



Operational Manual for the SLLA Office

Prepared by the special committee on the preparation of an Operational Manual for SLLA office under the Committee on Monitoring and Assisting in the Implementation of the Strategic Plan (COMAISP)

Operational Manual for the SLLA Office

Editorial Team:

Main Committee (2021)

Ms. H. N. K. Dissanayake -Convenor
Ms. Thushara Abeysekera – Co-Convenor
Mr. K. G. G. Wijeweera – Committee member
Mr. Anton Nallathamby – Committee member
Ms. Sewwandi Jayasinghe – Committee member
Ms. Isanka Edirisuriya – Committee member

Representation of the SLLA Council 2020/2021

Dr. Ruwan Gamage – President SLLA
Dr R. D. Ananda Tissa – President Elect
Dr. K. R. N. Harshani – General Secretary
Ms. Priyadharshani Hemakumara – Assistant General Secretary
Ms. Varuni Ganagabadarachchi – Treasurer
Dr.Champa Alahakoon – Education Officer
Ms. Priyani Balasuriya – Assistant Education Officer

Representation of the SLLA Office

Ms. Dilrukshi Kumarage – Administrative Secretary, SLLA Office
Ms. Edna Malkanthi - Senior Accounts Assistant, SLLA Office
Ms. Vijini Vinodya – Education Coordinator, SLLA Office
Ms. Sandali Malsha – Staff Assistant, SLLA Office
Ms. Geethani Gunawardena -Staff Assistant, SLLA Office

Sri Lanka Library Association
Organization of Professional Associations (OPA),
275/75, Stanley Wijesundara Mawatha,
Colombo 07, Sri Lanka.
Tel/Fax: +94-11-2589103
Email: info@slla.lk

Message from the President

The Operations Manual of SLLA office is the outcome of a series of discussions and discourses, extended networking, and prolonged dedication over many years. Even though the SLLA Council 2020/2021 presents the final product to the masses, it had been shaped for the last four years, under the craftsmanship of a group of dedicated professionals with a sound background of local and international standards. The committee members who contributed in 2017, at the initiation were Mrs. Harshani Dissanayake (Convenor), Mrs. Thushara Abeysekera, Mr. K. K. G. Wijeweera and Mr. Anton Nallathamby. An expanded committee supported editing the document in 2021.

I congratulate everyone involved with preparation of the Manual, including the past Presidents and General Secretaries, the leaders of the project, members of the main committee and sub committees, and the office staff members of the present and the past. I am failing in my duty if I do not mention the present and past Convenors of the Committee on Monitoring and Assisting in the implementation of the Strategic Plan (COMAISP) who guided the project; Mr.S.Satharooban; the present Convenor and Mr. Upali Amarasiri and Ms. Dilmani Warnasuriya; the past Convenors.

I hope that it will be a useful tool for the office staff and Council members in the years to come.

Thank you!

Dr. Ruwan Gamage

President - SLLA (2020/2021)

19th August 2021

Message from the General Secretary – SLLA

I am pleased to note that the Sri Lanka Library Association is introducing the first Operational Manual for SLLA Office this year. This is an activity started in 2017 by the special committee established under the COMAISP to prepare the office procedures. Efforts have been made to maintain concordance between organizational goals, procedures of work and functionaries entrusted with the responsibility of discharging them. The overall aim is to increase productivity in work and make the administration more responsive.

I am sure the Manual will serve as an invaluable Guide for the officers and staff of SLLA on the systematic handling, submission and maintenance of files and execution of procedures. The office Manual is a dynamic instrument. For those who are working in the SLLA and for future entrants, the manual will be an invaluable source for training and reference. At the same time this manual functions to be the backbone of streamlining office procedures. It will make office work speedier and rewarding for all the stakeholders.

This work has been completed with the able guidance of Dr. Ruwan Gamage President of the SLLA (2020/2021). A special thanks goes to Ms. Harshani Dissanayake and Ms. Thushara Abeysekera for their wholehearted support in completion of the revision work. I also acknowledge hereby the Members of the Administration, Finance and Education Subcommittees for their fullest dedication to complete this manual.

Further I hope that this manual would help to all who serve in the Sri Lanka Library Association to increase their efficiency and effectiveness.

Dr. Mrs K R N Harshani

General Secretary - SLLA (2020/2021)

19th August 2021

Message from the Convenor of the Office Procedures Committee

Quality management principles originated in the early 1900s to standardize industrial products. Later this concept was diversified into other areas too. The first standard on quality management, ISO 9000 was developed by the International Organization of Standardization (ISO) in 1987.

The Sri Lanka Library Association (SLLA) is managed by a Council and an Executive Committee (Ex.Co) appointed by the membership at the Annual General Meeting. The SLLA office assiststhe SLLA Council to carry out their duties and plays an intermediary role between the SLLA Council, Ex. Co. and the stakeholders.

The Strategic Planning and Strategic Direction Committee (SPSDC) prepared the strategic plan 2016-2022 in 2016 . The Committee on Monitoring and Assisting in the Implementation of the Strategic Plan (COMAISP) was formed to monitor the progress of the implementation of the strategic plan. I was appointed as the Convenor of the Special Group of the Preparation of the Operational Manual for the SLLA Office.

The SLLA office is working in a changing environments with different councils each year and changes in the internal office staff. This can lead to changes in administrative procedures. Therefore, the standardization of processes is important to provide a uniform service to stakeholders. The procedures were prepared by considering the quality management principles of ISO 9000 family. A filing system and 5S concepts were also introduced. The draft procedure manual and suggestions for improvements were shared with the SLLA Council members in 2017.

The draft procedures were updated in 2021 to prepare the draft operational manual for SLLA office. A new committee was formed with the original committee members and relevant council members to work on this. Three sub committees were formed to update the draft procedures on education, finance and administration.

I would like to thank Ms. Dilmani Warnasuriya for selecting me as the convenor of this special group. My special thanks go to the committee members who were involved in introducing the 5S and file management system Mrs. Thushara Abeysekera and Mr. K. K. G. Wijeweera respectively. Mrs. Abeysekera and Mr. Wijeweera assisted me in the preparation of the draft procedures. Ms. Abeysekera also functioned as the Convenor of the group from February 2000 to May 2001. The support given by Mrs. Shanthi de Alwis, Mrs. Edna Malkanthi, and Mrs. Pradeepika De Silva, of the SLLA Office in providing necessary information and documents is noted with appreciation.

I would like to thank the present convenor of the COMAISP group Mr. S. Santharooban for initiating the editing process. I would like to thank all the members of the new committee for supporting me in the preparation of the draft operational manual. My special thanks go to sub committees led by Dr. (Mrs.) K. R. N. Harshani, (Administration) Mrs. Varuni Gangabadaarachchi (Finance) and Dr. (Ms.) Champa Alahakoon (Education). The contributions of Mr. Anton Nallathamby, a long-standing council member in the areas of Finance and Administration are gratefully acknowledged. Last but not least my sincere thanks go to the

President of SLLA Dr. Ruwan Gamage for his valuable suggestions, advice, guidance and leadership given in the preparation of this document.

I sincerely hope the SLLA office will provide an effective and efficient service to the members, students, and other external organizations (local and overseas) by adhering to quality management practices.

Ms. H. N. K. Dissanayake – Convenor

Committee for preparation of the Operational Manual for the SLLA Office

Introduction

The Sri Lanka Library Association (SLLA) was established in 1960, under the name Ceylon Library Association (CLA) as the professional body of library and information science sector in the country. In 1974 the CLA received full legal status and recognition by the Sri Lanka Library Association (Incorporation) Law No 20 of 1974. It was further amended by the Sri Lanka Library Association (Incorporation) (Amendment) Act, No. 7 of 2004. The administration is supported by a set of ‘rules’ last amended in 2015. At the time of drafting this manual, a new set of rules to replace the 2015 rules was being prepared.

The SLLA is governed by the Council and the Executive Committee elected by the membership. The SLLA office assists the council to perform their activities in an effective and efficient manner.

The SLLA Council set up the Strategic Planning and Strategic Direction Committee (SPSDC) in 2014 to formulate a strategic plan for the association. In 2016 the committee presented the strategic plan 2016-2022 with the wide acceptance of the membership. Following that, the SLLA council appointed the Committee on Monitoring and Assisting in the implementation of the Strategic Plan (COMAISP) committee. Under this committee, a special committee was appointed to prepare this operational manual. There are several parts in the strategic plan and SLLA office comes under KA 1 Organizational Excellence. The Goal is to improve the office facilities while adhering to quality management principles.

The present operational manual describes the activities conducted by the SLLA office staff in order to realize the objectives of the President, council members and other committees of SLLA for the betterment of the profession.

This manual is limited only to the SLLA staff. The staff structure is as follows.

SLLA Office Staff

The SLLA Office Staff can be categorized as Administration (Admin), Finance (Fin), Education (Edu), and Office Support Staff (OS).

The employees of the three categories as per the current system are as follows.

