mrs. M. P. Assalaarachchi

Mrs. M. M. R. Ekanayake

Mr. S. Wijenayaka

Mr. W. M. P. D. S. K. Wijeratna

Mrs. M. P. Jayawardana

Mr. A. M. S. U. Manoratna

Mr. B. M. D. N. B. Basnayake

Mr. H. A. D. C. Kumara

Mr. L. L. Senevirathne

Ms. A. G. H. N. Subodhani

Mr. H. L. C. A. Liyanage

Ms. N. D. Egodapitiya

Ms. D. M. A. N. U. Dissanayake

Mr. W. A. S. K. Wijethunga

Mrs. A. M. N. K. Aththanayake

Ms. C. S. D. Widanage

Ms. P. Manickam

Ms. G. P. Gunawardana

Mr. M. Manoraj

Mr. A. G. D. Amalka

Mr. B. G. S. N. Yapa Bandara

Mr. G. C. Jayaruwan

Introduction to the Program

Diploma in Library & Information Services offers a distinguished professional education relevant to the current evolving information society. This course provides a comprehensive training, necessary skills, and knowledge to work in library information centers. Moreover, students will gain necessary knowledge in 'library management', 'cataloguing classifications of library materials', 'use of digital and electronic media tools' and gain 'collection management skills', 'public & school library management' and 'customer service expertise'.

This program also helps students to become an effective and efficient employee in a knowledge-based society. Those who are seeking to enhance their professional career in Library services, this course opens new avenues to develop their career and opens up national and international level career opportunities.



Admission Criteria

The minimum requirement for registration:

- i. Pass in the G.C.E.(A/L) examination or in an equivalent examination as determined by the Board of Study in Arts

OR

- ii. Completion of NVQF level 4

OR

- iii. A foundation course in the field of Library and Information Services equivalent to SLQF level 2 as determined by the Board of Study in Arts with a minimum of 12 years of schooling followed by passing an 'aptitude test'

OR

- iv. 4 year work experience in the field of Library and Information Services with a minimum of 12 years of schooling followed by passing an aptitude test.

NB: Applicants willing to follow the course in any other language, that is not their native language should possess a credit pass or above at the G.C.E. (O/L) for the language in which they wish to follow the course.

Aim of the Program

The Diploma in Library and Information Services program aims to provide students with basic knowledge, skills and attitudes required to work in libraries or with large volumes of information in institutions or organizations. This program also helps students to become confident in applying a range of skills and the necessary knowledge for day-to-day operations of a library and to be part of an effective and efficient employee in a knowledge-based society.

Learning Outcomes

On successful completion of this program, the candidate will be able to:

- i. demonstrate basic knowledge of Philosophy and Ethics of Librarianship.
- ii. apply theoretical knowledge in organizing library resources effectively.
- iii. analyse and classify documents using standard schemes of classification.
- iv. identify and organize library information resources to provide effective library services.
- v. demonstrate managerial and administrative skills required to establish, maintain, and manage libraries and information resource centres.
- vi. utilize technical knowledge, competence, and expertise in applying Information Communication Technology in libraries

Structure of the Diploma Program

This diploma is equivalent to Sri Lanka Qualifications Framework Level 3 (SLQF Level 3) and NVQ Level 5. It is structured as a one year program with two semesters. Students are required to earn minimum of 30 credits to complete the Diploma program. Students are allowed to take one optional course unit in a semester.

Semester	Course Code	Course unit Title	No. Credits	Compulsory /Optional
1	LIB 1113	Introduction to Libraries and Librarianship	3	C
	LIB 1123	Knowledge Organization	3	C
	LIB 1133	Collection Development	3	C
	LIB 1142	Information Resources & Services (Part I)	2	C
	LIB 1153	Library Administration and Management	3	C
	LIB1162	Managing Service Quality in Libraries	2	O
	LIB1172	Services & Management in Public Libraries	2	O
2	LIB 1213	Preservation & Conservation of Library Materials	3	C
	LIB 1223	Information Resources & Services (Part II)	3	C
	LIB 1233	ICT in Libraries	3	C
	LIB 1243	Libraries, Information and Society	3	O
	LIB 1253	School Librarianship	3	O
	LIB 1262	Internship in Library & Information Services	2	C
Total			35	

Medium of Instruction

The course offers in Sinhala, Tamil and English.

