

Procedure for Obtaining Non-Corporate Membership

Applicants seeking Non-Corporate Membership of the Sri Lanka Library Association (SLLA) shall follow the procedure outlined below:

Step 1: Obtain the Application Form

- The prescribed Non-Corporate Membership Application Form may be obtained from the SLLA Office or downloaded from the official SLLA website.
- Applicants should read the Membership Guidelines, Eligibility Requirements, and Conditions of Membership before completing the application.

Step 2: Complete and Submit the Application

The applicant shall complete the application form in full and submit it together with all required supporting documents, including:

- Certified copies of educational and professional qualifications
- Copy of the National Identity Card
- Copies of Employment evidence (Service letters/ Service confirmation letters), where applicable and
- Any other documents requested by the Council.

*** Incomplete applications will not be processed.**

Step 3: Administrative Review and Verification

The SLLA Office shall review the application to ensure that,

- The application form has been completed correctly
- Required documents have been submitted and
- The applicant meets the prescribed eligibility requirements.

*** The Office may verify qualifications, employment details, and other supporting information where necessary.**

Step 4: Recommendation and Council Consideration

Eligible applications shall be forwarded with the relevant recommendations to the Executive Council and thereafter to the Council for consideration.

The Council shall have the authority to:

- Approve the application
- Defer consideration pending further information or
- Reject the application.

Step 5: Payment of Membership Fees

Upon approval by the Council, the applicant shall pay:

- The prescribed Registration Fee and
- The Annual Non-Corporate Membership Subscription.

*** Membership shall be confirmed only after receipt of the required payments.**

Step 6: Membership Confirmation

Following payment:

- The applicant's name shall be entered into the SLLA Membership Register
- A Membership Number shall be assigned and
- A Membership Certification letter shall be issued in accordance with the Rules of the Association.

Note: Admission to Non-Corporate Membership is subject to approval by the Executive Council and the Council of the Sri Lanka Library Association and compliance with the Constitution, Rules, and Regulations of the Association.