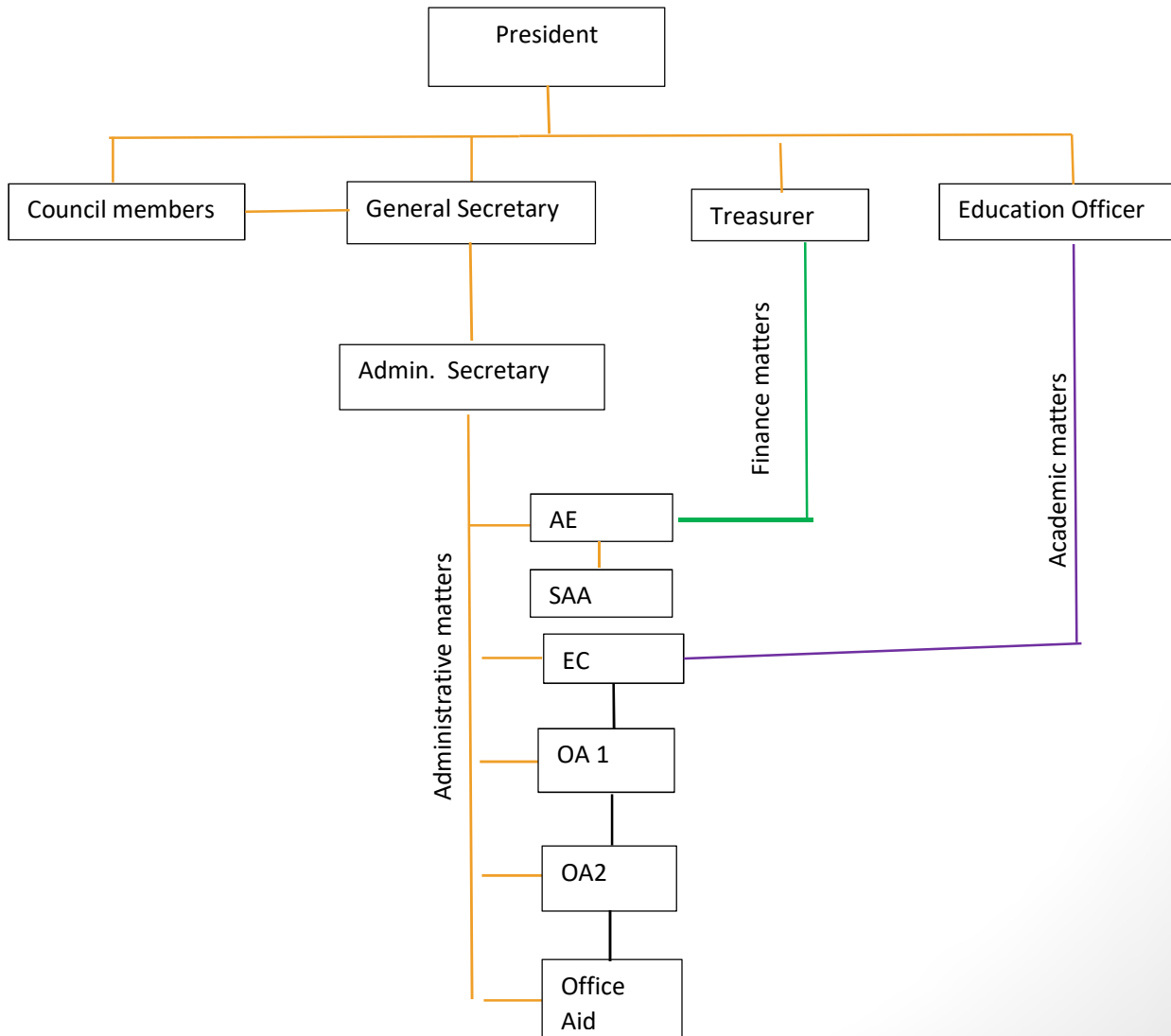
Category	Post (with Abbreviation)	Notes
Admin	Administrative Secretary (AS)	
Fin	Accounts Executive (AE) Senior Accounts Assistant (SAA)	
Edu	Education Coordinator (EC)	

	Office Assistant 1 (OA 1) Office Assistant 2 (OA 2)	
OS	Office Aide (Aide)	From time to time, there could be trainees joining to help in office work.

The SLLA Office staff reporting structure

AS reports directly to the GS (General Secretary). All other staff report to the AS regarding the administration matters. However, the Finance staff may directly contact the Treasurer and the Education Staff may contact the EO (Education Officer) to make the communication more efficient.

Blue -Administrative matters Green – Financial matters Purple – Educational matters



The office environment

The office environment can be defined as the settings , social features and physical conditions of the working place. A conducive working environment will induce in the employees positive feelings, good workplace relationships, collaboration, efficiency and good health.

It is of utmost importance that the office environment be kept clean. The office staff should set up cleaning routines to ensure that the office, furniture and equipment are cleaned regularly.

The office should also be neat and tidy. The furniture and equipment have to be kept in appropriate locations. The staff is responsible to keep the equipment in a working condition. Repairs to either the equipment or furniture should be attended to by the staff no sooner they are brought to their notice.

There should be specific work stations for each employee. They should be located in areas with proper ventilation, lighting and minimum disturbance.

A specific area has to be reserved for visitors coming to the office.

The office environment could be made pleasant and welcoming by having appropriate pictures on walls, flower vases , indoor plants etc., The staff can also maintain a first aid box with essential medicines which may be useful for minor ailments.

The office staff should maintain cordial working relationships with colleagues, while also inculcating feelings of friendship and team spirit with each other .

Ethical conduct in office

Ethics in the workplace can be defined as the moral code that guides the behavior of employees. Ethical thinking will lead to understand what is right and wrong with regard to conduct and decision making.

Maintaining ethical conduct in office will help the employees accomplish their tasks in an effective manner and to interact with colleagues, superiors and other stake holders in an efficient manner.

The staff should report to work on time and sign in the fingerprint machine. The time intervals given for tea and lunch should not be misused. They have to complete the work assigned to them on time. Staff members should respect the rules and regulations and adhere to them during the office hours.

The staff should work according to the job description given to them when they were recruited to the SLLA office. They have to be accountable for the work carried out by them. Staff should try to minimize the errors when carrying out their duties.

The staff members should respect their colleagues and communicate with them in an appropriate manner preserving the office culture. They should be attired properly to suit the office environment.

The staff members should be focused on their work during the office time without disturbing the other colleagues by using the phones, chatting and making undue noise.

The staff members shall use their initiative and be professional in carrying out the duties assigned to them. They should show their desire to improve by continuous training in required subject areas.

Benefit to the employees

The office staff recruited after 2017 has 07 casual leave, 07 medical leave and 14 annual leave. The other staff members have 07 casual leave, 21 medical leave and 14 annual leave.

The employees are eligible for EPF and ETF.

The employees who join SLLA after 1st of January 2021 are not eligible for Gratuity payment. For others who are eligible for the gratuity payment, should be paid within one month of the date of resignation.

The effective retirement age of SLLA employees is 57. There is provision of extension up to 60 years on a yearly basis on request by the employee to the Council of the SLLA. The sole discretion to grant extension or not is in the hands of the Council taking into consideration the requirement and need for such extension and carefully looking at the past performance. The Council could make the appropriate decision.

Sri Lanka Library Association (SLLA) –SLLA Office Management System

Title - Procedure for Conducting Educational Programmes at Sri Lanka Library Association – P 01

- 1. Objective** – To establish a procedure for Educational Programmes at SLLA
- 2. Scope** – Steps to be followed in conducting Diploma in Library and Information Science (DLIS), HDIPLIS I and II, and Course on Library Automation (COLA). In this document responsibilities are assigned only to SLLA office staff
- 3. Related documents-**

Admin/Paper advertisement file – 2/022/Education

Application forms

Application form DLIS – F 1

Application form HDIPLIS I - F 2

Application form HDIPLIS II - F3

Application form COLA - F4

Application files for different centers and different media and COLA

Application file for DLIS Colombo - 12/102/File/ D/ Cbo

Application file for DLIS Kandy - 12/102/File/ D/ Kdy

Application file for DLIS Galle - 12/102/File/ D/ Gal

Application file for DLIS Batticaloa - 12/102/File/ D/ Bcl

Application file for DLIS Jaffna - 12/102/File/ D/ Jfn

Application file for DLIS Badulla – 12/102/File/D/Bdl

Application file for DISTANCE – 12/102/ File/DIS/Cbo

Application file for HDIPLIS I Colombo - 12/102/File/HD I/ Cbo

Application file for HDIPLIS I Kandy - 12/102/File/ HD I / Kdy

Application file for HDIPLIS I Galle - 12/102/File/ HD I / Gal

Application file for HDIPLIS I Batticaloa - 12/102/File/ HD I / Bcl

Application file for HDIPLIS I Jaffna - 12/102/File/ HD I / Jfn

Application file for HDIPLIS I Badulla – 12/102/File/HD I/ Bdl

Application file for DISTANCE –12/102/ File/DIS/Cbo

Application file for HDIPLIS IIColombo - 12/102/File/ HD II / Cbo

Application file for HDIPLIS IIKandy - 12/102/File/ HD II / Kdy

Application file for HDIPLIS IIGalle - 12/102/File/ HD II / Gal

Application file for HDIPLIS IIBatticaloa - 12/102/File/ HD II / Bcl

Application file for HDIPLIS IIJaffna - 12/102/File/ HD II / Jfn

Application file for HDIPLIS IIBadulla -12/102/File/HD II/ Bdl

Application file for DISTANCE 12/102/ File/DIS/Cbo

file for COLA - 12/106/File/COLA
Receipt – Rec. 1
Voucher (students) - V 1
Voucher (Lecturers) - V 2
Voucher files (Students & Lecturers) – 11/092/ File/Vou
Schedule of students selected to follow courses Sche 6
Bank receipt files – 11/092/File/BoC
Appointment letters for lecturers Let.1
Student attendance sheets – Sh 1 DLIS, HDIPLIS I & II
Student attendance file - 12/104/File/L I/ Attendance
Lecture schedule – Sche 1- DLIS, HDIPLIS I & II
Lecture time table - T 1- DLIS, HDIPLIS I & II
Syllabuses for each level – Syb 1- DLIS, HDIPLIS I & II
Education Management file – 12/102/File
Letter calling for interview – Let. 13
Admission letter Let. 2
Examination time tables - T 4,5,6
Mark sheet - Sh 2 - DLIS, HDIPLIS I & II
Mark sheet file - 12/107/File/Marks/ DLIS/ HDIPLIS I/HDIPLIS II
Distance Assignments Mark Sheet file – 12/107/File/Marks/ DISTANCE
Results sheets - Sh 3 - DLIS/ HDIPLIS I/HDIPLIS II
Results sheet COLA -Sh 4
Results files DLIS, HDIPLIS I & II and COLA course - 12/107/File/Results/DLIS
12/107/File/Results/HDIPLIS I
12/107/File/Results/HDIPLIS II
12/106/File/Results/COLA
Revision Seminar letter for students - Let.-3
Revision seminar letter and request for model questions (staff) -Let.-4
Letters for practical training (Students) -Let. 5
Letter for practical training (institution) - Let. 6
Application for bibliography / index -F 14
Application for examinations F 13
Student requests file – 12/105/DLIS
12/105/HDIPLIS I
12/105/HDIPLIS II
Education Committee Meeting Record Book -Reg. 17
NVQ document File 12/102/NVQ
Education Sample Certificate file -12/102/CER
Malpractices relating to Exam 12/102/MPE
Template for student ID cards – T3
Rules and regulations for students – Gd 5

4. Responsibility –

Preparation of letters, notices and other publicity material and media	-Admin. Secretary
Correspondence with students, and Education Officer and with Education Committee	- Edu. Coordinator
Correspondence with Administrative Secretary and Asst. in HDIPIS II	- Edu. Coordinator
Handling DLIS and HDIPLI I	-Office Assistant
Overall supervision of all DLIS, HDIPLIS, and COLA	-Edu. Coordinator
Cooperating with Admin secretary for financial matters relating to Education-	Edu. Coordinator
Photocopying, parceling, collecting and delivery of documents, posting letters etc.,	-Office aide

5. Procedures for Education

5.1 The Administrative Officer calls quotations and sends the advertisement of the commencement of the DLIS, HDIPLIS I and II to Sinhala, Tamil and English newspapers (Lankadeepa, Observer, Dinamina, Divaina, Daily News, Veerakesari, Thinakaran). Published advertisements are filed in Admin/Paper advertisement file (2/022/Education).

