

Preparation of Terms of Reference (TOR) for SLLA professional Groups

SLLA Special Committee on Preparing ToR for SLLA Professional Groups

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Objectives: Professional groups can be considered as the seven engines which generate power and potential of the SLLA. If some engines do not perform well or perform inadequately, the performance of the SLLA will be affected accordingly. Sometimes members blame SLLA for not taking necessary steps to solve certain issues or not introducing much needed reform measures for the improvement of different LIS sectors. It is important to understand that the actual problem lies with their respective professional groups and not with the SLLA, though the SLLA council too is partially responsible for the situation. The primary responsibility of professional groups is to represent the interests of the library sector at the SLLA Council and implement a well thought out action plan for the development of the sector. It should identify the major shortcomings and challenges of the library sector in consultation with the members of the particular library field and work diligently to resolve them.

Mechanism: A Professional Group consists of 5 or 7 members of the particular LIS field. The Convener of the group is the Head of the group. She/he organizes the meetings, prepares the action plan, speaks on behalf of the group and the library sector at the Council and is the live wire of the group. The Convener and the group have the opportunity to implement the action plan of the group with the assistance of the Council. It is important that this mechanism is used to maximum effect for the benefit of the library sector and also for the wellbeing of the SLLA. For that both the Convener and the members of the group must understand the Term of References of their professional group and follow them meticulously to achieve the best results.

Importance: It has been observed that some Professional Groups are ineffective and do not carry out their functions in an acceptable manner resulting in waste of their term and lost opportunity for the particular library sectors. This has also drastically affected the credibility and the effectiveness of SLLA as a professional forum. It is also obvious that some Conveners and members of professional groups are not aware how the group should be operated in an effective and professional manner. The objective of this exercise is to educate everyone on the role and functions of Professional Groups of SLLA and demonstrate how Professional Groups should be operated to derive maximum results.

Definition:

- ‘ToR defines the purpose and structure of a project, committee, meeting, negotiation or any similar collection of people who have agreed to work together to accomplish a shared goal’. (Wikipedia)

- 'a description of the objectives and structure of a meeting, committee, project etc. (Collins English dictionary)
- 'Each committee should have a Term of Reference document (ToR) that, at a minimum, describes the purpose, scope and authority of the committee. The purpose of the committee is the most important section of this document. Typically the ToR is a written road map for the committee and contains clear and specific information on how the committee is organized, what the committee is trying to achieve, who the members are, when and where they meet. A clear understandable ToR is the first step to a successful committee'. (My Committee)

Main areas of Term of Reference (ToR)

- 1) Purpose (broad purpose/role, aims and responsibilities)**
- 2) Scope (What is in and what is out)**
- 3) Authority (from where the authority derives from)**
- 4) Membership (eligibility)**
- 5) Responsibility of Conveners**
- 6) Responsibility of the Members**
- 7) Meetings (frequency, location, process)**
- 8) Working methods (action plan, sub groups, expert assistance etc.)**
- 9) Reporting/Accountability (to whom the group is accountable)**
- 10) Resources and budget (how the funds come)**
- 11) Constrains**
- 12) Benefits (anticipated benefits)**
- 13) Deliverable (what the group can generate or produce)**
- 14) Review**

SLLA Professional Groups

- 1. Academic Libraries Group**
- 2. Government Libraries Group**
- 3. National Library Group**
- 4. Provincial Libraries Group**
- 5. Public Libraries Group**
- 6. School Libraries Group**
- 7. Special Libraries Group**

1. Term of Reference (ToR) for SLLA Academic Libraries Group

1.1 Purpose:

- Represent the interests of Academic Libraries in the country
- Advise the SLLA Council on matters relating to the Academic Libraries in Sri Lanka.
- Assist the Council to take appropriate steps for the betterment of the Academic Library sector.
- To take necessary steps to improve the standard of the Academic Libraries.
- Represent the divergent views of the members of the academic library sector.
- Provides the opportunity to exchange ideas and views.

1.2 Scope:

- The Academic Library group is mandated to assist the SLLA Council to improve the Academic Library field in the country
- Identify the weak, neglected areas as well as the areas which need further improvement in the Academic Library field
- Energize and persuade the Academic Library community get involve with the work
- Use the expertise available in the Academic Library sector for the purpose
- Persuade the SLLA Council to take appropriate action to improve the Academic Librarianship
- Produce necessary professional contribution e.g. Draft legislation, formulate Standards, guidelines, generate reports, proposals etc.
- Academic Library Group should work, perform through SLLA Council and restrict its activities to the Academic Library field only

1.3 Authority:

- Professional groups derive their powers and authority from the Sri Lanka Library Association (Incorporation) Law No.20 of 1974 and SLLA (Incorporation) (Amendment) Act, No. 7 of 2004
- The Rules of the SLLA which were approved in 2014 further strengthened the authority of the professional groups
- SLLA Strategic Plan (2016-2022) emphasized the importance of the professional groups
- The Group Conveners and members are appointed at the SLLA AGM, which denotes the importance of the groups
- Professional groups are empowered to advise and assist the SLLA Council.

1.4 Membership:

- Professional Group normally consists of 5 members including the Convener.
- This number can be expanded by adding 2 members depending on the requirements.
- Conveners of the professional groups are selected at the SLLA AGM.
- The other members of the group are appointed either at the AGM or at the first Council meeting.
- The membership of the group is generally restricted to the members of the Academic Library sector
- In addition those who have special knowledge or interest on the library sector can also become a member of the group.
- The group is appointed for a two year period and Convener can serve for maximum of two consecutive terms.
- The group can have one or two invited members for a meeting to receive expert opinion on a subject in the agenda.

1.5 Responsibility of the Members

- Comprehend the challenges and deficiencies of the Academic Library sector.
- Take a genuine interest in addressing them in a systematic manner.
- Actively participate in meetings through attendance, discussion, and review of minutes, papers and other group documents
- Support open discussion and debate, and encourage fellow group members to voice their insights.
- Assist the Convener in organizing meetings, preparing agenda, formulating Action Plan etc.
- Check that the activities of the group is aligned with the SLLA Strategic Plan as well as policies of SLLA as a whole.
- It is strongly recommended to form an e-mail group of the group members and exchange ideas and discuss important issues regularly.

