



Sri Lanka Library Association

ANNUAL - REP -
2000 2001

Report of the Council Annual Accounts and Auditor's Report

2000/2001

29th June 2001

275/75, OPA Centre,
Stanley Wijesundera
Mawatha,
(Buddhaloka Mawatha)
Colombo 07.



SLLA
Annual Report



**Sri Lanka Library
Association**

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Annual Accounts and
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(Buddhaloka Mawatha)
Colombo 07.**



SRI LANKA LIBRARY ASSOCIATION COUNCIL - 2000/2001



- Seated - (L to R)** - Mr. P. Vidanapathirana, Mrs. Amara Nanayakkara (Vice President), Miss Pramila Gamage, Mrs. Swarna Jayatillake (General Secretary), Mrs. Daya Ratnayake (President), Mrs. Sumana Jayasuriya, Mrs. Shiwanthi C. Weerasinghe, Mrs. Pradeepa Wijetunge, Mr. Anton D. Nallathamby.
- Standing - (L to R)** - Mr. K. Manickavasagar, Mrs. Ira Mudannayake, Mrs. Sharmini Thennakoon, Mrs. D.I.D Andradi, Mr. Chandradasa Kuruppu,
- Not in the Photograph** - Mr. Harrison Perera, Mrs. Deepali Talagala, Mrs. K.S. Pieris, Mr. G.R. Padmasiri, Mrs. Wathmanel Seneviratne, Mrs. L.P. Karunawathi, Mr. J.P.C. Wedasinghe.



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NOTICE OF THE 41st ANNUAL GENERAL MEETING

Notice is hereby given that the Forty First (41st) Annual General Meeting of the Sri Lanka Library Association will be held at 9.00 a.m. on 29th day of June 2001 at the Bandaranaike Memorial International Conference Hall (BMICH), Cinema Hall, Colombo 7. The following business will be transacted:

- To receive and consider the General Secretary's Report for the year ended 31st March 2001.
- To receive and consider the Treasurer's Report and the Audited Statement of Accounts for the year ended 31st March 2001.
- To appoint new Office Bearers for the year.
- To appoint Auditor for the year.
- To consider and pass the under-mentioned resolutions.

Resolutions

- 1 Considering the urgent need for the planned development of Public Libraries in the country Sri Lanka Library Association strongly urges the Ministry of Provincial Councils and Local Government to enact a Public Libraries Act to provide for the organisation and promotion of the public Library Services in Sri Lanka.
2. Sri Lanka Library Association requests the UNESCO to declare a Universal Library Day in order to draw the attention of World Governments to the importance of Library and Information Services.

By Order of the Council

Swarna Jayatilake

SWARNA JAYATILAKE
General Secretary



PRESIDENT'S STATEMENT.

It is my pleasure to welcome all of you on behalf of the Council to the Forty First (41st) Annual General Meeting of the Sri Lanka Library Association. As the President I am privileged to present to the members the Association's Annual Report and Audited Accounts for the financial year ended 31st March 2001.

Sri Lanka Library Association has kept up the image of the Librarian in Sri Lanka for 41 years amidst extremely difficult conditions. Let me congratulate the members of the SLLA for having stood with the Association to build up the profession to prove its worth nationally and internationally. We are proud of the members who hold prestigious and prominent positions in Library and Information science field in our own country and abroad. Performance of some of our members undoubtedly are a tribute to a valuable culture that SLLA has established.

My earnest wish is that the members of the SLLA should continue to succeed in upholding highest standards of professional practice and in promoting highest quality of service delivery for the benefit of the Sri Lankan people.

Challenges and problems faced by LIS professionals in Sri Lanka are common to all. Until and unless the entire membership forms itself into an effective team of LIS professionals who could lead successful teams to build strong partnerships, LIS professionals will not be able to perform effectively, efficiently and satisfactorily.

In order to overcome this situation SLLA has a responsibility to work towards greater integration and inclusion and extend our spheres of influence with government, employers, business and other stakeholders to strengthen the Library and Information Sector. We should reinforce and consolidate our organisational strengths to enhance our position as professionals to continue to serve the people of Sri Lanka.

May I therefore, in conclusion wish all the members of the Council and Committees who did strive to fulfill the aims and objectives of SLLA during the past year. Let me thank the entire membership who extended their cooperation to me and the Council during the year. My thanks go to the staff of the SLLA Secretariat for the cooperation they extended to me and the Council during my tenure.

A handwritten signature in black ink, appearing to read 'Daya'.

Daya Ratnayake (Mrs.)

President

Sri Lanka Library Association



SECRETARY'S REPORT

It is with great pleasure that I present the Annual Report for the year 2000/2001.

The Annual Report does not necessarily reflect all the activities, the Association has performed during the year as the activities of SLLA did not begin on the day the present Council commenced functioning. The greatest influence in the events of the current year, in fact, are those of the years preceding. The majority of the items in this report are continuations and, often long standing ones. Hence one may not be able to see the whole picture of the state of the Association simply by looking at a record of events that took place within a period of just twelve months. To put them in perspective one has to know what led up to them as well as to speculate on what will follow.

These thoughts have arisen from reading the report which has before you. I invite my colleagues to go through the report and decide on the future of SLLA and what course it should take.

In conclusion, I take this opportunity to thank the Hony. President, the Hony. Treasurer and the Council for the cooperation extended to me in carrying out my duties as General Secretary. I also thank the entire membership for the understanding and encouragement extended to me during the year. My thanks are also to the staff of the SLLA Secretariat for the support extended to me personally and to the Council during the current year.

Swarna Jayatilake

Swarna Jayatilake (Mrs.)
General Secretary
Sri Lanka Library Association.



MEMBERS OF THE COUNCIL 2000/2001

President	- Ms. Daya Ratnayake
General Secretary	- Ms. Swarna Jayatillake
Vice Presidents	- Ms. Deepali Talagala
	- Ms. Amara Nanayakkara
Immediate Past President	- Ms. Sumana Jayasuriya
Education Officer	- Ms. Pradeepa Wijetunge
Treasurer	- Mr. Anton D. Nallathamby
Publication Officer	- Ms. Pramila Gamage
Asst. Secretary	- Ms. Shiwanthi Weerasinghe
Nominated Members	- Mr. Harrison Perera
	- Mr. P.Vidanapathirana

Apart from the Office bearers elected at the last AGM , the under-mentioned representatives and members comprised the Council.

Public Relations Officer/ Information Specialist and Promotion Officer (Librarian)	- Mr.C.Kuruppu
Asst. Education Officer	- Mr.G.R.Padmasiri

Representatives

Central Province	- Ms. Ira Mudannayake
Northern Province	- Mr. K.Manickavasagar
Western Province	- Ms. K.S. Pieris
Academic Libraries	- Ms. Wathmanel Seneviratne
Government Libraries	- Ms. D.I.D. Andradi
Public Libraries	- Ms. L.P. Karunawathie
Special Libraries	- Ms. Sharmini Tennakoon
School Libraries	- Ms. P.S.Ranasinghe Muller

till 11th Sep.2000

- Mr.J.P.C.Wedasinghe

From 4th Oct 2001

Auditors	- SJ ASSOCIATES - Chartered Accountants
Bankers	- Bank of Ceylon/National Savings Bank, Head Office
Office	- No. 275/75, OPA Centre
	- Stanley Wijesundera Mawatha,
	(Buddhaloka Mawatha, Colombo 07,
	Sri Lanka.



1. Highlights During 2000/2001

- 1.1 Meeting of the President with all the Representatives of Regional Sections and Professional Groups was held with the objective of developing an effective team of LIS Professionals from among the SLLA members who could lead successful teams to build a strong partnership with members of the Association. A plan was drawn for the membership to be organised under Groups and Sections throughout the country.
- 1.2 The Financial Regulation Policy is compiled to control and improve the quality of performance of the SLLA Secretariat.
- 1.3 "New Telephone Line NO. 556990 is provided for better communication.
- 1.4 Booklet on "Compilation of Bibliographies" is ready for publishing.
- 1.5 Formulation of Rules and Regulations Policy for the Education Programme is being finalised.
- 1.6 Publishing and maintenance of the SLLA Website <http://www.nsf.ac.lk/slla> www.nsf.ac.lk/slla
- 1.7 An Annual verification of fixed assets of the SLLA was carried out according to Auditors Specifications.
- 1.8 A fully air conditioned new Conference Room which can accommodate more than 50 people is opened. Modifications, restructuring and refurbishing of the project was done under the direction of a Chartered Civil Engineer who offered his services free of charge.
- 1.9 Successful negotiation with the OPA to get the Library re-opened to provide library facility to users.
- 1.10 Continuous effort is being made through a series of discussions to build up the image of the SLLA among other Professional bodies and the OPA.
- 1.11 A successful meeting was held with the Director, British Council to develop the Public Library Sector in Sri Lanka by enabling Librarians to achieve and maintain highest standards of professional practices and highest quality of service delivery for the benefit of the public. Preparation of the project is underway
- 1.12 Assurance given by the Ministry of Provincial Councils and the Local Government to support develop the Public Library Sector.
- 1.13 Preparation of a Handbook for students and a Brochure on Educational Courses for better marketing of the Services of the SLLA.