5.2 The students can download the application F1-F3 from the SLLA website which has a web number. The completed applications have to be posted to SLLA. The application fee will be charged at the interview for applications with web numbers. The Administrative Officer will issue receipts Rec. 1 for all payments. handles the Money Order encashing, and issuing of receipts. The Administrative Officer should bank the money within one week.

5.3 The Administrative Secretary receives completed applications until the closing date of the applications. F1 – F 3. Entering the full details of the applicant, preparing the list of students who sent money orders should be prepared by the Administrative Officer. The applications received should be then handed over to the Education Officer.

5.4 The Education Officer hands over the list of selected candidates to be interviewed to the Education Coordinator

5.5 The Education Officer prepares and signs the letters Let.13 to the selected applicants informing the date of the interview. The letters will be posted by the Office Assistants.

5.6 A notice is sent to newspapers informing the date and the venue of the interviews for walk in applicants. If walk in applicants come without applications they will be given application forms ? at the interview.

- 5.7 Selected applicants are given vouchers V1 and the deadline for payment of course fees is informed at the interview by the interview panel.
- 5.8 After the payment the students are registered for various centres (Colombo, Kandy, Galle, Jaffna Badulla, Batticaloa etc.) and streams (Sinhala, English, Tamil). After receiving payment vouchers the Office Assistant arranges all pay-in-vouchers with their applications separately for different centers. Then all student schedules sche 6 are prepared. The application forms are filed in relevant files 12/022/ year/centre.
- 5.9 The Office Assistant who handles the first year has to prepare students lists for issue of the identity cards T3.
- 5.10 The Administrative Officer calls for quotations, checks the samples and gets the approval from the Education Committee and the Council, and then places the order for printing of IDs.
- 5.11 The Center Coordinators prepare the timetables for all three media for Colombo, Galle, Kandy, Badulla, Jaffna and Batticaloa centres. The Office Assistant prepares the students' attendance sheets for lecturers. The panel of lecturers for each centre is selected by the Education officer with the help of respective centre coordinators.
- 5.12 The Office Assistants will prepare the files for students and lecturers to be given at the inauguration. The relevant documents for the staff and the students are included in the files.
- 5.13 The Administrative Officer, Education Coordinator and the Office Assistant who handles DLIS will organize the inauguration ceremony for all new students and lecturers in a central location or at regional centers with the help of the center coordinators. The students are given syllabus Syb 1, rules and regulations Gd 5, timetable T 4/5/6 and other relevant documents during the inauguration ceremony.
- 5.14 The lecturers are given the Appointment letters to conduct lectures Let. 1 timetables T4/5/6, syllabus Syb 1, voucher V2 and the student attendance sheet Sh1. need to be given by the Education Coordinator and the Office Assistant. The appointment letters have to be authorized by the Education Officer.
- 5.15 For distance education students the notes and assignments are sent via post with deadlines to submit the assignments as given in the timetable. Tentative dates for workshops are also included in the timetable. Workshop venues are decided by the Distance Programme Coordinator after discussing with the Education Coordinator and Office assistants. Office Assistants who are responsible for DLIS, HDIPLIS I and II will handle the same courses of the distance education programme . In addition, Face to Face students also have to submit at least 2 assignments for a subject and the Office Assistant of the relevant program will handle the same.

- 5.16 A study tour is organized by the Centre coordinator and the Office Assistant who handles DLIS for first year students in (Kandy, Badulla and Galle) centres should send the authorized letters to each visit centers and the arrangement of refreshments needs to be done by the Admin Officer during the academic year.
- 5.17 The first year students are given a practical training for 10 working days in a reputed library under the supervision of a Chartered Librarian. The Administrative Assistant is given two letters signed by the Education Officer with instructions to students Let.5 and the selected libraries Let 6. The Education coordinator will post the letters to the selected libraries. After one week the Administrative Secretary sends a reminder to the Librarian to get the confirmation. The Office Assistant then prepares the students letters for posting. The students have to submit the practical training report and the cataloguing file before the first year examination. The Office Assistants of respective courses will hand over the practical training report, the cataloguing file and assignments to respective lecturers for marking. Marks are added to final examination paper results respectively.
- 5.18 The HDIPLIS I students have to submit their bibliographies/ Indexes 1 month before the HDIPLIS I examination. If not they are not allowed to sit for the exam. The students will get the application for the bibliography/Index F14 with their course documents for HDIPLIS I. They have to select a topic and get the approval from the Education Officer. Selected topic should be a new topic which has not been taken by any student in previous years or the current year. Approved list is in the SLLA website under downloads as “Approved titles for Bibliography and Index”. The students have to find a Chartered librarian to supervise their projects. Education Coordinator and Office Assistants should keep the updated list of Life members and Chartered Librarians when selecting supervisors. Moreover the updated list should be on the SLLA website and therefore it is important to update the list at regular intervals. Two lists are maintained at the SLLA office as approved titles and the titles of examined bibliographies. The Education Committee has to review the list every five years.
- 5.19 The students send their bibliographies / Indexes to the SLLA office and the Office Assistant of HDIPLIS I sends them to the relevant lecturers for marking.
- 5.20 The HDIPLIS II students have to submit the Essay, indexing file, Thesaurus, and IT project before the final examination.
- 5.21 When the lectures are completed for an academic year, the centre coordinator has to collect the attendance sheets Sh1 and vouchers V2 of the lecturers and send them to the Education Coordinator. Teacher’s Daily Diary, Student Registry, Student Attendance Registry should to be maintained by the Center Coordinator.
- 5.22 The Education Officer prepares and signs the letter to lecturers requesting them to send draft questions and notifies the date of the revision seminar in Colombo. The letter will be handed over to the Education Coordinator. The Office Assistant will get copies and post them to the lecturers. The revision seminar is organized about one month before the examinations. The Education Coordinator and Office

Assistants post applications for examinations F13 to the student with the revision seminar letter. The examination Board selects the questions and prepare the question papers. The Administrative Officer should have to supply all necessities for printing the examination papers i.e. either photocopy or resograph depending on the number of papers required. Under the responsibility of the EO, the selected team will print the examination papers and parcel the papers with the assistance of the Office Aid for the distribution to the exam centers

- 5.23 Some centres are permitted to conduct their own revision seminars.
- 5.24 The completed exam applications are received by the SLLA office. They are checked by the Office Assistants who handle the respective course, whether the students have submitted the necessary reports of each year *i.e.* practical training report and the cataloguing file for DLIS and bibliography for HDIPLIS I and Library automation, Thesaurus, indexing and essay for HDIPLIS II. Assignments are given 40% and the rest 60% comes from the paper. The student attendance will also be checked. For DLIS and HDIPLIS I attendance should be 75% and HDIPLIS II 80 %.
- 5.25 Then the admission with index numbers and the time tables are posted for the screened out candidates.
- 5.26 When the dates are fixed for examinations the venue for examination is decided by the Administrative Secretary who then sends letters to book the examination centres.
- 5.27 The Education Coordinator informs the SLLA members / lecturers who live close to the examination centres to work as invigilators.
- 5.28 The question papers are sent to the centres at least 05 days before the examination and the Education Coordinator and the Admin Officer have to verify the receipt.
- 5.29 After the examination the Education Officer sends letters to the lecturers inviting them for a meeting at SLLA Auditorium to prepare the marking scheme. After the discussion the answer scripts are divided among the lecturers for marking. The final year papers will be marked twice by two examiners and the average is taken as the final mark. The lecturers are given approximate dates to send the corrected answer scripts, mark sheet Sh.2 and the voucher V2. The payments are done by the Senior Accounts Assistant/ Account Assistant.
- 5.30 The final year students have to submit the essay before the examination.
- 5.31 The Education Coordinator and Office Assistants prepare the examination results sheets Sh.3 and send it to the Education Officer for checking.
- 5.32 The Education Officer submits them to the SLLA Council for approval. The council will decide the award winners of Blok Memorial Prize for each level, Gold Medal for Best student,, and the Srikanthaluxmy Arulanantham Memorial Award for best performance who completed the HDIPLI II.
- 5.33 The results sheets and the lists of award winners will be given to the Education Coordinator

- 5.34 Before posting the result sheets the Assistant Education Officer and relevant Office Assistants checks the result sheets with the schedule and gets the signature from Education Officer for the results sheets. The results are released and the results sheets (Certificates) will be posted to students by the Office Assistant and the Education Coordinator.
- 5.35 The certificates T 3 for the students who have completed the course will be awarded at the Award Ceremony . The Education Coordinator and Office Assistants prepare the draft certificate and send it to the Education officer for checking.
- 5.36 The Admin Secretary should call quotations for printing the certificates after getting approval from the council, before 05 days of the event. The Administrative Secretary prepares the certificates, Medals and cash awards.
- 5.37 The arrangement of Award Ceremony, the booking of venue, calling quotations, and getting advance payment for the event should be finalized by the Admin Secretary with the help of Education Coordinator. Refer the AGM procedure P 03

COLA

- 5.39 The Administrative Secretary sends Newspaper advertisement of the commencement of the course to Sinhala, English and Tamil Newspapers.
- 5.40 The HDIPLIS I Office Assistant and COLA coordinator sends applications F4, payment vouchers V1 and details of the course to the applicants by post.
- 5.41 Completed application forms and payment receipts are collected and the applicants are informed of the date of commencement of the course.
- 5.42 The Administrative Secretary organizes the inauguration ceremony.
- 5.43 The course is conducted on Saturdays in Colombo.
- 5.44 There are two examinations part 1 and 11 after 3 months and 9 months.
- 5.45 The students have to make a presentation on preparation of a database.
- 5.46 The students who successfully complete the course will be given a certificate at the Annual General Meeting. The students who obtain the highest marks will be awarded the Clodagh Nethsingha award.