1.6 Role of the Convener

- Provide an enthusiastic and passionate leadership to the group/committee
- Understand the goals, objectives, and desired outcomes of the Group.
- Be aware of best practices of the library field, locally and international level
- Act as the bridge between the group and the Council & between the group and the library sector
- Be the live wire of the group/committee
- Encourage the members to contribute to the activities of the group
- Manage the projects professionally
- Represent the library sector at the Council in a professional manner

1.7 Meetings:

- It is recommended to conduct quarterly meetings, 4 meetings per year.
- The number of meetings can be increased if necessary.
- The meetings are generally held at the SLLA Seminar Room or with the consent of the members at any other convenient place
- Convener should send the notice of the meeting with the agenda and the minutes of the previous meeting in advance.
- The Convener takes the chair and conducts the meeting according to the agenda.
- The Convener or some other member with the request of the Convener takes the minutes of the meeting.
- The chairperson should adhere and follow the standard practices of a professional meeting
- It is also recommended to conduct online meetings or teleconferences instead of normal meetings when necessary

1.8 Working methods:

- It is strongly recommended to formulate an Action Plan for the Group.
- Follow the SLLA Strategic Plan in formulating the Action Plan.
- In addition obtain the views of the senior professionals, if necessary of the trade unions of the sector.
- The agenda of the meeting should be drawn by the Convener in consultation with other members of the group.
- The meetings should be conducted in a professional manner.
- All members should be well prepared for the meeting in advance
- The minutes of the meetings should be taken by the Convener or another member identified by the Convener.
- In the meeting a sub-committee can be appointed for in depth study of an issue or a special assignment can be given to an expert.
- It is desirable to appoint project coordinators for major projects to expedite the work.
- The draft minutes should be circulated within 2 weeks for smooth function of group activities.
- The minutes or part of the minutes can be adopted at the meeting itself, if necessary.

1.9 Reporting/Accountability:

- The group is directly accountable to the SLLA Council and minutes of all meetings should be forwarded to council for information
- Group is responsible for the members of the Academic Library field, who appointed them.
- They group is also accountable to the COMAISP on its role in implementing the Strategic Plan of the SLLA.
- President and Secretary should keep an eye on the Conveners of the Professional Groups and their activities.
- The COMAISP will also closely follow the projects undertaken by the group from the Strategic Plan.
- Finally the group is responsible for the SLLA membership at large
- The achievements of groups will be reported through the SLLA Annual Report to the membership at the AGM.

1.10 Resources and budget:

- Senior professionals and available experts in the library sector should be used as resource person on voluntary basis if possible
- The group should attempt to raise funds for its projects
- Obtaining sponsorships for the project is also a common method adopted
- It can seek assistance of SLLA Council for necessary through submitting a project proposal.
- Funds receive through fund raising projects and sponsorship goes to the SLLA fund and can be obtained through the Council.

1.11 Constraints:

- Very limited in depth professional work were carried out by the SLLA Groups in the past.
- The professional group mechanism has not been properly functioned so far.
- Often appointments to the Professional Groups are done in a haphazard manner.
- Lack of leadership qualities and enthusiasm among group Conveners
- Lack of 'Out of Box' thinking
- Lack of encouragement and supervision from the Council
- Lack of pressure from the membership of the ground level

1.12 Benefits:

- Act as the think tank as well as the Action station of the Academic Library sector
- Identify the deficiencies of the library sector and plan remedial measures

- Advise the SLLA Council on the action to be taken on behalf of the Academic Library sector
- Use the talents of the membership to improve the library sector
- Energize the entire membership of the library sector to improve professional standards
- Promote best practices among the members of the Academic library field
- Promote the new technologies among the libraries
- Accelerate the implementation of the Strategic Plan in the library sector
- Improve the stature of the SLLA as a professional forum

1.13 Deliverables:

- Data and statistics related to Academic Library field,
- List of major shortcomings in the Academic library sector
- Highlighting the findings of relevant researches of the field
- Best practices of the other countries,
- Guidelines, directives of IFLA
- Standards adopted in other countries
- Proposed draft Standards for Sri Lanka,
- Action plan (short term and long term)
- Action taken by the other stakeholders
- Fulfilling the relevant Key Action areas of the SLLA Strategic Plan
- Finding answers and solutions to the issues of the Academic Library sector

1.14 Review of the ToR: After every 3 years

2. Term of Reference (ToR) for SLLA Government Libraries Group

2.1 Purpose

- Represent the interests of Government Libraries in the country
- Advise the SLLA Council on matters relating to the Government Libraries in Sri Lanka.
- Assist the Council to take appropriate steps for the betterment of the Government Library sector.
- To take necessary steps to improve the standard of the Government Libraries.
- Represent the divergent views of the members of the Government library sector.
- Provides the opportunity to exchange ideas and views.

2.2 Scope:

- The Government Library group is mandated to assist the SLLA Council to improve the Government Library field in the country
- Identify the weak, neglected areas as well as the areas which need further improvement in the Government Library field
- Energize and persuade the Government Library community get involve with the work
- Use the expertise available in the Government Library sector for the purpose
- Persuade the SLLA Council to take appropriate action to improve the Government Librarianship
- Produce necessary professional contribution e.g. Draft legislation, formulate Standards, guidelines, generate reports, proposals etc.
- Government Library Group should work, perform through SLLA Council and restrict its activities to the Academic Library field only
- The Government Library group is mandated to assist the SLLA Council to improve the Government Library field in the country

2.3 Authority:

- Professional groups derive their powers and authority from the Sri Lanka Library Association (Incorporation) Law No.20 of 1974 and SLLA (Incorporation) (Amendment) Act, No. 7 of 2004
- The Rules of the SLLA which were approved in 2014 further strengthened the authority of the professional groups
- SLLA Strategic Plan (2016-2022) emphasized the importance of the professional groups
- The Group Conveners and members are appointed at the SLLA AGM, which denotes the importance of the groups
- Professional groups are empowered to advise and assist the SLLA Council.

2.4 Membership:

- Professional Group normally consists of 5 members including the Convener.
- This number can be expanded by adding 2 members depending on the requirements.
- Conveners of the professional groups are selected at the SLLA AGM.

- The other members of the group are appointed either at the AGM or at the first Council meeting.
- The membership of the group is generally restricted to the members of the Academic Library sector
- In addition those who have special knowledge or interest on the library sector can also become a member of the group.
- The group is appointed for a two year period and Convener can serve for maximum of two consecutive terms.
- The group can have one or two invited members for a meeting to receive expert opinion on a subject in the agenda.
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2.5 Responsibility of the Members

- Understand the goals, objectives, and desired outcomes of the Group.
- Understand and represent the interests of the Government Library sector.
- Take a genuine interest in the wellbeing of the Government library sector.
- Actively participate in meetings through attendance, discussion, and review of minutes, papers and other group documents
- Support open discussion and debate, and encourage fellow group members to voice their insights.
- Assist the Convener in organizing meetings, preparing agenda, formulating Action Plan etc.
- Check that the activities of the group is aligned with the SLLA Strategic Plan as well as policies of SLLA as a whole.
- Be aware of best practices of the Government library field

2.6 Responsibility of the Convener

- Provide an enthusiastic and passionate leadership to the group/committee
- Understand the goals, objectives, and desired outcomes of the Group.
- Be aware of best practices of the library field, locally and international level
- Act as the bridge between the group and the Council & between the group and the library sector
- Be the live wire of the group/committee
- Encourage the members to contribute to the activities of the group
- Manage the projects professionally
- Represent the library sector at the Council in a professional manner

2.7 Meetings:

- It is recommended to conduct quarterly meetings, 4 meetings per year.
- The number of meetings can be increased if necessary.