- 1.14 Technical Evaluation Committee appointed by the SLLA to evaluate the PURNA Windows Version completed the evaluation and the Evaluation Report of the committee is now available to the membership for reference.
- 1.15 Negotiations are going on with the Ministry of Public Administration and the National Library and Documentation Services Board to get the recognition for the changed title of the SLLA examination "Diploma in LIS Level 1, Level 2 Part I and Level 2 Part II."
- 1.16 Revised Rules and Regulations governing the award of Fellowship on the basis of professional achievements is being finalised.
- 1.17 Sri Lanka Library Association (Incorporation) (Amendment) :a Bill to amend the Sri Lanka Library Association (Incorporation) Law, No. 20 of 1974 was gazetted as Supplement Part II of 16th Feb., 2001 and issued on 19th February 2001. The draft Bill was introduced in Parliament on 12th March 2001. The Bill is sent to the Legal Draftsman on 02nd April 2001 to see the legal effects of the draft Bill.
- 1.18 Contribution to the 2nd Edition of Encyclopaedia of Library and Information Science on the Sri Lanka Library Association (Annex I)
- 1.19 A Residential Training Course was conducted for Public Librarians from seven (07) Provinces. The course was funded by the British Council.
- 1.20 Workshop on Knowledge Management was conducted by the Special Library Group
- 1.21 Workshop on WEBISIS was conducted in collaboration with the WHO/HELLIS Network.
- 1.22 Lecture was held on "Research on Reading Habits in Sri Lanka".
- 1.23 President/SLLA was appointed as a Board Member of NLDSB and NILIS.
- 1.24 Five Sub Committees of NLDSB are represented by the SLLA (Annex II)
- 1.25 Academic Committee of NILIS was represented by a member of the SLLA (Annex III)
- 1.26 Successfully obtained full visitorship for one member to attend IFLA/ALP (Annex IV)
- 1.27 SLLA President obtained the opportunity to attend the COMLA Annual Sessions (Annex V)
- 1.28 One member is nominated for an International Seminar organised by the Central Secretariat Library in New Delhi.(Annex VI)
- 1.29 A member was nominated to attend a Regional Conference (Annex VII)



02. Reports from Groups / Sections / Committees

2.1 Central Region

Report by Representative - Ms. Ira Mudannayake

President	:	Mrs. S. Illeperuma
Vice President	:	Mrs. D. Seneviratne
Secretary	:	Mrs. C. Chandrapala
Asst. Secretary	:	Mr. L. Kumarasiri
Treasurer	:	Mrs. V. Wijesekara
Publication Officer	:	Mrs. R. Morapaya

2.1.1 Survey of Public Libraries in the Central Province

The Forum conducted a survey of Public Libraries in the Central Province. The objective was to find out the competence of Public Librarians in terms of their educational background, professional knowledge, language literacy etc., and to evaluate the strength of resources available in Public Libraries in meeting the user needs. This information is required as a base to implement developmental programmes for the sector. The project has been completed and the Report will be released early.

2.1.2 One day Workshop on IT Literacy for Public Librarians in the Central Province.

The Project is launched for implementation.

2.1.3 Newsletter for the Central Province

A Newsletter will be published as an official organ of the Central Regional Forum.

2.2 Western Region

Ms.K.S.Peris - Representative

2.3 Northern Region

Report by Representative Mr. K. Manickavasagar

Northern Regional Section of the SLLA still continues to serve even under extremely difficult circumstances in a United Sri Lanka. After the disturbances in Jafna arrangements have now been made to conduct LIS Level I classes in Jaffna. Mr. K.Manickavasagar is appointed to Coordinate the Course from Colombo. For obvious reasons Section 68 relating to the Regional Groups in



Rules and Regulations of the SLLA could not be implemented during the year under review. The demise of Dr. V.E. Pakiananthan is a great loss to the profession in Jaffna. He was a lecturer of the SLLA in all three (03) levels in Jaffna.

2.4 Academic Librarian's Group

Report by - Representative Mrs. Wathmanel Seneviratne.

- Compilation of a Directory of Library and Information Service Professionals in Universities in Sri Lanka.
- The Project is in progress. Data collection is completed and is at the stage of final editing.
- The publication is submitted to the SLLA for approval and will be released from publishing early.

2.5 Government Librarian's Group

Report by - Representative Mrs. D.I.D. Andradi

The Group participated at several meetings to discuss Govt. Librarian's Service Minute. Their agitation to get representation to forward their suggestion to National Library and Documentation Service Board was finally successful. They are invited by the NLDSB to present whatever the suggestion they have to improve the proposed amendments to revise the Govt. Librarian's Service Minute. President met 35 Govt. Librarians on 29.05.2001 to finalize the proposed amendments.

2.6 Public Librarian's Group

MS. L.P.Karunawathie - Representative

2.7 School Librarian's Group

Mr.J.P.C.Wedasighe - Representative

2.8 Special Librarian's Group

Report by Representative - Mrs. Sharmini Tennakoon

A workshop for LIS professionals was organized on Knowledge Management on the 01st March 2001 at the Sri Lanka Foundation Institute. An eminent Lecturer on Knowledge Management Mr. Nalin Jayasuriya, Managing Director / CEO Worldview Global Education Ltd., and Group Director, Corporate Planning, Worldview Global Media Ltd., was the Chief Resource Person. Mr. Harrison Perera, Asst. Director, British Council and Mrs. Pradeepa Wijetunge, Education Officer, SLLA made presentations on the same theme. In an electronic age where Information explosion is growing at a tremendous rate, LIS Professional managed to learn how best to handle knowledge



effectively, communicate with clients and market their products. A very successful workshop and most of the participants requested to organize more workshops on the subject in the future. Mrs. Sharmini Tennakoon, Representative in the Council for Special Library Group coordinated the programme. It was for the first time a Professional Group organized an event for the SLLA. We commend the Group for giving leadership in promoting professionalism among LIS workforce.

2.9 Committee on Collection Development

Report by Convener Mr. C. Kuruppu

- | | |
|---------------------------|---------------------------------|
| - Mrs. Swarna Jayatillake | - Mr. Anton D. Nallathamby |
| - Mr. M.B.M. Fairouz | - Mrs. D.I.D. Andradi |
| - Mrs. P.B.C. Swarnalatha | - Mrs. P.S. Ranasingha – Muller |

The Committee on Collection Development could not function properly due to the long closure of the OPA/SLLA Library.

The President Mrs. Daya Ratnayake the Secretary Ms. Swarna Jayatillake and the Committee made their full effort to get the library re- opened, having had meetings with the OPA officials on number of occasions, but the library could not be opened until the issue of this report due to reasons beyond our control. But the SLLA has not given up negotiations with the OPA with regard to the opening of the OPA/SLLA Library.

The Committee did a survey on the Collection in the Library. The survey was carried successfully and the following items were separated.

- Collection belonging to the SLLA Library.
- Books and other items belonging to the OPA.
- Inventory items of SLLA Library.
- Recommended disposable items.

With the renovations of the OPA Building Library is shifted to a new room in the same premises.

The SLLA is making arrangements to open the library very early for the use of readers.

2.10 Committee on Continuing Professional Training and Updating

Convener - Mr Harrison Perera



2.11 **Committee on Information Technology**

Report by Convener - Mrs. Deepali Talagala.

Members - Mr. N.U. Yapa - Mrs. Wathmanel Senevirathne
- Mrs. Dilmani Warnasuruya - Mrs. Amara Nanayakkara
- Mrs. Swarna Jayatillake - Mrs. Dharma Diyasena
- Mr. J. Ratnayake

Demonstration on Water Atlas

The Committee organized an awareness programme on electronic resources available in the country. A demonstration on Water Atlas on CD ROM was held on 03rd May 2001 at IWMI. The IWMI hosted the programme. We acknowledge gratefully the contribution of Mr. N.U. Yapa, Director, Information at the IWMI.