Issue No.		Prepared by	
Revision No.		Reviewed by	
Date of Issue		Approved by	

Title - Procedure for Maintaining the Library of the Sri Lanka Library Association (SLLA) housed at the SLLA corners–P 02

- 1. Objective** – To establish a procedure for operations of the library of the Sri Lanka Library Association
- 2. Scope** – Steps to be followed in functioning of the Library of Sri Lanka Library Association. In this document responsibilities are assigned only to SLLA office staff.

3. Related documents-

Order file - 02/020/File 1
Accessions Register -Reg. 1
Borrowing Register -Reg. 2
Visitors Register - Reg. 3
Photocopy Register - Reg. 4
Correspondence with SLLA Council - Let 7

4. Responsibility –

Correspondence with the Council	- Administrative Secretary
Releasing petty cash for purchasing books	- Senior Accounts Assistant
Preparation of list of books to be purchased, ordering, entering them to accession register	
Processing and maintaining the collection	-Education Coordinator (EC)
Transporting books	-Office aide

5. Procedure-

- 5.1 Education Coordinator of the SLLA finds information regarding forthcoming book exhibitions or book launches, and new books from publishers catalogues etc.,
- 5.2 Centre coordinators can also send their suggestions to develop the library collection.
- 5.3 Education coordinator requests the President/SLLA to allocate funds to purchase books, felicitation volumes and other library materials for the SLLA Library through Administrative Secretary. Let 7
- 5.4 President/SLLA with the approval of the Council allocates funds to purchase books.
- 5.5 The decision for approval of funds is conveyed to the Education Coordinator /SLLA.
- 5.6 Education Coordinator selects books to be purchased from book exhibitions/ book launches, publishers catalogues etc. She checks the library catalogue for duplication.
- 5.7 Education Coordinator requests for petty cash from Administrative Secretary. The Education Coordinator settles the bills from petty cash money. The documents related to ordering of publications are filed in the order file. 02/020/File 1
- 5.8 Books are delivered to SLLA office and then to the SLLA Library housed in the Colombo Public Library

- 5.9 The Education Coordinator places SLLA stamp on the books, then enters the books in the Accessions Register Reg. 01 and writes the Accession Number on the tile page, page 13 and the verso of the last page.
- 5.10 The Education Coordinator classifies the books using the DDC 20th Edition.
- 5.11 Education Coordinator pastes the call number on the spine of the book and the books are arranged on shelves.
- 5.12 The Education coordinator selects books to be sent to the SLLA corners set up in libraries located at the regional centers where the SLLA education programmes are conducted. The Education Coordinator together with Education Officer shall update these corners. The Centre Coordinators and respective library staff are responsible for the maintenance of the SLLA corners set up in different libraries.
- 5.13 The lecturers are allowed to borrow a book for two weeks after signing in the borrowing register Reg. 2.
- 5.14 The students are allowed only referencing and photocopying facilities. A visitors register is maintained Reg. 3.
- 5.15 Other than the relevant books, the library should have the full collection of Sri Lanka Library reviews and some IFLA journals. The SLLA Library also collects the felicitation volumes of library professionals.
- 5.16 Journal articles and newspaper cuttings which are useful for educational purposes will be collected by the Education Coordinator .
- 5.17 Photocopies of the articles are given on request. Records are maintained in a register Reg. 4.
- 5.18 At the end of the year the Education Coordinator has to submit the status report of the SLLA library to the Education Officer.

Issue No.		Prepared by	
Revision No.		Reviewed by	
Date of Issue		Approved by	

Sri Lanka Library Association –SLLA office Management System

Title - Procedure for holding Annual General Meeting (AGM) of Sri Lanka Library Association (SLLA) – P 03

1. Objective – To establish a procedure for conducting the AGM of SLLA

2. Scope – Steps to be followed in conducting AGM

3. Related documents-

AGM file -06/061/File 1

Annual Report File -06/061/File 2

Membership Database DB 1

Letters for election committee members- Let. 14

Election committee File – 06/061/File 3

Membership renewal letter Let. 8

Paper advertisement file AGM – 2/022/AGM

Council meeting minutes Register Reg. 6

Invitation letter to AGM – Let 11

Template paper advertisement – T 4

List of chartered members Li 3

Invitation letters to award winners – Let. 15

4. Responsibility –

Correspondence with media, sponsors, council, suppliers etc.- -Administrative Secretary

Overall responsibility of conducting AGM, Providing

information for Annual report, Preparation of letters

Sending letters to renew membership, Updating the

Membership database, Cash transactions of AGM –Senior Accounts Assistant

Assisting the Administrative Secretary and General Secretary -Office Assistant/s

Photocopying, posting letters, collecting advertisements

Assisting the SLLA office staff as instructed by them -Office Aid/ Trainee

5. Procedure-

- 5.1 The Administrative Secretary sends letters Let.8 in the month of February to all the members requesting to renew their membership before 31st of March every year.
- 5.2 The Administrative Secretary issues receipts for the membership payments and Senior Account Assistant updates the membership database with details of who have renewed the membership.
- 5.3 Administrative Secretary gets cash advance for the AGM activities.
- 5.4 SLLA council decides the date and the venue of the AGM. The council forms the AGM Committee. The President, President elect, General Secretary, Treasurer, Education Officer, Publications Officer and Convenor of the IT committee are compulsory members of this committee. The AGM committee is responsible for the prior activity of the AGM and need to get council approval.
- 5.5 The Administrative Secretary books the venue and requests for menus for refreshments and lunch.
- 5.6 SLLA Council nominates the Election Committee. The Administrative Secretary prepares the letters Let. 14 and with the signature of the General Secretary the letters are sent to Election Committee members.
- 5.7 The Administrative Secretary sends the press notice T4 to inform the date of the AGM to Sinhala, English and Tamil Newspapers.
- 5.8 The Administrative Secretary informs the Secretary of the Election Committee when the press notice appears in the Newspapers. Within one week of the appearance of the press notice the Election Committee meeting is held.
- 5.9 The Senior Accounts Assistant prepares the list of registered members Let 3 who have renewed their membership and hands it over to the Administrative Secretary to include the life members too. The Administrative Secretary submits it to the Election committee.
- 5.10 The Secretary of the Election Committee prepares the letter to call for nominations for the posts of the SLLA council and any other posts and hands it over it to the Administrative Secretary to be posted to the Associate Members who have renewed the subscription *i.e.* who have voting rights.
- 5.11 The Office Assistant requests the Office Aid to get the required number of copies of the letters. The Administrative Secretary, Office Assistant and Trainee arrange the AGM letter Let 11 and the letter calling for nominations and they are posted to the members who have voting rights.
- 5.12 The AGM letter Let 11 is posted to the non-corporate members who do not have voting rights.

- 5.13 Nominations for the posts of the SLLA council and other committees are received by the Administrative Secretary at the SLLA office.
- 5.14 They are kept in the ballot box under lock and key until the closing date of the nominations. The ballot box is sealed on the closing date.
- 5.15 On the same day or after 2-3 days the Election Committee meets and opens the ballot box.
- 5.16 The Administrative Secretary will get the signature of the General Secretary to the list of members who have voting rights and send it to the Election Committee. The Committee checks whether the nominations are in order and prepares the Election Committee Report. The Administrative Secretary types the report in the presence of the Secretary of the Election Committee. The report is then submitted to the SLLA council before the AGM. All the documents relating to the election are filed in 06/061/File 3
- 5.17 The Chief Guest and the Guest of Honour of the AGM are decided by the SLLA Council. Invitation letters are given to the Administrative Secretary to either handover or to send by post.
- 5.18 Invitations for other guests and the programme of the AGM are prepared by the Administrative Secretary, Office Assistants and the SLLA council.
- 5.19 The General Secretary prepares the news coverage for Media and the Administrative Secretary sends them to Newspapers and Television channels.
- 5.20 The Council decides on the winners of certificates T1 and awards of the Educational Programmes conducted by the SLLA and informs the Administrative Secretary. The Education coordinator/Office Assistants prepare the certificates and the Administrative Secretary checks them and gets the signatures of the President and the Education Officer. The Administrative Secretary and Education coordinator / Office Assistants prepare the letters Let 15 under the signature of the Education Officer and sends them to the award winners requesting them to be present at the AGM. The Education coordinator / Office Assistants prepare the list of students in order of receiving certificate.
- 5.21 The Administrative Secretary sends letters to the Associate and Fellow Members who were selected according to the procedure no 04 Procedure for membership and invites them to the AGM to receive their Associateship and Fellowship certificates. The Administrative Secretary / Office Assistant and Trainee/s prepare the list of names in order of receiving certificates.
- 5.22 The SLLA office staff assist the General Secretary in the preparation of the Annual Report. The Administrative Secretary informs the conveners of the committees to send reports on the activities of their respective committees. The Administrative Secretary collects them and sends them to the General Secretary. The Education Officer also provides statistics of exams, exam results, lecturer panels in different centers, and membership information.
- 5.23 The Administrative Secretary calls for quotations for Annual Report printing. According to the procedure no. P07 Procedure for purchasing Goods and Services.