Student Registration

Selected candidates are required to register for the diploma program by paying the registration and other relevant fees. A registered student is required to complete his/her diploma within the minimum of one year and maximum of four years of registration.

- **Renewal of Registration**

A registered student is required to renew his/her registration once a year within the maximum period of candidature by paying the relevant fees to keep his/her registration status activated until he/she completes all requirements of the diploma programme. Applications for renewal of registration should be sent to the Assistant Registrar of the CDCE at least two months before the date of expiry of the current registration.

- **Deferment of Registration**

A student, upon request, may be given deferment of registration for one (01) academic year at a time on medical grounds or any other reason acceptable to the relevant Board of Study. The approval of the Chief Medical Officer of the University Health Centre/ any other medical professional appointed by the CDCE is required for all medical certificates. An affidavit or documentary proof should be provided with the application for deferment under any other reason. Requests for extensions of deferment should be made to the Senior Assistant Registrar of the CDCE at least one month before the date of expiry of the current deferment.

- **Withdrawal of Registration**

If a student decides to withdraw from the program after registration, a written request should be made (on the prescribed form) to the Senior Assistant Registrar within 04 weeks of the date of registration. Only requests that are based on valid reasons will be approved. However, all withdrawals are subject to a penalty, whereby one third of the registration fee will be forfeited if the request was made within 04 weeks of the date of registration. Withdrawal after this period will not entitle students to a refund of any fees paid.

Student Attendance

Attendance at lectures is compulsory. Students are expected to attend all lecture sessions, practical or field sessions as per the teaching plan of the course a minimum of 80% attendance out of the total lectures conducted is compulsory to be eligible for to sit for the end-semester examination

Student Assessments

The evaluation method includes both in –course assessment and end semester examination.

- Final examination -40%- 60%
- In course assessments (mid semester exams, assignments etc...) - 40% -60%

To award the Diploma, the candidates must fulfill the following requirements:

- After the completion of a minimum of 30 credits in both semesters (25 credits should be earned from compulsory courses and the remaining credit requirements can be met by following optional courses in both semesters).
- “E” grades should not appear within the minimum number of credits required.
- Obtain a GPA of at least 2.00.

Those who are not successful in achieving a passing grade at the first attempt will be allowed to sit the end semester examination at the next available opportunity when the course is conducted. The maximum number of such attempts allowed for each course is three, and the highest grade assigned will be ‘C’. Those who fail to secure a passing grade will be required to re- register for the course after three attempts.

Distinction and Merit Pass for Diploma

The requirements for distinction and merit passes:

- Distinction:** (i) GPA of 3.7 and above AND
(ii) At least “C” grade or above for all courses offered at the first sitting.
- Merit Pass:** (i) GPA greater than or equal to 3.30 but less than 3.69 AND
(ii) At least “C” grade or above for all courses offered at the first sitting.

Requests and Appeals

All requests stated above or any other related to circumstances not covered by the above rules and regulations of the Diploma program, should be made in writing, and directed to Senior Assistant Registrar /CDCE

Teaching Panel

Experienced and Expert teaching staff conduct the lectures. Lectures and discussions will be conducted during the weekends

Mr. R. Maheswaran

B.A. (Hons.) (Peradeniya, Sri Lanka); MLS (Colombo, Sri Lanka)

Dr. C. N. K. Alahakoon

B.A.(Hons.) (Peradeniya, Sri Lanka); MLS, Ph.D. (Colombo, Sri Lanka)

Mrs. C. Gunasekara

B.Sc. (Hons.) (Sri Jayawardenepura, Sri Lanka), MLS (Colombo, Sri Lanka)

Dr. S. Maheswaran

B.Com. (Hons), MBA (Peradeniya, Sri Lanka), Ph.D. (Norway)