- The meetings are generally held at the SLLA Seminar Room or with the consent of the members at any other convenient place
- Convener should send the notice of the meeting with the agenda and the minutes of the previous meeting in advance.
- The Convener takes the chair and conducts the meeting according to the agenda.
- The Convener or some other member with the request of the Convener takes the minutes of the meeting.
- The chairperson should adhere and follow the standard practices of a professional meeting
- It is also recommended to conduct online meetings or teleconferences instead of normal meetings when necessary

2.8 Working methods:

- It is strongly recommended to formulate an Action Plan for the Group.
- Follow the SLLA Strategic Plan in formulating the Action Plan.
- In addition obtain the views of the senior professionals, if necessary of the trade unions of the sector.
- The agenda of the meeting should be drawn by the Convener in consultation with other members of the group.
- The meetings should be conducted in a professional manner.
- All members should be well prepared for the meeting in advance
- The minutes of the meetings should be taken by the Convener or another member identified by the Convener.
- In the meeting a sub-committee can be appointed for in depth study of an issue or a special assignment can be given to an expert.
- It is desirable to appoint project coordinators for major projects to expedite the work.
- The draft minutes should be circulated within 2 weeks for smooth function of group activities.
- The minutes or part of the minutes can be adopted at the meeting itself, if necessary.

2.9 Reporting/Accountability:

- The group is directly accountable to the SLLA Council and minutes of all meetings should be forwarded to council for information
- Group is responsible for the members of the Academic Library field, who appointed them.
- They group is also accountable to the COMAISP on its role in implementing the Strategic Plan of the SLLA.

- President and Secretary should keep an eye on the Conveners of the Professional Groups and their activities.
- The COMAISP will also closely follow the projects undertaken by the group from the Strategic Plan.
- Finally the group is responsible for the SLLA membership at large
- The achievements of groups will be reported through the SLLA Annual Report to the membership at the AGM.

2.10 Resources and budget:

- Senior professionals and available experts in the library sector should be used as resource person on voluntary basis if possible
- The group should attempt to raise funds for its projects
- Obtaining sponsorships for the project is also a common method adopted
- It can seek assistance of SLLA Council for necessary through submitting a project proposal.
- Funds receive through fund raising projects and sponsorship goes to the SLLA fund and can be obtained through the Council.

2.11 Constraints:

- Very limited in depth professional work were carried out by the SLLA Groups in the past.
- The professional group mechanism has not been properly functioned so far.
- Often appointments to the Professional Groups are done in a haphazard manner.
- Lack of leadership qualities and enthusiasm among group Conveners
- Lack of 'Out of Box' thinking
- Lack of encouragement and supervision from the Council
- Lack of pressure from the membership of the ground level

2.12 Benefits:

- Act as the think tank as well as the Action station of the Government Library sector
- Identify the deficiencies of the library sector and plan remedial measures
- Advise the SLLA Council on the action to be taken on behalf of the Government Library sector
- Use the talents of the membership to improve the library sector
- Energize the entire membership of the library sector to improve professional standards
- Promote best practices among the members of the Government library field
- Promote the new technologies among the libraries

- Accelerate the implementation of the Strategic Plan in the library sector
- Improve the stature of the SLLA as a professional forum

2.13 Deliverables:

- Data and statistics related to Government Library field,
- List of major shortcomings in the Government library sector
- Highlighting the findings of relevant researches of the field
- Best practices of the other countries,
- Guidelines, directives of IFLA
- Standards adopted in other countries
- Proposed draft Standards for Sri Lanka,
- Action plan (short term and long term)
- Action taken by the other stakeholders
- Fulfilling the relevant Key Action areas of the SLLA Strategic Plan
- Finding answers and solutions to the issues of the Library sector
- Other

2.14 Review of the ToR: After every 3 years

3. Term of Reference (ToR) for SLLA National Library Group

3.1 Purpose:

- Represent the interests of National Library and national library services in the country
- Advise the SLLA Council on matters relating to the National Library and national library services in Sri Lanka.
- Assist the Council to take appropriate steps for the betterment of the National Library sector.
- To take necessary steps to improve the standard of the National Library and national library services.
- Represent the divergent views of the members of the National Library sector.
- Provides the opportunity to exchange ideas and views.

3.2 Scope:

- The National Library group is mandated to assist the SLLA Council to improve the National Library field in the country

- Identify the weak, neglected areas as well as the areas which need further improvement in the National Library field
- Energize and persuade the National Library community get involve with the work
- Use the expertise available in the National Library sector for the purpose
- Persuade the SLLA Council to take appropriate action to improve the National Librarianship
- Produce necessary professional contribution e.g. Draft legislation, formulate Standards, guidelines, generate reports, proposals etc.
- National Library Group should work, perform through SLLA Council and restrict its activities to the National Library field only
- The National Library group is mandated to assist the SLLA Council to improve the National Library field in the country

3.3 Authority:

- Professional groups derive their powers and authority from the Sri Lanka Library Association (Incorporation) Law No.20 of 1974 and SLLA (Incorporation) (Amendment) Act, No. 7 of 2004
- The Rules of the SLLA which were approved in 2014 further strengthened the authority of the professional groups
- SLLA Strategic Plan (2016-2022) emphasized the importance of the professional groups
- The Group Conveners and members are appointed at the SLLA AGM, which denotes the importance of the groups
- Professional groups are empowered to advise and assist the SLLA Council.

3.4 Membership:

- Professional Group normally consists of 5 members including the Convener.
- This number can be expanded by adding 2 members depending on the requirements.
- Conveners of the professional groups are selected at the SLLA AGM.
- The other members of the group are appointed either at the AGM or at the first Council meeting.
- The membership of the group is generally restricted to the members of the Academic Library sector
- In addition those who have special knowledge or interest on the library sector can also become a member of the group.
- The group is appointed for a two year period and Convener can serve for maximum of two consecutive terms.

- The group can have one or two invited members for a meeting to receive expert opinion on a subject in the agenda.