- 5.24 The Administrative Secretary calls for quotations for printing the SLLA Newsletter and the SLLA journal Sri Lanka Library Review (SLLR) with required specifications for each publication according to the Procedure no. 07 Procedure for Procurement of Goods and Services.
- 5.25 The Administrative Secretary sends the Annual Report, Newsletter and the journal for printing. A copy of the SLLR has to be sent to the SLLA Library.
- 5.26 The Administrative Secretary/ Office Assistants and Trainee/s prepare the Annual Report to be posted to the membership two weeks before the AGM. The Office Aid posts them.
- 5.27 The General Secretary sends the list of sponsors to the Administrative Secretary. The Administrative Secretary prepares and sends the letters to the sponsors.
- 5.28 If the sponsors do not deliver the banners, the Office Aid will be sent to collect them.
- 5.29 The Administrative Secretary calls for quotations according to the Procedure no. 07 Purchasing of Goods and Services to purchase AGM bags and files.
- 5.30 The Administrative Secretary instructs the Senior Accounts Assistant and Office Assistants to prepare the final lists of Associate Members Li 3 (Chartered list). The Administrative Secretary checks the list. The Senior Accounts Assistant and Office Assistant prepares the voting list (the list is given to the Election Committee), members' attendance list at the last AGM. These lists have to be taken to the venue on the date of the AGM.
- 5.31 The office staff packs the cloaks relevant to different membership categories and the council to be taken to the venue of the AGM. The Office Assistants prepare the name boards for the Head table and the seat labels for certificates and awards winners.
- 5.32 SLLA Office staff makes necessary arrangements for the procession of the AGM. The Administrative Secretary prepares the order of the procession and the dancing group.
- 5.33 The AGM Committee selects the Keynote speakers and gets the approval of the council. Administrative Secretary assigns the responsibilities of the staff assigned to the Registration desk, namely, / Decoration of venue/ AGM kit preparation /organizing council, associateship, fellowship and membership cloaks to staff members. AGM committee needs to provide their support to the staff.
- 5.34 Each assignee is responsible for getting back assigned belongings such as equipment, Cloaks etc. to the SLLA Office.
- 5.35 On the day before the date of the AGM, the Office staff visit the venue and checks whether the required items from the venue are ready. The name boards for the Head table will be placed appropriately and labels of award winners will be pasted on the chairs of the certificate and award winners.
- 5.36 The cash advance taken should be settled within two weeks after the AGM.
- 5.37 Administrative Secretary and Account Assistant need to submit finance report within the two weeks in order to be submitted to the SLLA council.

Issue No.		Prepared by	
Revision No.		Reviewed by	
Date of Issue		Approved by	

Sri Lanka Library Association –SLLA office Management System

Title - Procedure for Membership–P 04

1. Objective /s–

To offer membership to the Library and Information Sciences qualified personnel

To create a membership to act as the professional body in the Library and Information Sciences (LIS) field

2. Scope –

This procedure applies to the process of offering various types of membership to the professionals in the LIS field. In this document, the responsibilities are assigned only to SLLA office staff.

3. Related documents-

Paper advertisement file – Membership – 02/22/Membership

Guidelines for Non-corporate membership Gd 1

Application for non-corporate membership F 5

Guidelines for Associateship Gd 2

Application for Associateship F 6

Guidelines for Life membership Gd 3

Application for Life membership F7

Guidelines for Fellowship Gd 4

Application for Fellowship F8

Schedule of membership applicants She 3

Deposit voucher V 4

Membership confirmation letter Let 10

Membership renewal letter Let. 8

Receipt - Rec. 1

Non corporate membership Application File 05/054/File 1

Associateship Application File 05/056/File 2

Life membership File -05/057/01

Fellowship file- 05/055/01

Membership Register - Reg. 5
 Membership database -DB 1
 Review Guideline document -Fellowship -Gd 5
 Invitation letter to AGM – Let 11
 Template of the certificate -T 1
 Template paper advertisement Membership T 4
 Cash book – Reg 11

4. Responsibility –

Receiving applications for Membership, Checking the qualifications of applicants, Sending letters to members, sending letters for renewal of membership and issuing of receipts --Administrative Secretary

Maintaining the membership register and database -Administrative Secretary
 - Office Assistant

Maintaining the cash register -Senior Accounts Assistant

5. Procedure-

Sri Lanka Library Association (SLLA) offers two types of memberships to qualified personnel.

Non-corporate membership

Corporate membership - Associateship and Fellowship

SLLA publishes the notice for calling applications for new memberships and renewal of memberships by February every year. The Administrative Secretary sends the notice to newspapers. T 5. The Administrative Secretary sends the letters for corporate membership renewal Let 8 signed by the General Secretary to all members in the month of February. The membership renewals for the relevant year closes on the 31st of March each year.

Non-corporate Membership

5.1 The following qualifications are considered for offering non-corporate membership to qualified personnel who request membership of SLLA

- Higher Diploma in Library and Information Science offered by the SLLA.
- What about those who have the Diploma or DIPLIS and who decide to apply?

- Any other Higher Diploma in Library and Information Science (Level 4 of the Sri Lanka Qualifications Framework SLQF – 2015 or the Level 6 of the National Vocational Qualifications - NVQ) from a recognized institution as accepted by the Council of the SLLA.
 - A higher qualification than the above.
- 5.2 Application for membership F5 along with the guidelines Gd 1 could be obtained from the Administrative Secretary of SLLA office or downloaded from the SLLA website.
 - 5.3 Duly filled application form F5 must be submitted to the Administrative Secretary of SLLA with the relevant copies of certificates mentioned in the application form.
 - 5.4 Administrative Secretary checks the qualifications of the applicants and prepares a Schedule of applicants. She 3
 - 5.5 The General Secretary submits the Schedule of applicants to the Executive Committee to recommend and forward to the Council.
 - 5.6 SLLA Council records its approval/disapproval.
 - 5.7 Administrative Secretary informs all the approved members through post asking to make the registration and membership fees. The deposit voucher should be sent along with the letter. The Administrative Secretary issues a receipt Rec.1 for the payment and the list of membership payments should be forwarded to the Senior Accounts Assistant.
 - 5.8 Once the payments are made, they will be issued a Membership Number. A letter L10 will be sent to the member with the membership number. Their details will be entered to the membership database DB 1 and the Register Reg. 5 by the Administrative Secretary.
 - 5.9 The Administrative Secretary sends a reminder L8 annually to renew their membership before 31st of March every year to retain the membership.

Corporate Membership

a. Associateship

- 5.10 Non-corporate members who have five years' experience, in which two years of service should be under the supervision of a Chartered Librarian, can obtain Corporate membership.
- 5.11 Duly filled application F 6 obtained from the SLLA Office or downloaded from the SLLA website has to be submitted to the Administrative Secretary together with the service certificate.

- 5.12 The Administrative Secretary submits the applications to the Convener of the Awards/Associateship Committee. General Secretary/ checks the service of the applicant and Education Officer goes through the qualifications and certifies and reports on the eligibility of the applicant to the Executive Committee. She 3
- 5.13 Executive Committee requests the Administrative Secretary to arrange the interview for qualified applicants and notify the date. The purpose of the interview is verification of certificates/letters that the applicants have submitted.
- 5.14 Results of the interview are forwarded to the SLLA Council for approval.
- 5.15 Administrative Secretary informs all the approved members through post L10 asking to make the registration and membership fees. The deposit voucher V4 should be sent along with the letter. The Administrative Secretary issues a receipt Rec. 1 for the payment and the list of membership payments is submitted to the Senior Accounts Assistant.
- 5.16 Once the payments are made they will be issued a Membership Number. A letter will be sent to the member with the membership number. Their details will be entered to the membership database DB 1 and the Register Reg 5 by the Administrative Secretary.
- 5.17 Corporate Membership Certificates T 1 are awarded at the Annual General Meeting. The Administrative Secretary invites the new Corporate Members in writing, Let. 11 to obtain their certificates at the Annual General Meeting.
- 5.18 The Administrative Secretary sends a reminder Let. 8 annually to renew their membership before 31st of March every year to retain the membership.

b)Fellowship

- 5.19 The Senior members who have contributed to the field of Library and Information Science are eligible to apply for Fellowship. There are three types of fellowships.

Fellowship by Achievement
 Fellowship by Research
 Honorary Fellowship

- 5.20 The Council decides whether to call for applications for the Fellowship by research. The Honorary Fellowships are proposed to the Council.

Duly filled application F8 according to the guidelines Gd 4 obtained from the SLLA Office or downloaded from SLLA website together with the supportive documents have to be submitted to the Administrative Secretary.

- 5.21 After checking/ Receiving by Administrative Secretary, the Education Officer certifies the educational qualifications and the General Secretary certifies the services rendered to the SLLA and the country.
- 5.22 The application is then forwarded to the Fellowship Committee to review. Fellowship committee distributes the reviewed applications to the reviewers with the Review Guidelines document Gd 5.
- 5.23 After receiving the list of selected fellowship members, the Administrative Secretary notifies the applicants to face an interview. The members of the Awards/Fellowship committee become members of the interview panel. The Fellowship Committee upon interviewing the applicant can either recommend or reject the applicant. .24 The Fellowship Committee then sends the names of the recommended e awardees to the council. The Council approves the list of new Fellows.
- 5.25 Administrative Secretary informs all the recommended members through post L10 requesting them to make the registration and membership fees. The deposit voucher V4 is sent along with the letter. The Administrative Secretary issues a receipt Rec. 1 for the payment and the list of membership payments is submitted to the Senior Accounts Assistant.
- 5.26 Once the payments are made they will be issued a Membership Number. A letter will be sent to the member with the membership number. Their details will be entered to the membership database and the Register by the Administrative Secretary.
- 5.27 The Administrative Secretary sends the invitation letter L11 to the new Fellows to obtain the certificate T1 at the AGM Inauguration. A .brief citation of the new fellow will be read out at the ceremony by a SLLA member appointed by the Convenor of the Fellowship Committee.
- 5.28 The Administrative Secretary has to send reminders L8 in February each year to the membership members to renew their membership before 31st of March.

Life Membership

- 5.29 Corporate members who have continued membership for 10 years can apply for Life membership using the life membership application F7 according to the guidelines Gd 3 for Life Membership. The members who have failed to pay the membership fee for last two years can apply for life membership after paying the arrears.
- 5.30 The applications received will be sent to the Life Membership awarding committee.

- 5.31 Administrative Secretary checks the qualifications of the applicants and prepares a Schedule of applicants. She 3
- 5.32 The General Secretary submits the Schedule of applicants She 3 to the Executive Committee to recommend and forward to the Council.
- 5.33 SLLA Council records its approval/disapproval.
- 5.34 Administrative Secretary informs all the approved members through post Let. 10 asking to make the registration and membership fees. The deposit voucher V4 is sent along with the letter. The Administrative Secretary issues a receipt for the payment and the list of membership payments is submitted to the Senior Accounts Assistant.
- 5.35 Once the payments are made they will be issued a Membership Number. A letter will be sent to the member with the membership number. Their details will be entered to the membership database and the Register by the Administrative Secretary.
- 5.36 After receiving the selected list of life membership Administrative Secretary informs the members to pay the life membership fee. Administrative Secretary will issue a receipt Rec.1 and update the membership database DB1 and the register Reg. 5.
- 5.37 SLLA Senior members who had been active participants prior to the Act No. 20 of 1974 are eligible for Life membership irrespective of their qualifications. This is a free membership.
- 5.38 SLLA Senior members with 20 years of continuous membership after obtaining Associateship can obtain Life membership without paying a fee.
- 5.39 All membership application forms are filed in appropriate Membership Application Files and kept for five years. Online applications if any are printed and the print copies are filed. 02/022/Membership

Issue No.		Prepared by	
Revision No.		Reviewed by	
Date of Issue		Approved by	

Sri Lanka Library Association –SLLA office Management System

**Title - Procedure for Assisting SLLA council, Executive council and other committees –P
05**

1. **Objective** – To establish a procedure for Assisting the SLLA council, Executive committee and the other committees

2. **Scope** – Steps to be followed in assisting the SLLA Council, the Executive Committee and the other committees. In this document the responsibilities are assigned only to SLLA office staff.

