

SRI LANKA LIBRARY ASSOCIATION

HDIPLIS II EXAMINATION - COMPILATION OF ESSAYS

PART A – Approval of the subject

Name :

Address:

.....

Student No :..... Tel. No..... Mobile:

Year of HDIPLIS II Course followed :

Year & Index No (Final Exam) :.....

Subject

SUBJECT

I seek the approval to select the above subject for my essay.

Date.....

.....
Student's Signature

Supervisor's (Name) :

Designation :

Address :

I agree to supervise and evaluate the essay of the above student.

Date :

.....
Supervisor's Signature

For office use only

Approved / not approved (Please attach this form together with two copies of the essay.)

Essay No.....

Date.....

.....
Education Officer

Part B – Submission of Essays

I submit herewith two copies of the essay on the above subject and attached a pay – in voucher form for amount of Rs endorsed by the bank.

Date.....

.....

Student's Signature

• Please send this form when you submit essay

For office use only

I acknowledge receipt of essay

Date

.....

Education Officer

✦ When you are sending this application please send a self-addressed stamped (Rs. 15/-) envelope.

Pl.N.B.

1. The essay should be handed over to SLLA within 06 months after the HDIPLIS II written Examination.
2. Essay Fee Rs. 1500/=

SRI LANKA LIBRARY ASSOCIATION
INSTRUCTIONS FOR FILING IN THE FORM

1. Two copies of the form should be used when seeking approval for the topic. **Only Part A** should be filled in. A self-addressed stamped envelope should enclosed.
2. One copy of the form will be returned to the student with the approval of the Education Officer. **This should be retained by the student.**
3. **Part B** of the copy that was returned to the student should be filled in when the essay is submitted for evaluation. **A payment voucher** form for Rs.2000/- with endorsement of the bank should be attached.
4. The copy will be returned to the student by acknowledging receipt of essay.

For Office Use Only

Examiner's Name:

Received Date:

Grading:

Remarks:

SRI LANKA LIBRARY ASSOCIATION
DIPLOMA IN LIBRARY AND INFORMATION SCIENCE HDIPLIS II
COMPILATION OF ESSAYS
GUIDELINES FOR STUDENTS

INTRODUCTION

Students who follow the HDIPLIS II of the Diploma in Library and Information Science are required to compile an essay, as a dissertation at the end of the course.

A student who does not complete this assignment will not be considered as having completed the Diploma in Library Science.

It is advisable to complete the project within six months after the final exam.

PURPOSE

To evaluate a final level student in her/his ability to

- Select a suitable topic and collect data relevant to the dissertation topic.
- Cite dissertation the data collected.
- Arrange in a systematic and useful order to dissertation.
- Compile the essay to make easier and efficient the retrieval of information from the main body of the dissertation.

OBJECTIVES

- To put into practice the theoretical knowledge gained during the final course Visa-vis dissertation.
- To broad base the evaluation of final level students by adding a practical element to the examination, which comprises of answering of papers in the subjects followed.

(with this objective in view dissertations submitted by students have been kept in the SLLA for General Use)

CONDITIONS TO BE SATISFIED

SUPERVISOR

A supervisor should be Corporate Member **Chartered Librarian (Associate Member)** of the Sri Lanka Library Association. Selection of the Supervisor will be at the discretion of the student with the consent of the supervisor to guide/assist/supervise the work in hand by affixing his/her signature to the Application Form in duplicate submitted by the student. (Membership No. of the Corporate Member should be entered in the Application Form.)

The Student should be in consultation with the supervisor as his/her compilation work is in progress. A note by the supervisor certifying supervision must be handed in with the Dissertation.

The student should with the discussion of the supervisor select a subject. The Education Officer will give the approval for the particular subject, subsequent to having checked with the relevant officer of the SLLA Office.

The subject selected should be on material published in Sri Lanka which is relevant to Sri Lanka. The topic should not have been covered previously or the same year.

APPLICATION

The students should apply in duplicate on the prescribed form (obtained from the SLLA office). The application should be signed by the supervisor and forwarded to the Education Officer, who will call for revision / change of the topic or will approve the topic and inform the student to commence work.

A letter requesting permission to visit libraries and access collections could be obtained by the students from the Education Officer.

GUIDELINES FOR COMPILATION & PRESENTATION

1. Students are required to examine personally all items recorded.
2. Dissertation records are to be cited according to AACR 2. If any other guidelines given to students method is adopted, this fact should be made clear in the introduction.
3. Dissertation should be provided where necessary to facilitate easy retrieval of information.
4. In the case of dissertation it is advisable to select a provisional topic.
5. Typing should be neat, legible on one side of A4 size paper using 1 ½ type space, correct spelling and punctuation should be paid particular attention to. If the typing is not up to standard, retyping may be called for.
6. The Dissertation should have a title page, presenting the following information:
 - ◆ Full title of the dissertation
 - ◆ Name of student
 - ◆ Essay Approved No
7. All pages should be counted for numbering.
8. Pre-text pages may include acknowledgment, preface, list of abbreviations used and a content page.
9. Declaration form for the Essay
10. Binding is necessary for the dissertation.

The spine should carry the following:

- Title; (If long, the first few words)
- Surname with initials
- Examination Year.

EVALUATION

The dissertation will be evaluated by an examiner identified by the Education Officer. A student may have to recompile the work or part of it, if the required standard has not been reached, as decided by the examiner.

COPYRIGHT

The dissertation submitted is the property of the SLLA. Copying or reproducing part or whole of the dissertation is not permitted without the prior permission of the SLLA.

Dissertation will be made available for general use at the National Library & Documentation Services Board.

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Education Officer.
Sri Lanka Library Association