3.5 Responsibility of the Members

- Understand the goals, objectives, and desired outcomes of the Group.
- Understand and represent the interests of the National Library sector.
- Take a genuine interest in the wellbeing of the National library sector.
- Actively participate in meetings through attendance, discussion, and review of minutes, papers and other group documents
- Support open discussion and debate, and encourage fellow group members to voice their insights.
- Assist the Convener in organizing meetings, preparing agenda, formulating Action Plan etc.
- Check that the activities of the group is aligned with the SLLA Strategic Plan as well as policies of SLLA as a whole.
- Be aware of best practices of the National library field

3.6 Responsibility of the Convener

- Provide an enthusiastic and passionate leadership to the group/committee
- Understand the goals, objectives, and desired outcomes of the Group.
- Be aware of best practices of the library field, locally and international level
- Act as the bridge between the group and the Council & between the group and the library sector
- Be the live wire of the group/committee
- Encourage the members to contribute to the activities of the group
- Manage the projects professionally
- Represent the library sector at the Council in a professional manner

3.7 Meetings:

- It is recommended to conduct quarterly meetings, 4 meetings per year.
- The number of meetings can be increased if necessary.
- The meetings are generally held at the SLLA Seminar Room or with the consent of the members at any other convenient place
- Convener should send the notice of the meeting with the agenda and the minutes of the previous meeting in advance.
- The Convener takes the chair and conducts the meeting according to the agenda.

- The Convener or some other member with the request of the Convener takes the minutes of the meeting.
- The chairperson should adhere and follow the standard practices of a professional meeting
- It is also recommended to conduct online meetings or teleconferences instead of normal meetings when necessary

3.8 Working methods:

- It is strongly recommended to formulate an Action Plan for the Group.
- Follow the SLLA Strategic Plan in formulating the Action Plan.
- In addition obtain the views of the senior professionals, if necessary of the trade unions of the sector.
- The agenda of the meeting should be drawn by the Convener in consultation with other members of the group.
- The meetings should be conducted in a professional manner.
- All members should be well prepared for the meeting in advance
- The minutes of the meetings should be taken by the Convener or another member identified by the Convener.
- In the meeting a sub-committee can be appointed for in depth study of an issue or a special assignment can be given to an expert.
- It is desirable to appoint project coordinators for major projects to expedite the work.
- The draft minutes should be circulated within 2 weeks for smooth function of group activities.
- The minutes or part of the minutes can be adopted at the meeting itself, if necessary.

3.9 Reporting/Accountability:

- The group is directly accountable to the SLLA Council and minutes of all meetings should be forwarded to council for information
- Group is responsible for the members of the Academic Library field, who appointed them.
- They group is also accountable to the COMAISP on its role in implementing the Strategic Plan of the SLLA.
- President and Secretary should keep an eye on the Conveners of the Professional Groups and their activities.
- The COMAISP will also closely follow the projects undertaken by the group from the Strategic Plan.
- Finally the group is responsible for the SLLA membership at large

- The achievements of groups will be reported through the SLLA Annual Report to the membership at the AGM.

3.10 Resources and budget:

- Senior professionals and available experts in the library sector should be used as resource person on voluntary basis if possible
- The group should attempt to raise funds for its projects
- Obtaining sponsorships for the project is also a common method adopted
- It can seek assistance of SLLA Council for necessary through submitting a project proposal.
- Funds receive through fund raising projects and sponsorship goes to the SLLA fund and can be obtained through the Council.

3.11 Constraints:

- Very limited in depth professional work were carried out by the SLLA Groups in the past.
- The professional group mechanism has not been properly functioned so far.
- Often appointments to the Professional Groups are done in a haphazard manner.
- Lack of leadership qualities and enthusiasm among group Conveners
- Lack of 'Out of Box' thinking
- Lack of encouragement and supervision from the Council
- Lack of pressure from the membership of the ground level

3.12 Benefits:

- Act as the think tank as well as the Action station of the National Library sector
- Identify the deficiencies of the library sector and plan remedial measures
- Advise the SLLA Council on the action to be taken on behalf of the National Library sector
- Use the talents of the membership to improve the library sector
- Energize the entire membership of the library sector to improve professional standards
- Promote best practices among the members of the National library field
- Promote the new technologies among the libraries
- Accelerate the implementation of the Strategic Plan in the library sector
- Improve the stature of the SLLA as a professional forum
- Other

3.13 Deliverables:

- Data and statistics related to National Library field,
- List of major shortcomings in the National library sector
- Highlighting the findings of relevant researches of the field
- Best practices of the other countries,
- Guidelines, directives of IFLA
- Standards adopted in other countries
- Proposed draft Standards for Sri Lanka,
- Action plan (short term and long term)
- Action taken by the other stakeholders
- Fulfilling the relevant Key Action areas of the SLLA Strategic Plan
- Finding answers and solutions to the issues of the Library sector
- Other

3.14 Review of the ToR: After every 3 years

4. Term of Reference (ToR) for SLLA Provincial Library Group

4.1 Purpose:

- Represent the interests of Provincial Central Libraries and provincial library services in the country
- Advise the SLLA Council on matters relating to the Provincial Central Libraries and provincial library services in Sri Lanka.
- Assist the Council to take appropriate steps for the betterment of the Provincial Library sector.
- To take necessary steps to improve the standard of the Provincial Central Libraries and provincial library services.
- Represent the divergent views of the members of the Provincial Library sector.
- Provides the opportunity to exchange ideas and views.

4.2 Scope:

- The Provincial Library group is mandated to assist the SLLA Council to improve the Provincial Library field in the country
- Identify the weak, neglected areas as well as the areas which need further improvement in the Provincial Library field
- Energize and persuade the Provincial Library community get involve with the work

- Use the expertise available in the Provincial Library sector for the purpose
- Persuade the SLLA Council to take appropriate action to improve the Provincial Librarianship
- Produce necessary professional contribution e.g. Draft legislation, formulate Standards, guidelines, generate reports, proposals etc.
- Provincial Library Group should work, perform through SLLA Council and restrict its activities to the National Library field only
- The Provincial Library group is mandated to assist the SLLA Council to improve the National Library field in the country

4.3 Authority:

- Professional groups derive their powers and authority from the Sri Lanka Library Association (Incorporation) Law No.20 of 1974 and SLLA (Incorporation) (Amendment) Act, No. 7 of 2004
- The Rules of the SLLA which were approved in 2014 further strengthened the authority of the professional groups
- SLLA Strategic Plan (2016-2022) emphasized the importance of the professional groups
- The Group Conveners and members are appointed at the SLLA AGM, which denotes the importance of the groups
- Professional groups are empowered to advise and assist the SLLA Council.

4.4 Membership:

- The Professional Group normally consists of 5 members including the Convener.
- This number can be expanded by adding 2 members depending on the requirements.
- Conveners of the professional groups are selected at the SLLA AGM.
- The other members of the group are appointed either at the AGM or at the first Council meeting.
- The membership of the group is generally restricted to the members of the Academic Library sector
- In addition those who have special knowledge or interest on the library sector can also become a member of the group.
- The group is appointed for a two year period and Convener can serve for maximum of two consecutive terms.

