Sri Lanka Library Association
Certificate Course on Library and Information Science (CLIS)

Compilation Panel

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Note:
The following guide documents were used in preparing this curriculum:

- Subject Benchmark Statement in Library and Information Science (2013), Quality Assurance and Accreditation Council, University Grants Commission, Sri Lanka
- Sri Lanka Qualification Framework (SLQF) – 2015, University Grants Commission, Sri Lanka

Curriculum Description

Course Objective

In modern society, information is a fundamental human need. The systematic organization, preservation, and sharing of information are key responsibilities of libraries and information centres. The role of library professionals is essential in providing the right information to users at the right time and in the right manner.

The main objective of this course is to produce professionals equipped with knowledge and practical skills in the field of library and information science. Sri Lanka features various types of libraries, such as national libraries, university libraries, public libraries, school libraries, pirivena libraries, and special libraries. For many individuals working in these institutions who have not had the opportunity to receive formal library science education, this course serves as an excellent opportunity.

Course Goals

1. To produce fully qualified library professionals
2. To produce library professionals skilled in modern information and communication technologies
3. To develop human resources capable of elevating the library system to a higher standard

Course Content

1. Types of Libraries, Information Sources, and Services
2. Collection Management and Maintenance
3. Library and Information Technology
4. Communication Skills and Personality Development

Courses – Learning Hours – Credit Value

Course Code	Course Title	Teaching Hours	Credits
CLIS CC01	Types of Libraries, Information Sources, and Services	33	2
CLIS CC02	Collection Management and Maintenance	33	2
CLIS CC03	Library and Information Technology	33	2
CLIS CC04	Communication Skills and Personality Development	33	2

Course Code: CLIS CC01

Title: Types of Libraries, Information Sources, and Services
Duration:33 Hours
Competency: Knowledge of the origin, development, and functioning of libraries

Learning Outcomes:

1.1 Develop knowledge of the basics of library science and library education
1.2 Understand various types of libraries and their differences
1.3 Gain an understanding of book collections and various types of information sources
1.4 Understand resource sharing and library cooperation

Content:

1.1 Developing knowledge of the basics of library science and library education
Understanding the fundamentals of library science and library education (Detailed content breakdown below)
Time: 9 Hours

1.2 Identifying various types of libraries and their differences
Identifying national libraries, educational libraries, public libraries, special libraries, and research libraries
Identifying the objectives, functions, and users of each library
Time: 9 Hours

1.3 Gaining an understanding of book collections and various types of information sources
Identifying library resources (print, electronic, audio-visual equipment)
Information sources, various information sources, dissemination, identifying sources
Time: 9 Hours

1.4 Identifying the principles of resource sharing and library cooperation
Time: 6 Hours

Teaching Methods:
Lectures, group discussions, cross-curricular activities

Assessment Methods:
Written examinations (60%), Oral Assessments/presentations (40%)

Course Code: CLIS CC02

Title: Collection Management and Maintenance
Duration:33 Hours
Competency: Recognizing that a library must be systematically organized and working with such awareness

Learning Outcomes:

2.1 Identify various collections found in a library
2.2 Identify processes for selecting and retrieving information sources
2.3 Identify various classification systems and indexing systems
2.4 Identify the processes of library collection management
2.5 Identify book preservation and maintenance methods

Content:

2.1 Identifying collection development criteria by recognizing various collections within a library
Time: 6 Hours

2.2 Identifying processes for selecting and retrieving information sources, and policies and criteria for source selection
Identifying processes for retrieving library materials
Time: 6 Hours

2.3 Identifying various classification and indexing systems
Gaining basic knowledge of classification and classification systems
Learning basic concepts of indexing
Time: 12 Hours

2.4 Identifying cleaning processes for library materials

2.5 Identifying shelving processes for library materials
Time: 3 Hours

2.6 Identifying book preservation and maintenance practices
Gaining basic knowledge regarding annual stock verification
Gaining basic knowledge of the preservation and maintenance of library materials, and material restoration processes
Time: 6 Hours

Teaching Methods:

Lectures, group discussions, interactive activities

Assessment Methods:

Written examinations (60%), Oral Assessments and presentations (40%)

Course Code: CLIS CC03

Title: Library and Information Technology
Duration: 33 Hours
Competency: Recognizing the necessity of technology in library operations

Learning Outcomes:

3.1 Introduce the application of information technology in libraries
3.2 Introduce library automation software and its functions
3.3 Familiarize with the internet and electronic media
3.4 Identify library operations performed through office applications and electronic resources
3.5 Identify the use and design of library websites, Facebook pages, and social media networks for information dissemination

Content:

3.1 Introducing the application of information technology to libraries
Identifying the concept of information technology
Gaining awareness on the application of information technology in libraries
Time: 6 Hours

3.2 Introducing library automation software and its functions
Gaining awareness on types of library automation software and their functions
Time: 6 Hours

3.3 Gaining awareness of the internet and electronic media (if any)
Acquiring basic knowledge on the use of data sources, electronic media, and formats
Acquiring basic knowledge on internet-based information services
Time: 6 Hours

3.4 Identifying library operations performed through office applications and electronic libraries
Acquiring basic knowledge on the use of Word, Excel, Access, and PowerPoint
Acquiring knowledge on creating and editing an email address
Time: 6 Hours

3.5 Introducing the use and creation of library websites, Facebook, and social media networks for information dissemination
Simply identifying the use of Facebook
Identifying social media tools
Time: 9 Hours

Teaching Methods:

Lectures, group discussions, interactive activities

Assessment Methods:

Written examinations (60%), Oral Assessments and presentation (40%)

Course Code: CLIS CC04

Title: Communication Skills and Personality Development
Duration: 33 Hours
Competency: Demonstrating proficiency in communication skills when performing library tasks effectively

Learning Outcomes:

4.1 Identify basic English sentence structure and the content of official correspondence
4.2 Identify essential vocabulary for library use
4.3 Identify necessary communication skills between the library and different parties
4.4 Develop self-confidence and personality development

Content:

4.1 Identifying the content of official correspondence by constructing basic English sentences
Understanding English sentences, gaining basic knowledge of English grammar
Knowing the structure of an official letter
Time: 6 Hours

4.2 Finding words for essential vocabulary for library use
Time: 6 Hours

4.3 Identifying information communication skills required for communication between the library and various parties
Identifying basic elements and communication processes for information communication
Gaining a basic understanding of communication types and formats
Identifying skills required to work collaboratively in a group environment between library staff and users
Time: 12 Hours

4.4 Developing self-confidence and personality development
Gaining basic knowledge on self-confidence and personality development
Finding ways to maintain human relations when interacting with different parties
Time: 9 Hours

Teaching Methods:

Lectures, group discussions, interactive activities

Assessment Methods:

Written examinations (60%), Oral Assessments and presentations (40%)