Mrs. Neetha Damayanthi

B.Sc. (Agric.), M.Phil. (Peradeniya, Sri Lanka), MLS (Colombo, Sri Lanka)

Mrs. Kanchana Dehigama

B.A. (Hons.) (Peradeniya, Sri Lanka), MSc (Kelaniya, Sri Lanka)

Mrs. Harshani Dissanayake

B.Sc. (Hons.), M.Phil. (Peradeniya, Sri Lanka), MLS (Colombo, Sri Lanka)

Mr. Sunil Premarathna

B.A.(Hons.), M.A. (Peradeniya, Sri Lanka), MLS (Colombo, Sri Lanka)

Dr. B. M. M. C. B. Hindagolla

B.A.(Hons.), M.A. (Peradeniya, Sri Lanka), MLS (Colombo, Sri Lanka), Ph.D. (Japan)

Mr. Ajantha Dharmarathna

B.A.(Hons.) (Peradeniya, Sri Lanka) MLS (Colombo, Sri Lanka)

Mrs. Dilani Abeyrathne

B.Sc. (Hons) (Peradeniya, Sri Lanka) MLS (Colombo, Sri Lanka)

Mrs. Sureni Weerasinghe

B.Sc. (Hons) (Peradeniya, Sri Lanka) MLS (Colombo, Sri Lanka)

Mr. M. M. Rifaudeen

B.Sc. (Agric.) (Peradeniya, Sri Lanka), MLS. (Colombo, Sri Lanka)

Mr. N. Ravi Kumar

B.Sc. (Hons) (EUSL, Sri Lanka) MLS (Colombo, Sri Lanka)

Dr. T. Pratheepan

B.Sc. (*Hons*) (EUSL, Sri Lanka), M.Sc. (India), Ph.D. (Kelaniya, Sri Lanka)

Mr. V. Alagaratnam

B.A. (*Hons*) (EUSL, Sri Lanka), M.Phil. (Jaffna, Sri Lanka); MLS. (Colombo, Sri Lanka)



Courses Offered

1ST SEMESTER

LIB 1113: Introduction to Libraries and Librarianship

LIB 1123: Knowledge Organization

LIB 1133: Collection Development

LIB 1142: Information Resources & Services (Part I)

LIB 1153: Library Administration and Management

LIB 1162: Managing Service Quality in Libraries

LIB1172: Services & Management in Public Libraries

2ND SEMESTER

LIB 1213: Preservation & Conservation of Library Materials

LIB 1223: Information Resources & Services (Part II)

LIB 1233: ICT in Libraries

LIB 1243: Libraries, Information and Society

LIB 1253: School Librarianship

LIB 1262: Internship in Library & Information Services

Course Content

Semester 1

LIB1113: Introduction to Libraries and Librarianship

Development of Paper: Evolution of paper, book printing, book trade and electronic mode resources; History of libraries: from past to present, types of libraries, libraries without walls; Librarianship: Introduction to librarianship, Ethics of librarianship; Professional organizations: National and international and promoters of library and information services.

LIB1123: Knowledge Organization

Introduction to library Cataloguing & Classification: definitions, need, purpose; Identification of parts of a book; Theory of subjects: principles and practices of cataloguing and classification, Classification schemes, subject cataloguing, main and added entries, Filing and maintenance of catalogue, Concept of call numbers, Introduction to cataloguing serials and electronic resources; Practical component: Students are required to maintain a cataloguing and classification workbook consisting of 25 entries in different formats. This workbook should be submitted to the CDCE for evaluation one month before the commencement date of the first semester examination

LIB1113: Collection Development

Introduction to methods and policies; Library materials: print and non-print media; Selection of library materials: selection tools; Acquisition procedure: ordering and receiving, accessioning, processing of library materials; Storage and maintenance: stock taking and weeding.

LIB1142: Information Resources & Services (Part 1)

Print and non-print, primary, secondary and tertiary sources ; Evaluation of information resources; Reference Services: Need, Types (Orientation, Reference services, Qualities of Reference Librarian); Information Services and Products: Alerting Services, Bibliographic Services, Document Delivery Services, Current Awareness Services, Extension Services, Translation Services; User orientations: History, different extent to different libraries, skills that need to conduct user orientation, information need assessments.