- The group can have one or two invited members for a meeting to receive expert opinion on a subject in the agenda.

4.5 Responsibility of the Members

- Understand the goals, objectives, and desired outcomes of the Group.
- Understand and represent the interests of the Provincial Library sector.
- Take a genuine interest in the wellbeing of the Provincial library sector.
- Actively participate in meetings through attendance, discussion, and review of minutes, papers and other group documents
- Support open discussion and debate, and encourage fellow group members to voice their insights.
- Assist the Convener in organizing meetings, preparing agenda, formulating Action Plan etc.
- Check that the activities of the group is aligned with the SLLA Strategic Plan as well as policies of SLLA as a whole.
- Be aware of best practices of the Provincial library field

4.6 Responsibility of the Convener

- Provide an enthusiastic and passionate leadership to the group/committee
- Understand the goals, objectives, and desired outcomes of the Group.
- Be aware of best practices of the library field, locally and international level
- Act as the bridge between the group and the Council & between the group and the library sector
- Be the live wire of the group/committee
- Encourage the members to contribute to the activities of the group
- Manage the projects professionally
- Represent the library sector at the Council in a professional manner

4.7 Meetings:

- It is recommended to conduct quarterly meetings, 4 meetings per year.
- The number of meetings can be increased if necessary.
- The meetings are generally held at the SLLA Seminar Room or with the consent of the members at any other convenient place
- Convener should send the notice of the meeting with the agenda and the minutes of the previous meeting in advance.
- The Convener takes the chair and conducts the meeting according to the agenda.
- The Convener or some other member with the request of the Convener takes the minutes of the meeting.

- The chairperson should adhere and follow the standard practices of a professional meeting
- It is also recommended to conduct online meetings or teleconferences instead of normal meetings when necessary

4.8 Working methods:

- It is strongly recommended to formulate an Action Plan for the Group.
- Follow the SLLA Strategic Plan in formulating the Action Plan.
- In addition obtain the views of the senior professionals, if necessary of the trade unions of the sector.
- The agenda of the meeting should be drawn by the Convener in consultation with other members of the group.
- The meetings should be conducted in a professional manner.
- All members should be well prepared for the meeting in advance
- The minutes of the meetings should be taken by the Convener or another member identified by the Convener.
- In the meeting a sub-committee can be appointed for in depth study of an issue or a special assignment can be given to an expert.
- It is desirable to appoint project coordinators for major projects to expedite the work.
- The draft minutes should be circulated within 2 weeks for smooth function of group activities.
- The minutes or part of the minutes can be adopted at the meeting itself, if necessary.

4.9 Reporting/Accountability:

- The group is directly accountable to the SLLA Council and minutes of all meetings should be forwarded to council for information
- Group is responsible for the members of the Academic Library field, who appointed them.
- They group is also accountable to the COMAISP on its role in implementing the Strategic Plan of the SLLA.
- President and Secretary should keep an eye on the Conveners of the Professional Groups and their activities.
- The COMAISP will also closely follow the projects undertaken by the group from the Strategic Plan.
- Finally the group is responsible for the SLLA membership at large

- The achievements of groups will be reported through the SLLA Annual Report to the membership at the AGM.

4.10 Resources and budget:

- Senior professionals and available experts in the library sector should be used as resource person on voluntary basis if possible
- The group should attempt to raise funds for its projects
- Obtaining sponsorships for the project is also a common method adopted
- It can seek assistance of SLLA Council for necessary through submitting a project proposal.
- Funds receive through fund raising projects and sponsorship goes to the SLLA fund and can be obtained through the Council.

4.11 Constraints:

- Very limited in depth professional work were carried out by the SLLA Groups in the past.
- The professional group mechanism has not been properly functioned so far.
- Often appointments to the Professional Groups are done in a haphazard manner.
- Lack of leadership qualities and enthusiasm among group Conveners
- Lack of 'Out of Box' thinking
- Lack of encouragement and supervision from the Council
- Lack of pressure from the membership of the ground level

4.12 Benefits:

- Act as the think tank as well as the Action station of the Provincial Library sector
- Identify the deficiencies of the library sector and plan remedial measures
- Advise the SLLA Council on the action to be taken on behalf of the Provincial Library sector
- Use the talents of the membership to improve the library sector
- Energize the entire membership of the library sector to improve professional standards
- Promote best practices among the members of the Provincial library field
- Promote the new technologies among the libraries
- Accelerate the implementation of the Strategic Plan in the library sector
- Improve the stature of the SLLA as a professional forum
- Other

4.13 Deliverables:

- Data and statistics related to Provincial Library field,
- List of major shortcomings in the Provincial library sector
- Highlighting the findings of relevant researches of the field
- Best practices of the other countries,
- Guidelines, directives of IFLA
- Standards adopted in other countries
- Proposed draft Standards for Sri Lanka,
- Action plan (short term and long term)
- Action taken by the other stakeholders
- Fulfilling the relevant Key Action areas of the SLLA Strategic Plan
- Finding answers and solutions to the issues of the Library sector
- Other

4.14 Review of the ToR : After every 3 years

5. Term of Reference (ToR) for SLLA Public Library Group

5.1 Purpose:

- Represent the interests of Public Libraries in the country
- Advise the SLLA Council on matters relating to the Public Libraries and provincial library services in Sri Lanka.
- Assist the Council to take appropriate steps for the betterment of the Public Library sector.
- To take necessary steps to improve the standard of the Public Libraries and public library services.
- Represent the divergent views of the members of the Public Library sector.
- Provides the opportunity to exchange ideas and views.

5.2 Scope:

- The Public Library group is mandated to assist the SLLA Council to improve the Public Library field in the country
- The group should identify the weak, neglected areas as well as the areas which need further improvement in the Public Library field
- This include introducing new legislation, standards, new services, building and interior designs, library automation, digital library, library cadre, training etc.

- Persuade the SLLA Council to take appropriate action to improve the situation
- Produce necessary professional contribution e.g. Draft legislation, formulate Standards, Develop new building designs or interior designs, new services, Preparing proposals, reports etc.
- Energize the Public Library community to improve the different aspects of Public Librarianship
- Use the expertise available in the Public Library sector to improve the services and introduce new services
- Public Library Group should work, perform through SLLA Council and restrict its activities to the Public Library field only

5.3 Authority:

- Professional groups derive their powers and authority from the Sri Lanka Library Association (Incorporation) Law No.20 of 1974 and SLLA (Incorporation) (Amendment) Act, No. 7 of 2004
- The Rules of the SLLA which were approved in 2014 further strengthened the authority of the professional groups
- SLLA Strategic Plan (2016-2022) emphasized the importance of the professional groups
- The Group Conveners and members are appointed at the SLLA AGM, which denotes the importance of the groups
- Professional groups are empowered to advise and assist the SLLA Council.