3. **Related documents-**

Council minutes register -Reg. 6

Minutes of the committees files for each committee - 09/065/ File/committee name

4. **Responsibility** –

Receiving the service requests sent by the council members - Administrative Secretary

Preparation of documents for the council meeting - Administrative Secretary

Arranging the refreshments, attending to service requests -Administrative Secretary

Assist the Administrative Secretary to arrange documents - Office Assistants

Office Aid -Photocopying the documents

5. **Procedure-**

Council -

5.1 The General Secretary sends the notice for Council and Executive Committee (ExCo) to conduct meetings. The Conveners of the committees send the notices for committee meetings.

5.2 If the General Secretary or Conveners needs any information from the SLLA office the Administrative Secretary provides the information.

5.3 The General Secretary prepares the agenda with the help of the Administrative Secretary for the council and ExCo and the Conveners prepare the agenda for committees. The agenda are sent to the Administrative Secretary to obtain photocopies.

5.4 If the committee members are unable to meet physically the Administrative Secretary sets up the zoom link and sends it to the General Secretary for Council and ExCo meetings and Conveners of the committees for SLLA committee meetings, to be circulated among the members of the respective meeting.

5.5 The minutes of the council and Exco are prepared by the General Secretary and the minutes of the committees are prepared by the Conveners. The minutes are sent to the Administrative Secretary to obtain copies. The Office Aid gets the copies and hands them over to the Office. Office Assistant and Office Aid prepare the sets for members of the council and committees.

5.6 The minutes of the committees are sent to the Council by the Conveners of respective committees through the Administrative Secretary.

- 5.7 The Administrative Secretary then pastes one copy of the council minutes in the Register Reg. 6 to get the signatures of the Council Members. This register will be handed over to the council during the meeting.
- 5.8 It is the responsibility of the Administrative Secretary to make arrangements to provide refreshments to the members of the Council, ExCo and the committees. After the Council, ExCo and Committee meetings, the decisions which require Assistance from the SLLA office will be communicated to the Administrative Secretary by the General Secretary, Treasurer or the Education Officer.
- Committees-
- 5.10 Committee conveners call for meetings of committees either physically or online mode.
- 5.11 The Conveners send minutes and agenda to the Administrative Secretary for photocopying.
- 5.12 The Office Aid photocopies the documents and prepares the document sets.
- 5.13 Conveners send their service requests to the Administrative Secretary.
- 5.14 The Conveners handover the minutes of the committee meetings to the Administrative Secretary to be submitted to the Council. Minutes of the respective committees are filed. F/09/065/file/committee name

Issue No.		Prepared by	
Revision No.		Reviewed by	
Date of Issue		Approved by	

Sri Lanka Library Association –SLLA office Management System

Title - Procedure for holding National / International Conference of Library and Information Science (NACLIS) –P 06

- 1. Objective** – To establish a procedure for holding NACLIS
- 2. Scope** – Steps to be followed in holding NACLIS. In this document the responsibilities are assigned only to SLLA Office staff.
- 3. Related documents-**

NACLIS file -04/053/File

Schedule for NACLIS quotations – Sche 4

Template of Invitation for Guests , NACLIS -T 2

4. Responsibility –

Calling for quotations to select the venue, checking the documents, receiving abstracts, preparation of the schedule -Administrative Secretary

Making payments -Senior Accounts Assistant

Assisting the Administrative Secretary -Office Assistant

Collecting sponsorship material, posting letters -Office Aid /Trainee

5. Procedure-

- 5.1 NACLIS is held annually on the day before the Annual General Meeting (AGM) of SLLA. AGM of SLLA is usually held on the last Friday of the month of June every year.
- 5.2 The Administrative Secretary calls for three Quotations to book the location for NACLIS from suitable parties according to the procedure no. P7 Procedure for procurement of goods and services during the month of January every year.
- 5.3 The Administrative Secretary enters the details of the quotations to the format and prepares the schedule Sche.4. The Administrative Secretary submits the documents to the Council.
- 5.5 The Administrative Secretary books the selected location for the event. The payments are made by Senior Accounts Assistant of SLLA.
- 5.6 The NACLIS Committee Convenor is appointed by the SLLA council at their first meeting. The Convenor select the committee members. NACLIS Convenor prepares the letters requesting the sponsorship and sends them to the Administrative Secretary. The Administrative Secretary and Office Assistants prepare them for posting. The copies of the letters are filed in F 04/053/file
- 5.7 The SLLA staff assists the NACLIS committee in arranging the Venue and the registration desk, Conference Kit, Gifts, tokens of appreciation, Awards .
- 5.8 The NACLIS Committee informs the Administrative Secretary about the sponsors selected by the committee. The Administrative Secretary makes arrangements to collect the banners from sponsors. Office Aide collects the banners. The Administrative Secretary makes necessary arrangements to handle their banners and other sponsorship material.

- 5.9. NACLIS Committee appointed by the Council advice the SLLA office staff on the theme of the conference, budget, calling for abstracts, deadline for abstracts.
- 5.10 The Convener of the NACLIS committee sends letters on the format of calling for applications/ abstracts to participate at NACLIS. When the abstracts are received to the SLLA office the Administrative Secretary needs to hands over the abstracts to the NACLIS Convener after the deadline.
- 5.11 Selected abstracts are given back to the office for printing.
- 5.12 The Administrative Secretary calls for three quotations to print the proceedings according to the procedure no. P07 Procedure for procurement of goods and services.
- 5.13 NACLIS committee prepare the list of guests to be invited for the event with the assistance of the Administrative Secretary.
- 5.14 Hotel booking, transport and other arrangements are arranged by the Administrative Secretary.
- 5.15 The NACLIS committee select the Keynote speakers and Guest of honour and obtains the approval of the council.
- 5.16 The list is sent to the Administrative Secretary. The list of participants is prepared by the Office Assistant/ Trainee.
- 5.17 Invitations for guests T2 are prepared by the Senior Accounts Assistant and the office staff/ Trainee post them.
- 5.18 After the conference the NACLIS Chairman assisted by the Administrative Secretary and Account Assistant need to submit the financial Report of NACLIS to the SLLA Council. A copy of the report is filed in F 04/053/File(shouldn't this be done by the NACLIS chairman?)
- 5.19 The excessive number of conference proceedings remaining after the event will be distributed to the public libraries where SLLA corners are established. The remaining number of proceedings will also be distributed among the DILS student at the inauguration ceremony.

Issue No.		Prepared by	
Revision No.		Reviewed by	
Date of Issue		Approved by	

Sri Lanka Library Association – SLLA Office Management System
Title - Procedure for Procurement of Goods and Services – P 07

1. Objective

To establish the procedure for Procurement of Goods and Services at SLLA and to explain the Role and Responsibilities of Office Staff of SLLA with regard to its operation.

2. Scope

This procedure applies to **Procurement** of Goods and services at SLLA. In this document the Role and Responsibilities are assigned only to the Administrative Secretary. And the Senior Accounts Assistant.

3. Related documents

Quotation Files -02/022/File name for different quotations

Service Agreement Files for each equipment (02/023/File 3/Equipment name)

List of suppliers – Li 2- name of the Goods or services

4. Responsibility

Inviting Quotations and Co-ordinating the process - Administrative Secretary

Preparing schedules - Administrative Secretary

Arrangement of the payment - Senior Accounts Assistant

5. Procedure

Suppliers

5.1 The Administrative Secretary controls all Procurements and Services required for its operations.

5.2 The Administrative Secretary selects suppliers on the basis of their ability to meet the quality requirements of the organization. Suppliers who were black listed in the past are not entertained.

5.3 Administrative Secretary carries out a Supplier Audit to check the quality of product/services for a new Supplier. List of Suppliers Li 2 name of the goods or services shall be maintained by the SLLA and shall be reviewed annually.

Procurement

5.4 The Administrative Secretary calls for quotations from suppliers as per 5.2 for services such as conducting of Award Ceremony, NACLIS/ICLIS, and AGM, Newspaper advertisements, printing of publications and office equipment, computers, furniture, Toners, Photocopy papers and Stationery. The quotations are filed on F 02/022/file name for different quotations.

5.5 The specifications for goods and services are prepared by the Administrative Secretary on the direction of relevant members of SLLA Council/Committees.

5.6 The Administrative Secretary calls for a minimum of three quotations from suppliers for each required service or the product. If a quotation is called from a Sole Agent for the equipment/service to be procured, three quotations are not required. Individual quotations are obtained, if a number of items are to be procured from a single company. This is mainly because the date of purchase may differ from item to item.

5.7 Administrative Secretary prepares the schedule with the quotations obtained and forwards it to the Office Management Committee. On the recommendation of the Office Management Committee the document is submitted to the Ex-Co and then to the Council for approval.

5.8 For Electronic Items viz. computers, printers etc. the Administrative Secretary forwards the schedule to the IT Committee as well. Both the Committees submit their decisions to the Ex-Co for recommendation for approval by the Council.

5.9 In case of an urgent requirement, the President can write and e mail to all members of the Exco, giving details of the requirement and the quotations are obtained. If a majority (i.e. >50%) of the Exco approves the payment or are silent by the given date, the General Secretary advises the Administrative Secretary to proceed with the purchase/payment pending approval of the council.

5.10 All other schedules for procurement are forwarded by the Administrative Secretary to the Ex-Co for recommendation for approval by the Council.

5.11 In case of an urgent requirement, where the Exco recommendation has been obtained, follow the procedure in 5.8 to inform and get e mail approval of the members of the Council (instead of the Exco).

5.12 The General Secretary then forwards all approvals to the Administrative Secretary with the Council decision to enable he/she to take necessary action.