2.12 **Committee on International Cooperation**

Convener - Mr. Harrison Perera -
Members - Mrs. Daya Ratnayake - Mr. Upali Amarasiri
- Prof. Russell Bowden - Mr. P. Vidanapathirana

2.13 **Committee on Office Management and Finance**

Report by the Convener - Mr. Anton D. Nallathamby

Members - Mrs. Daya Ratnayake - Mrs. Amara Nanayakkara
- Mrs. Swarna Jayatillake - Ms. Shiwanthi Weerasinghe

The above committee met five times during the year under review at SLLA to carry out and implement the following finance and office regulations for the smooth functioning of the Secretariat.

- For the first time, a financial regulation policy has been compiled for the SLLA to control and implement the financial activities of the association.
- Budgets were requested from respective sub committees regarding implementation of programmes to be conducted during the year under review.
- Annual verification of the fixed assets was carried out according to the Auditor's specifications

The following items were purchased during the past year.

- Air Conditioner	- Steel Cabinets
- Electric Typewriter	- Peons table
- Electric Kettle	- Water Filter
- Venetian Blinds	- Side Racks



- SLLA now operates a new conference room at the OPA building, which can accommodate more than 50 people. This conference room has been fully air-conditioned and measures have been taken to improve the existing facility.
- The President, Secretary and the Treasurer were closely associated with the SLLA staff for the efficient and smooth running of the SLLA. The welfare of the staff has been closely monitored.
- During the association with the staff it was felt that the future council should consider providing strategic office management and training programs at a professional level to improve their ability and working knowledge for the betterment of the association.
- The committee felt that since SLLA is trying to expand its activities locally and internationally the Secretariat also should be geared to accommodate and implement such changes. To achieve these goals and objectives the committee felt that SLLA should be managed by a senior executive at a managerial level who can carry out and implement the council decisions independently.

2.14 Committee on Publicity

Report by Convener Mr. C. Kuruppu

Members - Mr. S.H.M. Riyal - Miss Y. Shanmugasundaram
- Mr. Shantha Goonasekera - Mr. K.G.L. Chandrasena
- Mr. S.K.K. Sirisena - Mrs. D. Ratnayake

- The Committee organised a discussion on publicity at the SLLA Conference Room. Prof. Russell Bowden was invited to give a lecture and a discussion was held subsequently.
- The Publicity Committee was able to give wide publicity on SLLA activities throughout the year. Most of the events were given press coverage.
- Inauguration of Courses, Seminars, Workshops etc. organized by SLLA, Newspaper articles on Librarianship in Sri Lanka, opening of the new Conference Room were given full coverage in the media.
- The committee met on a number of occasions and planned to have the AGM with wide publicity.
- We greatly appreciate the media for their kindness to extend free publicity on the SLLA events.

2.15 Research and Publications Committee

Report by the Convener -Mrs. Sumana Jayasuriya.

Members - Mr. Upali Amarasiri - Mrs. Deepali Talagala
- Prof. Russell Bowden - Miss Premila Gamage
- Mrs. Dilmani Warnasuriya - Mr. Piyadasa Ranasingha
- Mrs. Ishvari Corea - Mrs. Sriyani Illeperuma
- Mrs. Nanda Wanasundera - Mr. H.M. Guneratne Banda



The Research Project begun by the Committee of the previous year on Cooperative Practices in Libraries and Information Services in Sri Lanka funded by the National Science Foundation progressed under the supervision of Mrs. Dilmani Warnasuriya who succeed late Miss Clodagh Nethsingha. The Committee of the previous year has proposed to release a publication in memory of late Miss Nethsingha, but this project had to be abandoned for want of articles. However the Committee recommended that the current issue of the Sri Lanka Library Review be dedicated to late Miss Nethsingha which the Council approved.

The Committee also undertook to publish the proceedings of the NETELIS workshop and the Conference "Towards an information Society: Experiences and Challenges". Work is now in progress.

Booklet on "Compilation on Bibliographies" prepared by Mrs. Sumana Jayasuriya which will be of great use to students will be published.

2.16 Committee on Total Quality Management

Mr. Harrison Perera - Convener

Members - Mr. Piyadasa Ranasinghe - Mr H.M.Gunaratnabanda
- Ms. Sumana Jayasuriya - Prof.Russel Bowden

2.17 Fellowship Board

Report by Convener Mrs. Sumana Jayasuriya.

Members - Mr. Upali Amarasiri - Mrs. Ishvari Corea
- Prof. Russell Bowden - Mr. Harrison Perera
- Mr. S. Rubasingam

Five (05) Meetings of the Fellowship Board were held.

The Fellowship board took action to revise Rules and Regulations governing the award of Fellowship following a suggestion made by the Inquiry Committee which was appointed to look into the appeals sent by two applicants whose applications for the Fellowship were rejected by the Fellowship Board and ratified by the earlier Council.

The Council agreed with views expressed by the Inquiry Committee and decided not to advertise for Fellowships until the Rules and Regulations are revised but would award Honorary Fellowships if so they desire. Fellowship Board has now submitted the revised Rules and Regulations to the Council.



2.18 Committee on Publications

Ms. Premila Gamage - Convener

Members - Mrs. Deepali Thalagala - Mr. J. Rathnayake
- Ms. K. Kamalambikai

The Committee managed to publish four issues of the SLLA Newsletter. When compiling the Newsletter, the committee's aim was to focus on the current and relevant national and international information and important happenings, which take place in the field in order to help members to update their knowledge.

In completing the Sri Lanka Library review Committee focussed more on the new trends of the field. It was decided to publish the numbers 14(2) and 15(1) of the Sri Lanka Library Review as a single volume. Also, at the Council meeting the decision was taken to dedicate the Sri Lanka Library Review to Miss. C. Nethsingha for the very distinguished service she rendered for more than four decades for the Library and Information Science Education and Profession.

The proceedings, of the 40th Anniversary Seminar titled "Towards an Information Society: Experiences and Challenges" will be available soon.

2.19 Committee on Education

Report by Convener Mrs. Pradeepa Wijetunge

Members - Mr. G.R. Padmasiri - Mrs. Sumana Jayasuriya
- Mrs. Daya Ratnayake - Mr. Harrison Perera
- Mr. Upali Yapa - Miss. K. Kamalambikai
- Mrs. Deepali Talagala - Mrs. K.S. Pieris

The Education Programme during 2000/2001 was guided by the following committees.

- Education Committee
- Examinations Committee
- Curriculum Implementation Committee
- Information Technology Committee

Following members advised the Education programme through respective committees.



Education Committee

Mrs. Pradeepa Wijetunge (Convener)

- Members - Mr.G.R. Padmasiri - Mrs. Sumana Jayasuriya
- Mr.Harrison Perera - Mr. Upali Yapa
- Miss.K. Kamalambikai - Mrs. Daya Ratnayake
- Mrs.Deepali Talagala - Mrs. K.S. Pieris

Examinations Committee

Mrs. Pradeepa Wijetunge (Convener)

- Members - Mrs. Sumana Jayasuriya
- Mrs. Daya Ratnaya

Curriculum Implementation Committee

- Members - Mrs. Sumana Jayasuriya - Mrs. Daya Ratnayake
- Mr. Harrison Perera - Prof. Russell Bowden
- Mr. S. Rubasingam

Information Technology Committee

- Members - Mrs. Deepali Talagala - Mr. N.U. Yapa
- Mrs. Wathmanel Senevirathne - Mr. J. Ratnayake
- Mrs. Dilmani Warnasuruya - Mrs. Amara Nanayakkara
- Mrs. Swarna Jayatillake - Mrs. Dharma Diyasena

Curriculum

Throughout the year the Education Committee continued implementing the development plan prepared by the Education Officer in 1999/2000 with certain exemptions.

Entry requirements

Entry requirements were revised to accommodate more employed personnel during the year 2000/2001.

The Aptitude test is discontinued.

Curriculum Implementation

Information Technology module of the three – year Diploma Course was reviewed to enable more hands on experience. According to the new syllabus third year students will have to compile a database using WINISIS.

Indexing module of the third year was expanded to incorporate abstracting and more modern topics.



The following modules were newly introduced.