5.4 Membership:

- Professional Group normally consists of 5 members including the Convener.
- This number can be expanded by adding 2 members depending on the requirements.
- Conveners of the professional groups are selected at the SLLA AGM.
- The other members of the group are appointed either at the AGM or at the first Council meeting.
- The membership of the group is generally restricted to the members of the Academic Library sector
- In addition those who have special knowledge or interest on the library sector can also become a member of the group.
- The group is appointed for a two year period and Convener can serve for maximum of two consecutive terms.
- The group can have one or two invited members for a meeting to receive expert opinion on a subject in the agenda.

5.5 Responsibility of the Members

- Understand the goals, objectives, and desired outcomes of the Group.
- Understand and represent the interests of the Public Library sector.
- Take a genuine interest in the wellbeing of the Public library sector.
- Actively participate in meetings through attendance, discussion, and review of minutes, papers and other group documents
- Support open discussion and debate, and encourage fellow group members to voice their insights.
- Assist the Convener in organizing meetings, preparing agenda, formulating Action Plan etc.
- Check that the activities of the group is aligned with the SLLA Strategic Plan as well as policies of SLLA as a whole.
- Be aware of best practices of the Public library field

5.6 Responsibility of Convener

- Provide an enthusiastic and passionate leadership to the group/committee
- Understand the goals, objectives, and desired outcomes of the Group.
- Be aware of best practices of the library field, locally and international level
- Act as the bridge between the group and the Council & between the group and the library sector
- Be the live wire of the group/committee
- Encourage the members to contribute to the activities of the group
- Manage the projects professionally
- Represent the library sector at the Council in a professional manner

5.7 Meetings:

- It is recommended to conduct quarterly meetings, 4 meetings per year.
- The number of meetings can be increased if necessary.
- The meetings are generally held at the SLLA Seminar Room or with the consent of the members at any other convenient place
- Convener should send the notice of the meeting with the agenda and the minutes of the previous meeting in advance.
- The Convener takes the chair and conducts the meeting according to the agenda.
- The Convener or some other member with the request of the Convener takes the minutes of the meeting.
- The chairperson should adhere and follow the standard practices of a professional meeting
- It is also recommended to conduct online meetings or teleconferences instead of normal meetings when necessary

5.8 Working methods:

- It is strongly recommended to formulate an Action Plan for the Group.
- Follow the SLLA Strategic Plan in formulating the Action Plan.
- In addition obtain the views of the senior professionals, if necessary of the trade unions of the sector.
- The agenda of the meeting should be drawn by the Convener in consultation with other members of the group.
- The meetings should be conducted in a professional manner.
- All members should be well prepared for the meeting in advance
- The minutes of the meetings should be taken by the Convener or another member identified by the Convener.
- In the meeting a sub-committee can be appointed for in depth study of an issue or a special assignment can be given to an expert.
- It is desirable to appoint project coordinators for major projects to expedite the work.
- The draft minutes should be circulated within 2 weeks for smooth function of group activities.
- The minutes or part of the minutes can be adopted at the meeting itself, if necessary.

5.9 Reporting/Accountability:

- The group is directly accountable to the SLLA Council and minutes of all meetings should be forwarded to council for information
- Group is responsible for the members of the Academic Library field, who appointed them.
- They group is also accountable to the COMAISP on its role in implementing the Strategic Plan of the SLLA.
- President and Secretary should keep an eye on the Conveners of the Professional Groups and their activities.
- The COMAISP will also closely follow the projects undertaken by the group from the Strategic Plan.
- Finally the group is responsible for the SLLA membership at large
- The achievements of groups will be reported through the SLLA Annual Report to the membership at the AGM

5.10 Resources and budget:

- Senior professionals and available experts in the library sector should be used as resource person on voluntary basis if possible
- The group should attempt to raise funds for its projects
- Obtaining sponsorships for the project is also a common method adopted

- It can seek assistance of SLLA Council for necessary through submitting a project proposal.
- Funds receive through fund raising projects and sponsorship goes to the SLLA fund and can be obtained through the Council.

5.11 Constraints:

- Very limited in depth professional work were carried out by the SLLA Groups in the past.
- The professional group mechanism has not been properly functioned so far.
- Often appointments to the Professional Groups are done in a haphazard manner.
- Lack of leadership qualities and enthusiasm among group Conveners
- Lack of 'Out of Box' thinking
- Lack of encouragement and supervision from the Council
- Lack of pressure from the membership of the ground level

5.12 Benefits:

- Act as the think tank as well as the Action station of the Public Library sector
- Identify the deficiencies of the library sector and plan remedial measures
- Advise the SLLA Council on the action to be taken on behalf of the Public Library sector
- Use the talents of the membership to improve the library sector
- Energize the entire membership of the library sector to improve professional standards
- Promote best practices among the members of the Public library field
- Promote the new technologies among the libraries
- Accelerate the implementation of the Strategic Plan in the library sector
- Improve the stature of the SLLA as a professional forum

5.13 Deliverables:

- Data and statistics related to Public Library field,
- List of major shortcomings in the Public library sector
- Highlighting the findings of relevant researches of the field
- Best practices of the other countries,
- Guidelines, directives of IFLA
- Standards adopted in other countries
- Proposed draft Standards for Sri Lanka,
- Action plan (short term and long term)

- Action taken by the other stakeholders
- Fulfilling the relevant Key Action areas of the SLLA Strategic Plan
- Finding answers and solutions to the issues of the Public Library sector
- Other

5.14 Review of the ToR: After every 3 years

6. Term of Reference (ToR) for SLLA School Library Group

6.1 Purpose:

- Represent the interests of School Libraries and Learning Resource Centres (SLLRCs) in the country
- Advise the SLLA Council on matters relating to the SLLRCs in Sri Lanka.
- Assist the Council to take appropriate steps for the betterment of the School Library sector.
- To take necessary steps to improve the standard of the SLLRCs and school library services.
- Represent the divergent views of the members of the School Library sector.
- Provides the opportunity to exchange ideas and views.

6.2 Scope:

- The School Library group is mandated to assist the SLLA Council to improve the School Library field in the country
- The group should identify the weak, neglected areas as well as the areas which need further improvement in the School Library field
- This include introducing new legislation, standards, new services, building and interior designs, library automation, digital library, library cadre, training etc.
- Persuade the SLLA Council to take appropriate action to improve the situation
- Produce necessary professional contribution e.g. Draft legislation, formulate Standards, Develop new building designs or interior designs, new services, Preparing proposals, reports etc.
- Energize the School Library community to improve the different aspects of School Librarianship
- Use the expertise available in the School Library sector to improve the services and introduce new services
- School Library Group should work, perform through SLLA Council and restrict its activities to the School Library field only

6.3 Authority:

- Professional groups derive their powers and authority from the Sri Lanka Library Association (Incorporation) Law No.20 of 1974 and SLLA (Incorporation) (Amendment) Act, No. 7 of 2004
- The Rules of the SLLA which were approved in 2014 further strengthened the authority of the professional groups
- SLLA Strategic Plan (2016-2022) emphasized the importance of the professional groups
- The Group Conveners and members are appointed at the SLLA AGM, which denotes the importance of the groups
- Professional groups are empowered to advise and assist the SLLA Council.