5.13 The Administrative Secretary then informs the Supplier and requests for the Invoice for advance payment and at the same time forwards the Council approval and requests the Senior Accounts Assistant to make necessary arrangements for advance payments.

5.14 The Administrative Secretary informs the Supplier officially together with the Purchase Order/Email and the advance payment.

5.15 With regard to differed payments, on receipt of the goods in good condition Administrative Secretary together with the Final Invoice requests the Snr. Accounts Assistant/ Assistant Accountant to prepare the cheque for payment.

5.16 Cheques are signed by the Treasurer and the President. In the absence of the President the President Elect is authorized to sign the cheque. The Treasurer's signature is mandatory.

Service Agreements

5.17 The Administrative Secretary calls for quotations for Service Agreements with the expiration of the warranty period. Quotations called shall be submitted to the Office Management/IT or other relevant Committees and to the Ex-Co for recommendation and to the Council for approval.

5.18 The General Secretary forwards all approvals to the Administrative Secretary with the Council decision enabling him/her to take necessary action.

5.19 Administrative Secretary requests the Senior Accounts Assistant to make arrangements for payment by forwarding the Council approval.

5.20 The Administrative Secretary informs the Supplier officially and with the signing of the Service Agreement by both parties hands over the payment to the Supplier.

5.21 Service agreements are filed in respective files. F 02/023/File 3/equipment name

Issue No.		Prepared by	
Revision No.		Reviewed by	
Date of Issue		Approved by	

1. Objective -To establish the procedure for Maintenance of Equipment and other Fixed Assets at the SLLA office.

2.Scope -This procedure applies to Maintenance of Equipment and other Fixed Assets at the SLLA office. In this document responsibilities are assigned only to SLLA office staff.

5. Related documents

Fixed Assets Register –Reg. 6

Fixed Asset Maintenance Form -F 11

Depreciation policy - Pol 1

List of equipment with depreciation value (Soft copy) -Li 1

Borrowing of equipment – F 02/023/01

Written off assets file – F / 02/023/02

4. Responsibility –

- | | | | |
|-----|---|---|---------------------------|
| 4.1 | Administering the policy and related regulations and procedures and custody and control of assets assigned to SLLA | - | Administrative Secretary |
| 4.2 | Maintaining the Fixed Assets register | - | Senior Accounts Assistant |
| 4.3 | Bi annual physical verification conducted by- the Senior Accounts Assistant in the presence of the Treasurer or a designated employee | | Senior Accounts Assistant |
| 4.4 | Calculating the depreciation value, and updating the Fixed Assets register. | - | Senior Accounts Assistant |
| 4.5 | Verification carried out in the presence of the Auditors at the time of the External Audit. | - | Senior Accounts Assistant |

5.Procedure

5.1 The Administrative Secretary administers the policy and related regulations and procedures and the custody and control of assets assigned to SLLA

5.2 In order to maintain accurate asset records, when receiving a new asset into the SLLA, viz. All Furniture, PCs, Monitors, Lap Tops Audio Visual Equipment such as overhead projectors, printers, video cameras, digital cameras, fax machine, other office equipment such as Photocopying, Binding and Risograph and also assets that are sensitive, portable such as Mobile Phones etc. the Senior Accounts Assistant gives a property tag.

5.3 To identify assets as belonging to the SLLA the Senior Accounts Assistant records the items purchased in the Fixed Assets Register.Reg. 6

The Senior Accounts Assistant has the following details in the Fixed Assets Register viz. Tag No., Purchase Order No. and the Cost, where the asset is primarily located, brief description of the Asset, Make/Model No. and the Serial No. (Make the Manufacturer's name and Model No. and also the Manufacturer's Serial No.)

5.4 The Senior Accounts Assistant completes the Fixed Assets Register Reg 6 after each procurement and forwards it to the Administrative Secretary.

5.5 In the case of a Council Member borrowing an asset, the Senior Accounts Assistant completes a Fixed Asset Maintenance Form F11 and obtains his/her Signature. The Fixed Asset Maintenance Form should indicate all details given in the Fixed Asset Register.

The Administrative Secretary maintains this form in the file for borrowing of fixed assets F 02/023/01 and on the return of the asset the signature is obtained.

5.6 The Senior Accounts Assistant conducts a physical inventory verification Bi-annually of all inventory assets in the presence of Treasurer or a designated employee.

5.7At the end of the financial year the Senior Accounts Assistant calculates the depreciation value of Fixed assets according to the SLLA Depreciation Policy-Pol 1

5.8 In order to maintain accurate asset records, asset disposals is recorded promptly. In the event an equipment recorded in the Fixed Asset RegisterReg 6 is beyond repair, the Administrative Secretary seeks approval through Office Management/IT Committee and Ex-co and Council to write off the said equipment from the Register. Senior Accounts Assistant shall through the Administrative Secretary forward the depreciation value of fixed assets calculated for Office Management/IT Committee and Ex-co and Council approval.

5.9 The General Secretary then informs the Administrative Secretary in writing about the decision and he/she in return informs the Senior Accounts Assistant to update the Fixed Assets Register including the items written off.

5.10 The Administrative Secretary shall make necessary arrangements either to sell or discard the equipment/ furniture according to instructions by the Council.

5.11 The Senior Accounts Assistant shall keep a separate record of written off assets.F/02/023/02

Issue No.		Prepared by	
Revision No.		Reviewed by	
Date of Issue		Approved by	

Sri Lanka Library Association –SLLA office Management System

Title - Procedure for Human Resource Management –P 09

- 1. Objective** –To establish an administrative procedure for human resource management
- 2. Scope** –Steps to be followed inhuman resources management. The responsibilities are assigned only to SLLA Office staff.

3. Related documents-

Applications for posts - F 9

Paper advertisement file -recruitments – 02/022/Staff recruitements

Schedule of staff recruitments -Sche 5

Appointment letter SLLA staff -L 12

Personal files of employees - 02/02/File 1/Name of employee

Leave applications - F 10

Leave application file - 02/02/ File 2

Attendance register Reg. 7

Training files 02/02/File 3

Letter calling for interviews L 9

Overtime Time Payment for staff F 12

Office Environment & Discipline of the SLLA office -Introd. Of this doc.

4. Responsibility –

Sending the advertisements, interviewing and

Correspondence with SLLA office employees

-Administrative Secretary

Maintaining staff registers, Checking leave, OT

Schedule and list

-Administrative Secretary

5. Procedure-

Recruitment

SLLA office has three broad categories of staff members namely, Admin staff, Finance staff and Education staff. All staff members report to General Secretary through the Administrative Secretary. In parallel, the Finance staff should communicate with the Treasurer and the Education staff should be responsive to the Education Officer.

- 5.1 The SLLA council decides on the required qualifications and employment conditions for each post of the SLLA office.
- 5.2 The Administrative Secretary sends the advertisements to newspapers/ relevant websites. 02/022/Staff recruitments
- 5.3 The qualified applicants are selected and interviewed by a panel of at least three key members of the council, (the President, President Elect, Vice President, General Secretary, Education Officer, Treasurer) and Administrative Secretary.
- 5.4 The Administrative Secretary should forward all applications to the SLLA Office Management Committee to short list. A schedule of short listed applications Sche 5 will be prepared by the Administrative Secretary and submitted to the panel members before the interview.
- 5.5 The Administrative Secretary will send letters to the selected candidate. L9
- 5.6 The newly recruited officer is given the appointment letter L12 and the job description by the General Secretary.
- 5.7 The General Secretary provides the required details of the newly recruited officers to the Senior Accounts Assistant.
- 5.9 The Administrative Secretary will introduce the new officer to all staff members. The Administrative Secretary will prepare a schedule to introduce all activities of SLLA office to the newly recruited officer.
- 5.10 Administrative Secretary needs to attend to the registration of EPF/ETF for the newly recruited officers.
- 5.11 All the personal files 02/02/File 01 of the employees should be arranged and maintained by the Administrative Secretary.
- 5.12 Administrative Secretary's personal file is maintained by the General Secretary.
- 5.13 The personal files may include the following documents: staff CV, relevant qualifications, job descriptions, appointment and confirmation letters/ the copy of the contract, copy of EPF documents and B cards, appraisals sheets of each year,

changes in salary scales approved by the Council, reports on training received, staff requests, memos, warning letters or any other personal records.

- 5.14 The conduct, behaviour and discipline of all SLLA office staff is governed by the Code of Conduct and Ethical Practice of SLLA Office members (mentioned in the introduction of this document)

Attendance, Leave and salary

- 5.15 The office staff use the finger print machine and signs in the attendance register.
- 5.16 The employee who needs leave should get the prior approval from the General Secretary through the Admin Sec. and fill a leave form (F 10). If an employee takes a leave on an urgent need, then the employee shall inform the Administrative Secretary by telephone, e mail or SMS and fill the Leave form soon after he/she returns to work.
- 5.17 General Secretary of the council should approve the leave.
- 5.18 The office staff recruited after 2017 has 07 casual leave, 07 medical leave and 14 annual leave. The other staff members have 07 casual leave, 21 medical leave and 14 annual leave.
- 5.19 Leave applications have to be filed and maintained. 02/02/File 2. They have to be checked by the Administrative Secretary who should then prepare the monthly summary for the General Secretary's certification. A copy of the same should be given to the Senior Accounts Assistant for the preparation of staff salaries.
- 5.20 The Accounts Assistant prepares the monthly salaries of all employees. If no pay leave has been obtained, such adjustment will be made to the salary.
- 5.21 If staff is working on overtime, prior approval has to be obtained from the General Secretary. The education staff should get approval from the EO, who will then inform the General Secretary.
- 5.22 The staff members who worked overtime have to fill the payment voucher F12 and hand it over to the Administrative Secretary.

- 5.23 The Administrative Secretary must check the attendance records and certify the number of OT hours for payment. The certified document will be sent to the Senior Accounts Assistant for payments.
- 5.24 The Senior Accounts Assistant has to prepare a single cheque for OT payments of all the staff members.
- 5.25 The Administrative Secretary will encash the cheque and make the payment among relevant staff members.