Printing & Publishing

First Year A.5

- | | | |
|--------------------------------------|---|---------|
| 1. History of Publication/Book Trade | 2 | |
| 2. Printing | 2 | 6 hours |
| 3. Reprography | 2 | |

Information Technology

First Year

- | | |
|---|---|
| 1. Introduction to Computers | 3 |
| 2. Hardware/Software | 3 |
| 3. Computer Applications in General | 6 |
| 4. Library/Office Automation in Sri Lanka | 6 |

Second Year

- | | |
|--|---|
| 1. New Information Services, Internet, CD-ROM, DTP, E-mail | 6 |
| 2. System Analysis | 3 |
| 3. Network & Telecom | 3 |
| 4. Site Visits | 6 |
| 5. Electronic Publishing | 3 |

Third Year

- | | |
|---------------------------------|----|
| 1. Software Evaluation | 6 |
| 2. Simple Project Using WINISIS | 15 |

Organisation of Information: Indexing and abstracting (Third Year)

- | | |
|--|----|
| 1. Introduction to indexing- Theory of indexing, Indexing Techniques, Development of Indexes historical review. | 3 |
| 2. Introduction to Abstracting theory and practice | 6 |
| 3. Compilation of indexes-Keyword (KWIC, KWOCO, Precis and post co-ordinating indexes | 6 |
| 4. Information subject structures
3 Thesaurus construction and modern indexing | 9 |
| 5. Use of indexes including electronic indexes-humanities, Social Science, Pure and Applied Science, OECD Macro thesaurus, AGROVOC, MESH | 9 |
| 6. Searching – search strategy, evaluation of indexes | 3 |
| 7. Computerised searches-use of computers for information searching, database Searching, on-line and CD-ROM, practical | 12 |

(6) Distance Education Programmes

- | |
|--|
| 6.1. Maldives |
| 6.2. Education committee decide to request Mr. Yapa to coordinate the course Action by President |



Distance Education Programme

Expanding LIS education to students in areas where regular programmes are not held was the objective of designing Distance Education programmes.

◆ Batticaloa Distance Education Programme (BDEP)

A Distance Education Programme which was planned in 1999/2000 for Batticaloa District still is in the initial stages. Preparation of Course materials in Tamil Language is in progress to commence the Programme. But the progress is slow due to the limited number of Tamil Lecturers in Colombo.

◆ Jaffna External Education Programme (JEEP)

According to a request made by Students in Jaffna, the Council approved implementation of an External Education Programme. Under this programme Diploma in LIS Level 1 will be conducted by the Lecturers from the Jaffna University. Preparation and correction of question papers and answer scripts respectively will be done by the SLLA and the Exam will be conducted in Jaffna.

The council appointed Mr. K. Manickavasagar as the Coordinator of the programme.

◆ Uva Distance Education Programme (UDEP)

Some Students have been successful at the LIS Diploma Level I Exam held last year. The Council directed the Education Officer to conduct Level II Part I Course for students in the UDE Programme.

◆ Library Technicians Course (LTC)

SLLA made arrangements to organise a LTC Course for students in the Sabaragamuwa and Western Province.

Miss. N. Chandramala was appointed as the Course Coordinator to finalise the logistics.

◆ Course on Library Automation (COLA)

The Course for the year 2001 was inaugurated in February 2001. Total of 43 participants are attending the Course. Five lecturers and three demonstrators are conducting the Course. From the year 2001, the examination of the Course will be conducted in two stages to have better assessment of the knowledge of students.

- Modules**
- Windows based WP Programms
 - Basic WINISIS
 - Advanced WINISIS
 - New Information Technology



Student Enrollment

◆ **Diploma in Library and Information Science Level I/ 2001**

Centre	Medium	Students
Colombo	Sinhala	46
	Tamil	29
	English	27
Galle	Sinhala	19
Kandy	Sinhala	35
	Total	156

◆ **Level 2 Part I**

Centre	Medium	Students
Colombo	Sinhala	
	Tamil	59
Kandy	Sinhala	27
	Total	56

◆ **Final Year Course**

Centre	Medium	Students
Colombo	Sinhala	50

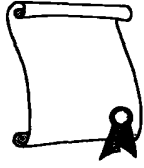
◆ **COLA**

Centre	Medium	Students
Colombo		45

Total Students population in all courses	347
---	------------

Examinations

Exam	Medium	Held In 2000/2001	No. of Candidates	No. of Successful passes
Level(Repeat)	S/T/E	July & Aug.	13	09
First Exam(Repeat)	S/T/E	July	18	04
Dip:Level 1 Exam	S/T/E	July & Aug.	137	99
Level 2 Exam Part 1	S	March & Aug.	93	42
Intermediate Exam(Repeat)	S/T/E	November	37	21
Final Exam(Repeat)	S/T	May	26	12
COLA		September	36	28
COLA(Repeat)		January 2001	13	02



2000/2001 SCHOLARSHIPS AND AWARDS

Blok Memorial Scholarships

Level I:	Sinhala	- Rajapaksha Pathirajage Thanura Jayamal Rajapaksha
	Tamil	- Mohamed Farook Mohamed Irshan
	English	- Anjani Masakorala
Intermediate:	Sinhala	- A. A. Nelupa Samarajeewani Amarasinghe

Gold Medal for Best Achievement at the Final Examination

Sinhala	- S.C.P.Samaratunge
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Award for Best Achievement in the Course on Library Automation

COLA:	- H.P.K. Satarasinghe
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Best Catalogue Records File

Colombo	Sinhala	- Nipunachari Ganithayalage Sandya Shyamalee
	Tamil	- Mohamed Hanafy Hasanth Minna
	English	- Shivanathan Senthilvani
		- Anjani Masakorala
Kandy	Sinhala	- Ehellagolla Mudiyansele Nimal Rambanda
Galle	Sinhala	- H.W.G. Suneetha Priyanganie

Best Practical Training Report

Colombo	Sinhala	- Kankanam Pathirage Thilaka Balawardena
		- Nanayakkarawasam Thelikada Palliya Guruge
		- Nishanthi Priyadarshani
	Tamil	- Muhammadu Buhary Muhammadu Asuhady
		- Salithamby Sufeen
	English	- Anjani Masakorala
Kandy	Sinhala	- Ehellagolla Mudiyansele Nimal Rambanda
Galle	Sinhala	- Saminda Niroshan Edirisuriya Jayaweera



Fellowships

Honorary Fellowships

The Council decided to award Honorary Fellowships to the following members

- Mrs. Sumana Jayasuriya
- Dr. Jayasiri Lankage

Associateships

The Council decided to award Associateships to the following members

1. Mrs.Ramya D Cook
2. Mrs K.M.G.L.W. Kariyawasam
3. Mr.L.Kumarasiri
4. Mr. K.M.Sirisena
5. Mr.S.K.K.Sirisena
6. Mrs.S.L.L.Hewage
7. Miss. S. P. Perera

03. Membership

Life Members	-	120
Others	-	<u>217</u>
Total	-	<u>337</u>



Workshops / Seminars

Training Course for Public Librarians on “Bridging the digital divide in rural communities: how to strengthen the Public Library Sector to assist in delivering vital information to its community”.

A three day (03) residential training course was conducted by the SLLA from 24th – 26th March 2001 in Colombo. Participants represented seven Provinces of the country. Northern and Eastern Provinces were not represented. The Training Course was funded by the British Council. This is the first phase of a training course which will be continued with the sponsorship of the British Council. Although the Public Library system has been first established in Sri Lanka in 1920 SLLA thinks that the Public Library Sector is still not suitably organized to meet the current needs of the people.

The majority of the rural community of this country has not been able to reap the benefits of an effective Public Library System as yet. We consider that the SLLA should take the responsibility for promoting the Public Library Sector as the beneficiaries are the average people of this country. According to the feedback it was a tremendously successful workshop. The enthusiasm of the participants was amazing and the exposure according to all of them was the first in their lifetime. We thank the extremely committed and Caring Resource Persons, Mr. Harrison Perera, Mr. P. Vidanapathirana, Mrs. Sumana Jayasuriya, Mrs. D. Ratnayake, Mrs. Swarna Jayatillake and Mr. Gerard Fernando and Mrs. Pradeepa Wijetunga who rose to the occasion to give a helping hand to a disadvantaged group of Librarians in this country.

The Project was funded by the British Council. The strength and support given by Miss. Susan, Maingay - Director, British Council is gratefully acknowledged. We thank the Secretary to the Ministry of Provincial Councils and Local Govt. Mrs. N. Mohottala for her participation and encouragement.

Workshop On WEBISIS

A five (05) day workshop on WEBISIS was organized jointly by Health Libraries and Information Services (HELLIS) Network and SLLA from 23 – 27th April 2001. The main Resource Person was Mr. Aung Mann Myint Stanley one of the World’s best CDS/ISIS experts and the developer of WEBISIS, the web version of CDS/ISIS. At this workshop he introduced BIREME ISIS, the windows version of Web ISIS. Main objective was to update the skills of Librarians and Information Specialists in designing and producing Software for effective Library services. The Course outline was WINISIS structure and Print Formats, Web page designing, WEBISIS. He was supported by Mr. N.U. Yapa and Mrs. Deepali Talagala.