6.4 Membership:

- The Group normally consists of 6 members including the Convener. This number can be expanded by adding one or two members depending on the requirements.
- Convener of the group is selected at the SLLA AGM.
- The other members of the group are appointed either at the AGM or at the first Council meeting.
- The membership of the group is generally restricted to the members of the Public Library sector and to those who have special knowledge or interest on the library sector.
- Those who serve in the National Library, teaching staff of LIS teaching institute or university department of or someone who has done a research on an important aspect of Public library field are also eligible to become a member of the group.
- The group is appointed for a two year period.
- A Convener can serve for maximum of two consecutive terms.
- The group can have one or two invited members for a meeting to receive expert opinion on a subject in the agenda.

6.5 Responsibility of the Members

- Understand the goals, objectives, and desired outcomes of the Group.
- Understand and represent the interests of the School Library sector.
- Take a genuine interest in the wellbeing of the School library sector.
- Actively participate in meetings through attendance, discussion, and review of minutes, papers and other group documents
- Support open discussion and debate, and encourage fellow group members to voice their insights.

- Assist the Convener in organizing meetings, preparing agenda, formulating Action Plan etc.
- Check that the activities of the group is aligned with the SLLA Strategic Plan as well as policies of SLLA as a whole.
- Be aware of best practices of the School library field

6.6 Responsibility of Convener

- Provide an enthusiastic and passionate leadership to the group/committee
- Understand the goals, objectives, and desired outcomes of the Group.
- Be aware of best practices of the library field, locally and international level
- Act as the bridge between the group and the Council & between the group and the library sector
- Be the live wire of the group/committee
- Encourage the members to contribute to the activities of the group
- Manage the projects professionally
- Represent the library sector at the Council in a professional manner

6.7 Meetings:

- It is recommended to conduct quarterly meetings, 4 meetings per year.
- The number of meetings can be increased if necessary.
- The meetings are generally held at the SLLA Seminar Room or with the consent of the members at any other convenient place
- Convener should send the notice of the meeting with the agenda and the minutes of the previous meeting in advance.
- The Convener takes the chair and conducts the meeting according to the agenda.
- The Convener or some other member with the request of the Convener takes the minutes of the meeting.
- The chairperson should adhere and follow the standard practices of a professional meeting
- It is also recommended to conduct online meetings or teleconferences instead of normal meetings when necessary

6.8 Working methods:

- It is strongly recommended to formulate an Action Plan for the Group.
- Follow the SLLA Strategic Plan in formulating the Action Plan.
- In addition obtain the views of the senior professionals, if necessary of the trade unions of the sector.
- The agenda of the meeting should be drawn by the Convener in consultation with other members of the group.

- The meetings should be conducted in a professional manner.
- All members should be well prepared for the meeting in advance
- The minutes of the meetings should be taken by the Convener or another member identified by the Convener.
- In the meeting a sub-committee can be appointed for in depth study of an issue or a special assignment can be given to an expert.
- It is desirable to appoint project coordinators for major projects to expedite the work.
- The draft minutes should be circulated within 2 weeks for smooth function of group activities.
- The minutes or part of the minutes can be adopted at the meeting itself, if necessary.

6.9 Reporting/Accountability:

- The group is directly accountable to the SLLA Council and minutes of all meetings should be forwarded to council for information
- Group is responsible for the members of the Academic Library field, who appointed them.
- The group is also accountable to the COMAISP on its role in implementing the Strategic Plan of the SLLA.
- President and Secretary should keep an eye on the Conveners of the Professional Groups and their activities.
- The COMAISP will also closely follow the projects undertaken by the group from the Strategic Plan.
- Finally the group is responsible for the SLLA membership at large
- The achievements of groups will be reported through the SLLA Annual Report to the membership at the AGM.

6.10 Resources and budget:

- Senior professionals and available experts in the library sector should be used as resource person on voluntary basis if possible
- The group should attempt to raise funds for its projects
- Obtaining sponsorships for the project is also a common method adopted
- It can seek assistance of SLLA Council for necessary through submitting a project proposal.
- Funds receive through fund raising projects and sponsorship goes to the SLLA fund and can be obtained through the Council.

6.11 Constraints:

- Very limited in depth professional work were carried out by the SLLA Groups in the past.

- The professional group mechanism has not been properly functioned so far.
- Often appointments to the Professional Groups are done in a haphazard manner.
- Lack of leadership qualities and enthusiasm among group Conveners
- Lack of 'Out of Box' thinking
- Lack of encouragement and supervision from the Council
- Lack of pressure from the membership of the ground level

6.12 Benefits:

- Act as the think tank as well as the Action station of the School Library sector
- Identify the deficiencies of the library sector and plan remedial measures
- Advise the SLLA Council on the action to be taken on behalf of the School Library sector
- Use the talents of the membership to improve the library sector
- Energize the entire membership of the library sector to improve professional standards
- Promote best practices among the members of the School library field
- Promote the new technologies among the libraries
- Accelerate the implementation of the Strategic Plan in the library sector
- Improve the stature of the SLLA as a professional forum

6.13 Deliverables:

- Data and statistics related to School Library field,
- List of major shortcomings in the School library sector
- Highlighting the findings of relevant researches of the field
- Best practices of the other countries,
- Guidelines, directives of IFLA, IASL
- Standards adopted in other countries
- Proposed draft Standards for Sri Lanka,
- Action plan (short term and long term)
- Action taken by the other stakeholders
- Fulfilling the relevant Key Action areas of the SLLA Strategic Plan
- Finding answers and solutions to the issues of the School Library sector
- Other

6.14 Review of the ToR: After every 3 years

7 Term of Reference (ToR) for SLLA Special Library Group

7.1 Purpose:

- Represent the interests of Special Libraries in the country
- Advise the SLLA Council on matters relating to the Special Libraries and special library services in Sri Lanka.
- Assist the Council to take appropriate steps for the betterment of the Special Library sector.
- To take necessary steps to improve the standard of Special Libraries and special library services.
- Represent the divergent views of the members of the Special Library sector.
- Provides the opportunity to exchange ideas and views.