Resignation of a staff member

- 5.26 Staff members who decide to resign from SLLA need to provide a resignation letter to the General Secretary through the Administration Secretary. Conditions of resignation should be according to the appointment letter L12 handed over to the employee at the time of recruitment. An acknowledgement letter should be issued by the General Secretary on behalf of the Council.
- 5.27 The said staff member should hand over all items (Keys, Files and documents and any other items) which were under his/ her custody during the period he /she worked at SLLA to the General Secretary/any other officer nominated by the General Secretary or the Council on the last working day. The Administrative Secretary has to prepare the B Card and the Service Letter (if required) with the signature of the General Secretary within two weeks of the official resignation of the relevant employee.
- 5.28 The EPF / ETF claim forms of the resigned employees have to be completed by the Admin Secretary and the Senior Accounts Assistant as necessary and returned within two weeks of obtaining the approval of the General Secretary.
- 5.29 If the resigning employee is eligible for gratuity, the Senior Accounts Assistant has to prepare the necessary payment according to the Gratuity Act with the approval of the Council.
- 5.30 Any other documents/Letters requested by the staff member (Service Confirmation, Salary Confirmation etc.) have to be forwarded to the General Secretary through the Admin Secretary. The Admin Secretary has to prepare the documents with the advice of the General Secretary.

Issue No.		Prepared by	
Revision No.		Reviewed by	

Date of Issue		Approved by	
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Sri Lanka Library Association – SLLA Office Management System

Title - Procedure for Financial Management of the SLLA Office – P 10

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1. **Objective** –To establish a procedure for Financial Management
 2. **Scope** – Steps to be followed in Financial Management. In this documented procedure the responsibilities are limited only to SLLA office staff.

3. **Related documents-**

Payment Vouchers -V 3
 Payment vouchers register - Reg. 8
 Application form Level 1 – F 1
 Application form Level 11 - F 2
 Application form Level 111 - F3
 Application form COLA - F 4
 Examination applications – F 13
 Student registers -Reg 15
 Receipt – Rec 1
 Cheque Books -Reg 13
 Receipt Books- Reg 14
 Income Register - Reg. 9
 Membership Registers – 4 Nos. – Reg. 5
 List of chartered members – Li 3
 Voting list of members-Li 4
 Fixed Assets Register - Reg 10
 Cash Book -Reg. 11
 Ledger -Reg. 12
 Pay Roll / Pay Sheets - Sheet 5
 Gratuity Schedules - Sche 2

Monthly & Year End Income Statement Sh. 6
 Balance Sheets
 Trial Balances -Sh. 9
 Bank Reconciliation -Sh. 10
 Draft Final Accounts Sh 11
 Fixed Deposit Certificates – Sh. 7
 Saving Accounts Pass Books -Reg 16
 Deposit slips – Rec. 2
 Fixed Deposits Accounts Renewal Notices- Sh 8
 Tax Documents
 Audited Reports

4. Responsibility –

Handling of all cash transactions including receipt of all cash eg. -Administrative
 Membership Fees, and issuing of receipts, cash payments for Secretary
 various bills, eg. Payment to OPA Canteen.

Maintenance of the petty cash Float and payment of Petty cash
 expenses. Preparation of Petty cash expense summary and handing
 over to the senior Accounts Assistant for reimbursement.

Certifying of Vouchers for payments

Preparation of all documents for dispatch of cheques

Supervision of the maintenance of the Membership Register once
 payment of Membership fees is made and the database is updated

Preparation of the Chartered List and the Voting List with the
 assistance of the Senior Accounts Assistant

Bank Visits - Depositing of cash collected and cheques received
 various payments eg. membership, workshops . and encashing
 cheques for payment of salaries, for workshops, Distance Postage &
 petty cash etc.

Preparation of Payment Vouchers including the petty cash
 reimbursement and obtaining signatures of various
 Officers/Council Members as necessary.

Obtaining the signature for payments related to Education by the - Senior
 Education Officer and the signature for other payments by the Accounts
 General Secretary. Assistant

Preparation of Cheques and obtaining signatures of the Treasurer
 and President / President Elect

Bank Visit should be made once on the 2nd working day of each month to obtain the bank statement

Book Keeping & Preparation of related accounts

Maintenance of the Membership Register by checking of receipt books and bank statement and updating the Membership Register and database.

Supporting the Administrative Secretary to prepare Chartered List and the Voting List

Preparation of AGM/NACLIS Accounts for the 1st Council Meeting

Preparation of Workshop Accounts for the first Council Meeting immediately after the workshop

Preparation of Monthly Accounts for each Council/Ex-Co Meeting up to closing of the Financial Year

Supporting the Auditors by presenting them with the relevant documents

5. Procedure-

Payments

5.1 Payments are made for various services given to the r SLLA by outside parties and members. This includes , Purchasing of goods and other services, Distance Workshops and other activities organized by various Committees etc. It also includes SLLA Lecturers.

5.2 Senior Accounts Assistant receive the Payment Vouchers V3 from Lecturers and others . Senior Accounts Assistant prepares the administrative payment vouchers too. The signature for payments related to Education is obtained from the Education Officer and the signature for other payments is obtained from the General Secretary.

5.3 The Senior Accounts Assistant checks the vouchers with relevant supporting documents. If supporting documents are not attached it is the duty of the Senior Accounts Assistant to obtain them from the relevant parties.

5.4 The voucher is signed by the Senior Accounts Assistant and certified by the Administrative Secretary.

5.5 The signature for payments for Educational courses is obtained from the Education Officer and the signature for other payments is approved by the General Secretary.

5.6 Senior Accounts Assistant prepares cheques for approved payments and enters them to the Payment vouchers register Reg 8.

5.7 The SLLA President and the Treasurer signs the Cheques.

5.8 The Administrative Secretary prepares accompanying documents necessary for the dispatch of the cheques.

5.9 Cheques are sent by registered post.

5.10 Payments of Staff Salaries, loans, EPF/ETF documents are kept under supervision of the Senior Accounts Assistant.

5.11 Payment vouchers for each month are kept bound under supervision of the Senior Accounts Assistant.

Income

5.12 Income from payment of Membership Fees, Workshops, Sale of publications and other Miscellaneous Income is received at the SLLA for which the Administrative Secretary is responsible and she will be responsible to issue receipts Rec 1 for these payments.

5.13 SLLA will receive Course Fees and Examination Fees directly to the current account of SLLA.

5.14 The Senior Accounts Assistant checks the payments received by the bank with student applications, F 1-4, Exam applications F13, and with student registers Reg 15 to verify them and enters the details to relevant ledgers/cash books Reg. 11 and 12.

5.15 The Senior Accounts Assistant is responsible to update the Membership Register Reg. 5 by going through the receipt books Reg 14. and also bank statement Sh. 6 and updates records to prepare the Chartered List Li 3 and the Voting List Li 4.

Funds/Savings

5.16 The Records relating to all SLLA Funds such as Fixed Deposit Certificates Sh. 7 and renewal notices Sh. 8 and also Savings Account books Reg. 16 are in the custody of the Senior Accounts Assistant

Accounts

5.17 The Senior Accounts Assistant enters all cash/bank transactions (income and expenditure) in the cash book Reg. 11 and also in the relevant ledgers Reg. 12 .

5.17 Senior Accounts Assistant enters the Education Fees in two separate accounts under course and registration fees.

5.18 Senior Account Assistant prepares the trial balance Sh 9, accounts and maintains all deposit slips Rec. 2.

5.19 Senior Accounts Assistant prepares the Monthly Bank Reconciliation. Sh. 10

5.20 Senior Accounts Assistant is responsible for providing of Monthly Accounts to the SLLA Council and Executive Committee Meetings.

5.21 The Senior Accounts Assistant is responsible for the preparation of Year End Draft Accounts Sh 11 and other related documents for External Audit and should assist the Auditors in the implementation of the Audit work.

Issue No.		Prepared by	
Revision No.		Reviewed by	
Date of Issue		Approved by	

Sri Lanka Library Association –SLLA office Management System

Title - Procedure for providing services to local and foreign organisations P 11

1. **Objective** – Procedure for providing services to foreign and local organizations.
2. **Scope** – Steps to be followed in coordinating with other organizations. In this document the responsibilities are assigned only to SLLA Office staff.

3. Related documents-

IFLA File 01/01/001

OPA File 01/02/004

National Library Services Board file 01/02/005

NILIS file 01/02/003

Library Services Board files -Uva -01/02/006

-Central 01/02/007

4. Responsibility –

Preparing letters, forms, Sending letters, communicating with organizations and council member - Administrative Secretary

Preparing letters, forms

Payments to other organizations -Senior Accounts Assistant

5. Procedure-

IFLA

- 5.1 International Federation for Library Associations (IFLA) sends invoice to renew the annual membership.
- 5.2 The Administrative Secretary tables it at the ExCo. / Council meeting to get the approval.
- 5.3 After obtaining the approval the Administrative Secretary requests the Senior Accounts Assistant to send the payment before the deadline.
- 5.4 IFLA then sends forms to nominate members for their committees. The Administrative Secretary submits them to the ExCo./Council.
- 5.5 When the nominations are received the Administrative Secretary prepares the forms and gets the signatures of the relevant officers and SLLA President.
- 5.6 The Administrative Secretary fax the forms before the deadline.
- 5.7 The Administrative Secretary receives the IFLA voting rights cards. The Administrative Secretary sends them to the President and the General Secretary.
- 5.8 The SLLA Council decides on the member who will be attending the IFLA conference and informs the Administrative Secretary. The Administrative Secretary sends the voting card to the nominee. The corresponding documents are filed in 01/01/001

OPA

- 5.9 Organization for Professional Associations (OPA) sends the invoice for renewal of membership and a request to nominate two members for their Forum and Executive Council in the month of September every year. SLLA Council can add another additional member to represent the profession.

5.10 The Administrative Secretary tables it at the ExCo./ Council. After obtaining the approval the invoice is sent to Senior Accounts Assistant to make the payment to OPA. The Administrative Secretary fills the membership form and hands it over to OPA. When there are Executive Council or Forum meetings the OPA informs the SLLA office and Administrative Secretary informs the President or representative. The OPA also send letters to relevant officers. The corresponding document are filed in 01/02/004

NLSDB

5.11 The National Library Services Board (NLSDB) gives information on the meetings to be held to the SLLA office. The Administrative Secretary conveys this to the General Secretary.. The NLSDB also directly informs SLLA President about the board Meetings. . The corresponding files are filed in 01/02/005

5.12 The Uva Provincial Library Services Board, Central Province Library Services Board and National Institute of Library and Information Science (NILIS) directly informs SLLA President about the Board Meetings.

Issue No.		Prepared by	
Revision No.		Reviewed by	
Date of Issue		Approved by	