Workshop on Knowledge Management

A workshop on Knowledge Management was held on the 21st March. The Chief Resource Person was Mr. Nalin Jayasuriya, Managing Director/CEO Worldview Global Education Ltd., and Group Director-Corporate Planning Worldview Global Media Ltd., Mr. Harrison Perera and Mrs. Pradeepa Wijetunge, also made presentations. Power to integrate unstructured Data to workflow through Knowledge Management, the Socio-Economic Impact on Policy Research and Design and Development of National and Sectoral Information Facilities and Networks were few of the Modules of the Workshop.

The Workshop was Co-ordinated by Mrs. Shamini Tennakoon, Representative of the special Library group.

Seminar on Bibliography Compilation

Students from Colombo, Kandy and Galle were invited for a day's Seminar in Colombo on Compilation of Bibliographies. Students in the LIS Diploma Level II Part I is expected to fulfill their requirement as a part of the Exam Since this subject is not taught separately to them students appreciated a great deal of the SLLA's concern for students.



TEACHING FACULTY

Ms. Abeygunaratne, T.K	Project Officer	NIE
Mr. Amarakoon, L.R	Information Officer	Save the Children Fund.
Ms. Amarasekara, L.		DFCC
Mr. Amarasinghe, S.U.	Librarian	RRI
Mr. Ananda, K.	Senior Asst. Librarian	University of Ruhuna
Ms. Chandramala, P.A.N.		
Ms. Chandrapala, C.	Asst. Librarian	Dept. of Agriculture
Ms. De Silva, Soma	Project Officer	NIE
Mr. Fairouz, M.B.M	Librarian	Dept. of Census and Statistic
Mr. Fernando, Gerard	Senior Asst. Librarian	University of Colombo
Mr. Gallaba, P.B.	Senior Asst. Librarian	University of Sri Jayawardanepura
Mr. Gurusing Arachchi, J.	Asst. Librarian	University of Ruhuna
Mr. Hettiarachi, Nimal	Asst. Librarian	University of Ruhuna
Ms. Jayasuriya, S.C.	Librarian	University of Colombo
Ms. Jayathilake, Swarna	Asst. Director	EDB
Mr. Jayatissa, L.A	Senior Asst. Librarian	University of Kelaniya
Ms. Kamalambikai. K	Librarian	NLDSB
Mr. Karunanayake, A	Asst. Librarian.	University of Colombo
Ms. Kirupaimalar, H.S	Asst. Librarian	Open University
Mr. Lal, U.A.	Asst. Librarian	University of Ruhuna
Ms. Nalini, . M.A.	Librarian	NLDSB
Ms. Nanayakkara, Amara	Librarian	NLDSB
Mr. Padmasiri, G.R.	Senior Asst. Librarian	University of Colombo
Ms. Perera, Nanda	Documentalist	NSF
Mr. Perera, Harrison	Asst. Director	British Council
Mr. Ranaweera, Ranaweera	Asst. Librarian	University of Sri Jayawadanepura
Mr. Ratnayake, J.	Chief Librarian	CIS
Ms. Ratnayake, Daya	Consultant	
Mr. Rubasinghem, S.	Consultant	
Ms. Senevirathne, Wathmanel	Senior Asst. Librarian	University of Colombo
Ms. Shanmugasudaram, Y	Librarian	SLBC
Ms. Talagala, Deepali	Director, Information	NSF
Ms. Thusithakumari, W.M	Asst. Librarian	Waymba University
Mr. Tilakabandu, H	Consultant	
Mr. Vidanapathirana, P	Librarian	University of Sri Jayawardanepura
Ms. Wanasundera, . N.P	Documentalist	Centre for Study of Human Rights
Ms. Weerasinghe, Shiwanthi	Asst. Librarian	Bank of Ceylon
Mr. Weerasuriya, . W.A.	Senior Lecturer	Dept. of Library Science
		University of Kelaniya
		University of Colombo
		Dept. of Archives
		IWMI
Ms. Wijetunge, Pradeepa	Senior Asst. Librarian	
Mr. Wimalarathne, Dr.K.D.G	Director	
Mr. Yapa, N.U.	Head Librarian	



Treasurer's Report

Income from Fixed deposits and Savings account amounted to Rs. 242,636/= during the year.

A Financial regulation policy was compiled for the SLLA for better financial management.

The SLLA has invested in purchasing the following items for efficient management of the SLLA secretariat.

- Steel Cabinets
- Electric Typewriter
- Electric Kettle
- Side Racks
- Table for Junior staff
- Water filter

Rs. 161,103/= was spent on refurbishing and renovating the new building.

Fixed assets were purchased for Rs. 135,943/= for the office and new building.

Total Cash balance including the fixed deposits has been increased by Rs. 328,947/=

A verification of fixed assets were carried out on the recommendation of the Auditors in the previous years. The Verification was carried out by the General Secretary, Treasurer and the accounts clerk.

The verified assets were compared with the fixed assets register which was maintained from 1994. Items that were purchased before this period has been fully depreciated and written off during the current year.

The depreciation policy was also changed by the auditors during the current year.

All items were depreciated 25% on the purchase price. Previously it was accounted as 10% of the written down value which was not accepted by accounting standards. Hence there was an increase in depreciation charge by Rs. 465,974 during the current year, which otherwise would have been ventilated in the income.

Since the depreciation entry did not involve any movements of funds, even though the accounts showed a loss of Rs. 34,072, the funds have been increased by Rs. 328,947/=

Anton D. Nallathamby
Treasurer.

Sri Lanka Library Association



SRI LANKA LIBRARY ASSOCIATION
BALANCE SHEET AS AT 31ST MARCH 2001

	Notes	31.03.2001 Rs:	31.03.2000 Rs:
ASSETS			
Non Current Assets			
Property, Plant & Equipment	6	1,335,905.54	1,732,123.00
Investments	7	<u>1,377,750.53</u>	<u>1,248,622.00</u>
		<u>2,713,656.07</u>	<u>2,980,745.00</u>
CURRENT ASSETS			
Accounts Receivables	8	192,361.40	146,130.00
Cash & Bank Balances	9	<u>2,672,149.30</u>	<u>2,472,330.00</u>
		<u>2,864,510.70</u>	<u>2,618,460.00</u>
TOTAL ASSETS		<u>5,578,166.77</u>	<u>5,599,205.00</u>
EQUITY & LIABILITY			
NON CURRENT LIABILITY			
Accumulated Fund	10	5,313,435.59	5,347,507.00
RESERVES			
Building Fund	11	21,227.35	21,227.00
DEFERRED LIABILITIES			
Provision for Gratuity	12	<u>211,767.00</u>	<u>199,716.00</u>
		5,546,429.94	5,568,450.00
CURRENT LIABILITIES			
Accounts Payable	13	<u>31,736.83</u>	<u>30,755.00</u>
Net Assets		<u>5,578,166.77</u>	<u>5,599,205.00</u>

.....
President

.....
Treasurer



**AUDITORS, REPORT TO THE
MEMBERS OF SRI LANKA LIBRARY ASSOCIATION**

We have examined the Balance Sheet of Sri Lanka Library Association as at 31st March 2001 and the related statements of Income & Expenditure for the year then ended. Our examination was made in accordance with the Sri Lanka Auditing Standards.

In our opinion, so far as appears from our examination and according to the best of our information and explanations given to us and as shown by the books of the Association the said Balance Sheet and the related Income & Expenditure Account have been properly drawn up so as to exhibit a true and fair view of the state of affairs of the Association as at 31st March 2001, and its Excess of expenditure over income for the year then ended.

SJ ASSOCIATES
Chartered Accountants.
Colombo.

12th June 2001.

**SRI LANKA LIBRARY ASSOCIATION
INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31ST MARCH 2001**

	Notes	2000/2001 Rs:	1999/2000 Rs:
INCOME			
Membership Subscription & Associateship fees		57,700.00	66,000.00
Fellowship fees		0	6,000.00
Course fees and Examination fees	1	2,016,725.00	2,366,150.00
Registration fees		73,100.00	69,300.00
Income on Workshops	2	<u>348,378.00</u>	<u>1,915,602.00</u>
		2,495,903.00	4,423,052.00
Less: Direct Expenses	3	<u>(986,883.84)</u>	<u>(2,326,529.00)</u>
		1,509,019.16	2,096,523.00
Add: Other Income	4	<u>378,393.26</u>	<u>459,362.00</u>
		1,887,412.42	2,555,885.00
Less: Administration Expenses	5	<u>(1,921,484.61)</u>	<u>(1,379,294.00)</u>
Expenditure over Income		<u>(34,072.19)</u>	<u>1,176,591.00</u>



**SRI LANKA LIBRARY ASSOCIATION
ACCOUNTING POLICIES
FOR THE YEAR ENDED 31ST MARCH 2001**

1. GENERAL

The Balance Sheet and Related Statement of Income & Expenditure of the Association have been prepared in conformity with generally accepted Accounting Principles and applied consistently on a historical cost basis. The revenue have been accounted on cash basis and the Expenses have been accounted on an accrued basis. Where appropriate the policies are explained in the succeeding notes.