7.2 Scope:

- The Special Library group is mandated to assist the SLLA Council to improve the Special Library field in the country
- The group should identify the weak, neglected areas as well as the areas which need further improvement in the Special Library field
- This include introducing new legislation, standards, new services, building and interior designs, library automation, digital library, library cadre, training etc.
- Persuade the SLLA Council to take appropriate action to improve the situation
- Produce necessary professional contribution e.g. Draft legislation, formulate Standards, Develop new building designs or interior designs, new services, Preparing proposals, reports etc.
- Energize the Special Library community to improve the different aspects of Special Librarianship
- Use the expertise available in the Special Library sector to improve the services and introduce new services
- Special Library Group should work, perform through SLLA Council and restrict its activities to the Special Library field only

7.3 Authority:

- Professional groups derive their powers and authority from the Sri Lanka Library Association (Incorporation) Law No.20 of 1974 and SLLA (Incorporation) (Amendment) Act, No. 7 of 2004
- The Rules of the SLLA which were approved in 2014 further strengthened the authority of the professional groups
- SLLA Strategic Plan (2016-2022) emphasized the importance of the professional groups

- The Group Conveners and members are appointed at the SLLA AGM, which denotes the importance of the groups
- Professional groups are empowered to advise and assist the SLLA Council.

7.4 Membership:

- The Group normally consists of 6 members including the Convener. This number can be expanded by adding one or two members depending on the requirements.
- Convener of the group is selected at the SLLA AGM.
- The other members of the group are appointed either at the AGM or at the first Council meeting.
- The membership of the group is generally restricted to the members of the Public Library sector and to those who have special knowledge or interest on the library sector.
- Those who serve in the National Library, teaching staff of LIS teaching institute or university department of or someone who has done a research on an important aspect of Public library field are also eligible to become a member of the group.
- The group is appointed for a two year period.
- A Convener can serve for maximum of two consecutive terms.
- The group can have one or two invited members for a meeting to receive expert opinion on a subject in the agenda.

7.5 Responsibility of the Members

- Understand the goals, objectives, and desired outcomes of the Group.
- Understand and represent the interests of the Special Library sector.
- Take a genuine interest in the wellbeing of the Special library sector.
- Actively participate in meetings through attendance, discussion, and review of minutes, papers and other group documents
- Support open discussion and debate, and encourage fellow group members to voice their insights.
- Assist the Convener in organizing meetings, preparing agenda, formulating Action Plan etc.
- Check that the activities of the group is aligned with the SLLA Strategic Plan as well as policies of SLLA as a whole.
- Be aware of best practices of the Special library field

7.6 Responsibility of the Convener

- Provide an enthusiastic and passionate leadership to the group/committee

- Understand the goals, objectives, and desired outcomes of the Group.
- Be aware of best practices of the library field, locally and international level
- Act as the bridge between the group and the Council & between the group and the library sector
- Be the live wire of the group/committee
- Encourage the members to contribute to the activities of the group
- Manage the projects professionally
- Represent the library sector at the Council in a professional manner

7.7 Meetings:

- It is recommended to conduct quarterly meetings, 4 meetings per year.
- The number of meetings can be increased if necessary.
- The meetings are generally held at the SLLA Seminar Room or with the consent of the members at any other convenient place
- Convener should send the notice of the meeting with the agenda and the minutes of the previous meeting in advance.
- The Convener takes the chair and conducts the meeting according to the agenda.
- The Convener or some other member with the request of the Convener takes the minutes of the meeting.
- The chairperson should adhere and follow the standard practices of a professional meeting
- It is also recommended to conduct online meetings or teleconferences instead of normal meetings when necessary

7.8 Working methods:

- It is strongly recommended to formulate an Action Plan for the Group.
- Follow the SLLA Strategic Plan in formulating the Action Plan.
- In addition obtain the views of the senior professionals, if necessary of the trade unions of the sector.
- The agenda of the meeting should be drawn by the Convener in consultation with other members of the group.
- The meetings should be conducted in a professional manner.
- All members should be well prepared for the meeting in advance
- The minutes of the meetings should be taken by the Convener or another member identified by the Convener.
- In the meeting a sub-committee can be appointed for in depth study of an issue or a special assignment can be given to an expert.
- It is desirable to appoint project coordinators for major projects to expedite the work.

- The draft minutes should be circulated within 2 weeks for smooth function of group activities.
- The minutes or part of the minutes can be adopted at the meeting itself, if necessary.

7.9 Reporting/Accountability:

- The group is directly accountable to the SLLA Council and minutes of all meetings should be forwarded to council for information
- Group is responsible for the members of the Academic Library field, who appointed them.
- They group is also accountable to the COMAISP on its role in implementing the Strategic Plan of the SLLA.
- President and Secretary should keep an eye on the Conveners of the Professional Groups and their activities.
- The COMAISP will also closely follow the projects undertaken by the group from the Strategic Plan.
- Finally the group is responsible for the SLLA membership at large
- The achievements of groups will be reported through the SLLA Annual Report to the membership at the AGM.

7.10 Resources/Budget:

- Senior professionals and available experts in the library sector should be used as resource person on voluntary basis if possible
- The group should attempt to raise funds for its projects
- Obtaining sponsorships for the project is also a common method adopted
- It can seek assistance of SLLA Council for necessary through submitting a project proposal.
- Funds receive through fund raising projects and sponsorship goes to the SLLA fund and can be obtained through the Council.

7.11 Constraints

- Very limited in depth professional work were carried out by the SLLA Groups in the past.
- The professional group mechanism has not been properly functioned so far.
- Often appointments to the Professional Groups are done in a haphazard manner.
- Lack of leadership qualities and enthusiasm among group Conveners
- Lack of 'Out of Box' thinking
- Lack of encouragement and supervision from the Council
- Lack of pressure from the membership of the ground level

7.12 Benefits:

- Act as the think tank as well as the Action station of the Special Library sector
- Identify the deficiencies of the library sector and plan remedial measures
- Advise the SLLA Council on the action to be taken on behalf of the Special Library sector
- Use the talents of the membership to improve the library sector
- Energize the entire membership of the library sector to improve professional standards
- Promote best practices among the members of the Special library field
- Promote the new technologies among the libraries
- Accelerate the implementation of the Strategic Plan in the library sector
- Improve the stature of the SLLA as a professional forum

7.13 Deliverables:

- Data and statistics related to Special Library field,
- List of major shortcomings in the Special library sector
- Highlighting the findings of relevant researches of the field
- Best practices of the other countries,
- Guidelines, directives of IFLA
- Standards adopted in other countries
- Proposed draft Standards for Sri Lanka,
- Action plan (short term and long term)
- Action taken by the other stakeholders
- Fulfilling the relevant Key Action areas of the SLLA Strategic Plan
- Finding answers and solutions to the issues of the Library sector
- Other

7.14 Review of the ToR: After every 3 years