LIB1153: Library Administration & Management

Library Administration: Function and principles, Library authority and Library Committees; Human Resource Management in Libraries: Definition, Aims, Importance, Functions, Job descriptions, Job analysis, Job Evaluation; Library Staffing: Importance, Nature and function of staffing, Staff management, Recruitment and Retaining staff; Library Finance: Finance Principles, Financial Resources, Methods; Budget: Introduction, Budgetary Classification, Practical Procedure, Budget Allocation; Record and Reports: Monthly Records, Annual Records, Library Statistics; Library Building: Planning, Site selection, outside, interior, functionality, layout, lighting, furniture, equipment and security.

LIB1162: Managing Service Quality in Libraries

Service quality management in Libraries: Introduction, concepts and strategies; Communication: Introduction, skills, public relations and customer care; Communication in Libraries : Internal and External , Importance of good communication skills among staff, users, potential users, other libraries , institutes and media, Barriers to good communication; Quality customer service: Introduction, develop and manage organizational systems for quality customer service; Customer behaviour: customer needs research, customer relations, service, quality problem identification and resolution; Quality customer service delivery: record keeping and obtaining customer feedback; Libraries and the community: how libraries cooperate with others, type of libraries and community, Extension services given by libraries.

LIB1172: Services & Management in Public Libraries

History and Mission of a Public Library; Roles of Public Library services: development and trends; Identifying user communities: why community needs, environmental Scanning, user priorities, community effects on public library systems; Develop information services for specific users and communities: plan and implement outreach programs, Promote the work of the library through marketing and public relations practices

Semester II

LIB1213: Preservation & Conservation of Library Materials

Introduction to preservation and conservation: what is preservation & conservation; Introduction to various types of library materials that need to be cared for: books, manuscripts, Files, newspapers, photos, drawing & paintings; Identifying agents that cause damage to library materials: human, animal and environmental, natural hazards; Identifying types of damages and remedies for preservation: daily inspection activities, continuous dusting activities, preventive activities of insects entering.

LIB1223: Information Resources & Services (Part II)

Concept and Need for Information; Organization of Information services: Information Services and Techniques; Roles played by information professionals to help diverse users information need: negotiate their information needs, navigate user system interfaces; Formulate effective search strategies for information retrieval, and evaluate and select information; Information literacy activities in libraries; The ethical foundations of information services.

LIB1233: Information Communication Technology in Libraries

Definitions: ICT, Benefits of establishing ICT strategies; Library automation: Definition, need, function and its requirement, Basic knowledge of library management software, library automation in acquisition, technical processing, circulation section, periodicals; Libraries and Librarians role in current digital environment; Digital libraries: Introduction to digital libraries, digital library services.

LIB1243: Libraries, Information and Society

Libraries in the Social context; Role of libraries and librarians in the contemporary society: Interactive and collaborative engagements with public communities; Public policy issues and their impact for libraries: copyright, censorship, information ethics and access to information; Introduction to social media and its benefits for contemporary society: Impact of Social media and globalization, Application of social media tools in libraries.

LIB1253: School Librarianship

Collection development in school libraries: understanding school curriculum and needs of diverse learners; Physical and digital resources of a school library: facilities, location, space, organization of space, physical and digital information access; collection development management: policies and procedures, resource sharing, collaborative teaching & learning; promote lifelong reading: program and activities, literacy and reading promotions.

LIB1262: Internship in Library & Information Services

The Internship involves a minimum of 90 hours of field studies that will be an important learning experience for the student. As a 2-credit course, the student will gain significant hands on learning experience under supervision of a chartered librarian. After completion of field study, students are required to submit a report on their activities involved in the libraries and of their observations.

CONTACT DETAILS

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Peradeniya**

DIPLOMA IN LIBRARY & INFORMATION SERVICES



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UNIVERSITY OF PERADENIYA**

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