2. ASSETS AND THE BASIS OF THEIR VALUATION

PROPERTY, PLANT & EQUIPMENT

The Association has changed its depreciation policy during the year from the depreciation based on written down value to depreciation on cost basis. The change in depreciation rates are given below.

	Current year Depreciation Rates	Previous year Depreciation Rates
Buildings	5%	-
Furniture & Fittings	25%	10%
Office Equipment	25%	10%

Book shelves & books are being depreciated on written down value at following rate.

	Current year Depreciation Rates	Previous year Depreciation Rate
Book Shelves & Books	25%	10%

Full year's depreciation is provided on the Property, Plant & Equipment purchased during the year and no depreciation is charged in the year of disposal.

The effect on the financial statements due to the change in accounting policy on depreciation has been accounted in the current year.

3. TAXATION

The Association's income is except from Tax since it is a charitable organization. However the other income of the Association will be liable to tax at 10%.

4. LIABILITIES & PROVISIONS

Gratuity

Provision is made in these accounts for retirement gratuities payable under the Payment of Gratuity Act No. 12 of 1983 to employees from the time of employment by the company.

5. CAPITAL COMMITMENTS AND CONTINGENT LIABILITIES

All the material capital commitments and contingent liabilities have been considered and where necessary adjustments of disclosure have been made in these financial statements.

6. POST BALANCE SHEET EVENTS

All the material post balance sheet events have been considered and where necessary adjustments or disclosures have been made in these financial statements.



NOTES TO THE ACCOUNT
FOR THE YEAR ENDED 31ST MARCH 2001

	2000/2001	1999/2000
	Rs:	Rs:
1 COURSE FEES AND EXAMINATION FEES		
First year Course - 98/99	0.00	1,000.00
First year course 99/2000	0.00	637,000.00
First year course 2000/01	767,000.00	0.00
Intermediate Course	574,700.00	928,500.00
Final year course	10,900.00	270,900.00
Examination fees	229,025.00	179,200.00
Course on Library Automation - 98/99	0.00	12,205.00
Course on Library Automation - 2000	11,100.00	317,000.00
Course on Library Automation - 2001	320,000.00	0.00
Uva Central Province Distance Education	0.00	20,345.00
Library Technitions Course	<u>104,000.00</u>	
	<u>2,016,725.00</u>	<u>2,366,150.00</u>
2 INCOME ON WORKSHOPS		
Workshop on Networking for Effective Libraries and Information Service	0.00	1,735,752.00
Short Term Workshops	0.00	79,100.00
Workshop on Towards and Information Society	348,378.00	0.00
Workshop on Windows in Integrated Set of Information Sector	<u>0.00</u>	<u>100,750.00</u>
	<u>348,378.00</u>	<u>1,915,602.00</u>
3 DIRECT EXPENSES		
Lecture fees	326,966.58	223,240.00
Examination fees	87,307.84	95,942.00
CO-ordinating	2,650.00	3,200.00
Hall hire	11,200.00	0.00
Hall arrengeing	26,930.00	28,965.00
Advertisements	27,452.69	48,925.00
Library Technition course	20,000.00	0.00
Course on Library Automation - 1999	0.00	133,319.00
Course on Library Automation - 2000	107,759.00	88,399.00
Course on Library Automation - 2001	104,334.50	0.00
Expences on Workshops (Note 3.a)	233,175.23	1,536,323.00
Uva Province Distance Education	0.00	139,136.00
Co-operative practices of School Librarians Project	39,108.00	2,000.00
Professional Seminars	0.00	9,102.00
Institutional Membership	0.00	5,000.00
World Bank Project Seminars	<u>0.00</u>	<u>13,607.00</u>
	<u>986,883.84</u>	<u>2,326,528.00</u>



	2000/2001	1999/2000
	Rs:	Rs:
3.a EXPENSES ON WORKSHOPS		
Workshop on Towards and Information Society	147,205.50	0.00
Workshop on School Librarians	6,500.00	0.00
Workshop on Networking for Effective Libraries and Information Service	4,780.00	1,456,064.00
Workshop on Knowledge Management	58,819.73	0.00
Bridging the digital divide in rural communities Workshop	6,620.00	0.00
Workshop on Desktop Publishing	9,250.00	0.00
Workshop on Windows in Integrated set of Information Sector (WINISIS)	0.00	46,600.00
Short Term Workshop	<u>0.00</u>	<u>33,659.00</u>
	<u>233,175.23</u>	<u>1,536,323.00</u>
4 OTHER INCOME		
Sale of Journals & Publications	7,426.50	24,222.00
Annual General Meeting	5,000.00	44,600.00
Application fees	51,170.00	44,820.00
Interest Income	242,636.39	241,138.00
Photocopying	2,009.00	3,418.00
Institutional Membership	1,000.00	1,000.00
Interest on Staff Loan	2,520.00	914.00
Desktop Publishing Workshop	7,000.00	0.00
Donation	0.00	2,000.00
Knowledge Management Workshop	57,674.37	0.00
Co-operative practices of School Librarians Project	00.0	48,250.00
Miscellaneous	1,957.00	0.00
Library Bureau - Project Income	0.00	41,000.00
Advertisement		<u>8,000.00</u>
	<u>378,393.26</u>	<u>459,362.00</u>



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	2000/2001 Rs:	1999/2000 Rs:
5 ADMINISTRATION EXPENSES		
Salaries & Wages	356,470.00	361,515.00
Overtime	52,801.56	50,922.00
Employees Provident Fund	46,093.10	38,534.00
Employees Trust Fund	9,719.20	9,633.00
Library Bureau	8,367.32	5,100.00
Travelling	23,936.00	16,078.00
Printing	51,486.00	152,625.00
Postage	23,049.80	32,928.00
Telephone	107,620.85	87,146.00
Stationery	39,297.85	81,534.00
Staff tea Expenses	9,724.00	10,584.00
Press Registration	250.00	250.00
Subscription to other Institute	35,507.00	29,554.00
Exco, Council and Other Meeting's Expenses	12,245.00	16,325.00
Bank chargers	2,500.00	3,088.00
Repairs and Maintenance	201,725.48	23,215.00
Depriciation	223,097.00	64,957.00
Under Provision of Depriciation	307,814.75	0.00
Annual General Meeting	236,602.02	226,488.00
Audit fees	11,500.00	10,519.00
Monthly Seminars	8,956.00	0.00
Photocopying	400.00	11,756.00
Insurance	692.00	654.00
Gratuity	12,050.68	19,860.00
Net-Elis Dinner & Welfare Show	0.00	55,707.00
Machine Service Agreement	9,123.75	9,865.00
Municipal Rates	4,144.00	3,105.00
Electricity	24,340.00	19,800.00
Composite Services	11,200.00	0.00
Social Affeairs	6,350.00	1,500.00
Bonus	23,670.00	23,520.00
Miscellaneous	7,643.31	4,293.00
E-mail	3,095.30	615.00
Institutional Membership	5,000.00	0.00
IFLA General Conference	27,857.40	0.00
Conference room oppenning ceromoney	6,397.73	0.00
Office Expenses	0.00	3,000.00
Professional Fees	10,757.50	4,623.00
	<u>1,921,484.60</u>	<u>1,379,293.00</u>



6. PROPERTY, PLANT & EQUIPMENT

Free Hold (Note: 6.a)
Lease Hold (Note 6.b)

	2000/2001	1999/2000
	Rs:	Rs:
	1,288,405.54	1,684,623.00
	<u>47,500.00</u>	<u>47,500.00</u>
	<u>1,335,905.54</u>	<u>1,732,123.00</u>

6.a PROPERTY, PLANT & EQUIPMENT

Cost	BUILDING		FURNITURE AND FITTINGS		OFFICE EQUIPMENTS		BOOK SHELVES AND BOOKS		TOTAL	
	Rs:	Rs:	Rs:	Rs:	Rs:	Rs:	Rs:	Rs:	Rs:	Rs:
Balance as at 01.04.00	1,100,000.00	109,363.14	538,438.10	56,370.14	1,804,171.38					
Additions	0.00	1,250.00	139,693.89	0.00	140,943.89					
Cost of the Assets Writtenoff	<u>0.00</u>	<u>(71,410.95)</u>	<u>(266,414.39)</u>	<u>0.00</u>	<u>(337,825.34)</u>					
	<u>1,100,000.00</u>	<u>39,202.19</u>	<u>411,717.60</u>	<u>56,370.14</u>	<u>1,607,289.93</u>					

ACCUMULATED DEPRECIATION

Balance as at 01.04.00	0.00	19,049.64	89,950.73	10,547.61	119,547.98
Depreciation for the year	55,000.00	26,091.25	127,913.22	14,092.53	223,097.00
Depreciation on Assets Writtenoff	<u>0.00</u>	<u>(16,483.70)</u>	<u>(7,276.89)</u>	<u>0.00</u>	<u>(23760.59)</u>
Balance as at 31.03.2001.	<u>55,000.00</u>	<u>28,657.19</u>	<u>210,587.06</u>	<u>24,640.14</u>	<u>318,884.39</u>

WRITTEN DOWN VALUE

Balance as at 31.03.2001	1,045,000.00	201,130.54	31,730.00	1,288,405.54
Balance as at 31.03.2000	<u>1,100.00</u>	<u>448,487.00</u>	<u>45,823.00</u>	<u>1,684,623.00</u>



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	31.03.2001	31.03.2000
	Rs:	Rs:
6.b LEASE HOLD ASSETS		
Cost		
Balance as at 01.04.2000	<u>47,500.00</u>	
Balance as at 31.03.2001	<u>47,500.00</u>	
ACCUMULATED DEPRECIATION		
Balance as at 01.04.2000	0.00	
Depreciation Charged for the year	<u>0.00</u>	
Balance as at 31.03.2001	<u>0.00</u>	
WRITTEN DOWN VALUE		
Balance as at 31.03.2001	<u>47,500.00</u>	
Balance as at 31.03.2000	<u>47,500.00</u>	
7 INVESTMENTS		
FIXED DEPOSITS		
FD- NO: 500014829708	438,072.17	396,984.00
FD- NO: 500014829686	625,791.15	567,098.00
FD- NO: 500014829694	<u>312,887.21</u>	<u>283,540.00</u>
	1,376,750.53	1,247,622.00
Investment on Shares		
Organisation of Professional Association	<u>1,000.00</u>	<u>1,000.00</u>
	<u>1,377,750.53</u>	<u>1,248,622.00</u>
8 ACCOUNTS RECEIVABLES		
Withholding Tax Recoverable	95,642.87	81,295.00
Staff debtors (Note 8.a)	<u>96,718.53</u>	<u>64,835.00</u>
	<u>192,361.40</u>	<u>146,130.00</u>
8.a STAFF DEBTORS		
Housing Loans	30,000.30	50,000.00
Staff advance	15,500.00	12,000.00
Other Staff receivable	1,634.93	2,835.00
Motercycle loan	<u>49,583.30</u>	<u>-</u>
	<u>96,718.53</u>	<u>64,835.00</u>



	2000/01	1999/00
	Rs:	Rs:
9 CASH AND BANK BALANCES		
Bank of Ceylon Current A/C 4530200979	956,013.97	1,353,576.00
Bank of Ceylon Current A/C 4530134062	215,518.43	220,298.00
Bank of Ceylon S/A 104530184749	1,095,956.75	529,547.00
Bank of Ceylon S/A 104530184749	373,522.28	342,680.00
Bank of Ceylon S/A 104530151751	23,137.87	21,229.00
Stamp Imprest	3,000.00	3,000.00
Petty Cash Imprest	<u>5,000.00</u>	<u>2,000.00</u>
	<u>2,672,149.30</u>	<u>2,472,330.00</u>
10 ACCUMULATED FUND		
Balance as at 01.04.2000	5,347,507.78	4,170,916.00
Expenditure Over Income	<u>(34072.18)</u>	<u>1,176,591.00</u>
Balance as at 31.03.2001.	<u>5,313,435.60</u>	<u>5,347,508.00</u>
11 BUILDING FUND		
Balance as at 31.03.2001	<u>21,227.35</u>	<u>21,227.00</u>
12 PROVISION FOR GRATUITY		
Balance as at 01.04.2000	199,716.32	194,278.00
Provision for the year	12,050.68	19,859.00
Less: Payment during the year	<u>0.00</u>	<u>(14421.00)</u>
	<u>211,767.00</u>	<u>199,716.00</u>
13 ACCOUNT PAYABLE		
SJ Associates	11,500.00	10,519.00
Hall hire	11,600.00	11,600.00
Distance Education	400.00	400.00
Insurance	7,708.83	7,708.00
Lecture fees	228.00	228.00
Travelling	<u>300.00</u>	<u>300.00</u>
	<u>31,736.83</u>	<u>30,755.00</u>
14 CAPITAL COMMITMENT & CONTINGENT LIABILITIES		
There were no capital commitments and contingent liabilities as at the Balance Sheet date		
15 POST BALANCE SHEET EVENTS		
There were no post balance sheet events which need to adjust or disclose in these financial statements as at 31.03.2001.		



Annex I

2nd Edition of Encyclopaedia of Library and Information Science published by Marcel Dekker Inc. New York will include an article on Sri Lanka Library Association by Mrs. Pradeepa Wijetunge

Annex II

Five Sub Committees of NLDSB are represented by the SLLA

Asia-Pacific Information Network in Social Sciences (APINESS) Committee appointed to study Govt. Librarians Service Minute	- Mrs. D. Ratnayake - Mrs. L. P. Karunawathie - Mrs. W. M. S. K. Somabandu
Amendments to Departmental Library Standards Committee appointed to study to prepare a National Policy on loss of library books	- Mrs. D. I. D. Andradi - President
Committee appointed to Recommend Amendments to The Legal Deposit System in Sri Lanka	- President

Annex III

Academic Committee of National Institute of Library and Information Science	- Mrs Pradeepa Wijetunge
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Annex IV

IFLA Advancement of Librarianship Programme (ALP) has awarded full visitorship for Mrs. Shivanthi Weerasinghe Assistant Librarian of the Bank of Ceylon.

Annex V

President attended the COMLA Annual Sessions held in New Zealand from 19th – 22nd October 2000 and Seminar on “User Education for user Empowerment”.

Annex VI

Miss. P. M. Akarawita Librarian of the National Museum Library is nominated by the SLLA for participation at the International Seminar on Creation International Standards, Organization, Management, Access and long-term preservation of Govt. Documents in digitised formats organized by the Central Secretariat Library in New Delhi.

Annex VII

Mrs. Sryani Illeperuma of the Peradeniya University Library was nominated the SLLA to participate at the Meeting on Interchange and Exchange of Scientific Information among S & T Information Centres/ Libraries of the South Asia Region.



FINANCIAL REGULATIONS

1. Authority : These regulations are framed by the Council under the powers vested under the Sri Lanka Library Association Act No:20 of 1974.
2. Provisions of the Act : The Council shall establish and maintain a Fund under its management and control into which shall be paid all moneys received by the Council and out of which shall meet all expenses and liabilities incurred by the Council in carrying out its powers, functions and duties under the Act.
3. The Council may invest moneys in the fund in any securities issued or guarantees by the Government of Sri Lanka.
4. The Council may maintain an account in any bank or banks in Sri Lanka.
5. The Annual Accounts of the Council shall be subject to an audit by a recognized practicing Chartered Accounting firm appointed by the General Membership at the Annual General Meeting each year.
6. As soon as may be after the end of each financial year of the council, the Accounts for the preceding year shall be published and copies thereof shall be furnished to the Council and to each member of the Association.
7. All monies received by or on behalf of the Association shall be paid into an account at its bank and all cheques drawn upon its bankers shall be signed by the President and the Treasurer or by the Vice-President and the Treasurer subject to conditions and limitations as the Council may determine.
8. All funds of the Association not needed immediately for the day to day needs of the Association may be invested by the Council in the name of the Sri Lanka Library Association in accordance of the act.
9. The Council may on behalf of the Association receive and utilize and gift, or other donation of money given for specific purposes which are not inconsistent with the objective of the Association: and the proceeds thereof shall be accounted for and dealt with distinct from the general funds of the Association.

RECEIPTS.

10. All cash receipts should be handled by an officer authorized for that purpose by the Administrative Secretary in charge of the subject of finance. Official receipts should be issued in acknowledgment of all cash takings. The collections of any one day should be banked in its entirety on the next subsequent working day.
11. Cheques, Money Orders, Drafts etc received should be entered in an appropriate cheques receiving register by the Accounts Clerk. The cheques received register together with the cheques, money orders, drafts etc received should be forwarded to the Administrative Secretary before the close of the day. All cheques received on any one day should be banked within three days from the date of receipt of such cheques. All returned and dishonoured cheques should also be recorded in this register by the Accounts Clerk and forwarded to the Administrative Secretary for further action.



12. The Officer in charge of Cash, Stamps, or any other article held in safe custody should be able to at any time account for the whole. For this purpose it is essential that he/she always have his records posted up to date and compare the books balance with the physical balance.
13. No officer should keep in any safe or cash box under his charge any thing that does not belong to the Association or anything except which by virtue of this office he/she is bound to receive and account for. Private money found in the Associations cash box or safe is liable to be confiscated and the value credited to income.
14. No Association money shall be made use of by officers in any way whatsoever for private purpose, nor will any officer borrow advance or lend any sum for which he is answerable to the Association. The lodging of Associations money to a private Account or the borrowing of Association money from an officer is also strictly prohibited. It must be clearly understood that the Association regards these offences as a most serious offence and that an officer who commits any of these offences will be liable to disciplinary action.
15. Cashing of private cheques from the Association money is strictly prohibited.
16. Whenever a sum of money is issued to any officer for the purpose of meeting payments (for example to purchase goods) his acknowledgment for the sum issued should invariably be obtained. He/She should also ensure that any balance money is returned within three days from the date of the event with all supporting documents.

PAYMENTS

17. All payments should be made on prescribed official vouchers. Officer in charge of the subject of finance should prepare the voucher and certification of payments should be authorized by the Administrative Secretary and counter signed by the General Secretary.
18. The officer in charge of the preparation of the voucher will be personally held responsible for his/her actions and for making any loss by his/her negligence fault or fraud. He/she will be responsible to the certifying officer.
19. The voucher should be prepared with care and clarity and the necessary certificates reports, statements, orders, Good Received notes etc. are obtained and attached to the voucher or filled for record.
20. That the voucher is prepared with due authority and is accurate and complete in every respect.
21. The officers authorized to check vouchers shall exercise a real and effective check of all aspects of the payments and be responsible to the certifying officer for the accuracy and the legality of the payment and ensures:
 - 21.1 that the supply, work or service and the payment thereon has been duly authorized and approved by the proper authorities that the supply work or services has been actually made, executed or rendered and brought on charge in the appropriate books of accounts. That the necessary certificates, statements, reports, orders etc, are attached to the vouchers or reference thereto are quoted in the face of the voucher.
 - 21.2 that the expenditure is correctly and properly charged to the appropriate account.



- 21.3 that the rates, scales, amounts arithmetical accuracy in calculation of payment are correct.
- 21.4 officers duly authorized to make payments on certified vouchers will be responsible to the certifying officer in the following respects and ensure:
- 21.5 that every voucher accepted for payment has been duly certified by the certifying officer.
- 21.6 that any facts within his special knowledge are duly taken into account before payment is made.
- 21.7 that a proper receipt is obtained for every payment made.
- 21.8 that the identity of the payee is established.
- 21.9. that only the net amount paid in the face of the voucher is paid the fact of payment noted on voucher by means of paid stamp.
- 21.9 that the procedure laid down regarding the writing and mailing of cheques is followed.

SALARIES, LOANS FESTIVAL ADVANCES

22. All employees will be remunerated in accordance with their letters of appointment. Monthly salary will be paid on the 25th day of each month as determined by the Council.
23. Granting of loans is the responsibility of the Council. Employees are governed by the terms and conditions relating to grant of loans as determined by the council.
24. Employees are governed by the terms and conditions laid down in the establishments code of the Government and circulars issued by the Ministry of Public Administration relating to the grant of festival advances.
25. Employees will be governed by the Provisions of the Employees Provident Fund Act. No 15 of 1958 and Subsequent amendments. It is the responsibility of the Administrative Secretary and the Accounts Clerk in consultation with the Treasurer to remit all Employees Provident Fund dues before the end of current month.
26. Employees will be governed by the provisions of the Employees Trust Fund Act No 46 of 1980 and subsequent amendments. It is the responsibility of the Administrative Secretary and the Accounts Clerk with the consultation with the Treasurer to remit all Employees Trust Fund dues before the end of the current month.
27. Employees will be governed by the Provisions of the payment of Gratuity Act No: 12 of 1983 and subsequent amendments.
28. Employees will be governed by provisions laid down in the Manual of Procedure of the Association which are framed in accordance with the provisions of the shop & Office Employees Act No 19 of 1954 and subsequent amendments.

TRAVELING & SUBSISTENCE

29. All employees are required to travel on official duty will be paid traveling and should travel by the quickest and shortest possible routes. Council members may use their own conveyance, and will be paid milage at the Government rates. Traveling may be done on a hired transport with the approval of the General Secretary or the Administrative Secretary. Claims for traveling should be made on prescribed forms.



30. All employees who travel on official duties are entitled to claim an allowance to cover the combined cost of subsistence and lodging depending the number of hours spent away from the permanent place of work. The allowance payable will be determined by the Council from time to time. The fixed combined allowance is payable for each completed period of 24 hours and on an proportionate basis is laid down below.
 - 30.1. For a period not less than 12 hours - Full Combined Allowance.
 - 30.2. For a period not less than 6 hours - Half Combined Allowances.
 - 30.3. For a period not less than 3 hours - one fourth of the Combined Allowance.
 - 30.4. No combined allowance is payable for a period of less than 3 hours.
 - 30.5. Claims for combined allowance should be made on prescribed forms.
31. The Council. shall from time to time determine traveling, subsistence, incidental expenses etc. pertaining to foreign travel depending on the nature of each individual case.

COUNTERFOIL BOOKS

32. Officers in charge of counterfoil books should maintain a register to record the receipts and the issue/despatch of counterfoil books. Loss of used or unused counterfoil books or forms of counterfoil books is a very serious matter. Officers in charge of such books will be held personally responsible for such loss.

DESTRUCTION OF ACCOUNTING/DOCUMENTS

33. Any books, books documents etc. which are connected with a pending investigation should be preserved in safe custody until investigation is over. If there is any doubt as to whether any book, documents etc. are connected with a pending investigation, advice should be obtained from the Committee of Finance and Administration. If there is no doubt, such documents may be destroyed after 5 years from the date of use in accordance with the procedure laid down in the Manuel

RESPONSIBILITY FOR LOSS

34. Employees shall be held personally responsible for any financial loss caused to the Association by his/her own delay, negligence, fault or fraud and shall make good such loss
35. An officer will similarly be responsible if he allows or directs any actions to be performed:
 - 35.1. without proper authority or
 - 35.2. without complying with financial or other regulations or other appropriate instructions, or without exercising reasonable care, or fraudulently.

SECURITY

36. Officers who are handling work connected with receipt and payment of Cash, Stores or any other item that may be determined by the Treasurer should obtain Fidelity Guarantee Bonds. The value of the bond will be determined by the Treasurer in consultation with the Finance and Administration committee and the premium borne by the Association unless it is stated in the letters of appointments.



COMMITTEE WORK

37. All matters where a financial commitment is involved such as printing, publishing, catering, purchases and matters connected with administration required by the various committees should be referred to the committee on Office Management and Finance through the General Secretary for necessary approval. The Office Management and Finance committee will refer the matter with its recommendation to the Council for approval for expenses above Rs. 25,000.00

GENERAL

38. The finance regulations are forwarded to meet the present requirements of the Association and may be amended, replaced or substituted by new regulations as and when necessary by the committee of Finance and Administration and approved by the Council.
39. All employees of the Association are required to abide by these regulations strictly. In all matters incidental to the financial affairs of the Association and not provided for in these regulations, the Financial Regulations of the Government of Sri Lanka shall be followed unless otherwise varied by the Committee of office Management and Finance and approved by the Council.
40. Any question or doubt or difficulty arising from the interpretation of these regulations may be referred to the Treasurer for clarification.

ACKNOWLEDGEMENTS

The Council Wishes to record its appreciation co-operation and assistance extended by the following organizations to make our programmes and events a success:

National Library and Documentation Services Board (NLDSB)
National Science Foundation (NSF)
The British Council
American Information Resource Centre (AIRC)
The Asia Foundation
University of Colombo
Girls High School, Kandy
Vidyalyoka Vidyalaya, Galle
The Centre for Organization of Professional Associations (OPA)
Ministry of Provincial Council's and Local Government
Common Wealth Library Association (COMLA)
International Federation of Library Associations (IFLA/ALP)

We wish to place on record the cooperation extended by the following SLLA Staff

Ms. Shanthi De Alwis
Ms. Edna Malkanthi
Ms. Kaushali Morawake
Mr. K U R Perera
Mr. Thilak Edirisinghe
Mr. S Wijeratna



COUNCIL MEMBERS 2000/2001



PRESIDENT
Ms. Daya Ratnayake
[Former Chief Librarian,
Public Library, Kandy]



GENERAL SECRETARY
Ms. Swarna Jayatillake
[Asst. Director,
Export Development Board]



VICE PRESIDENT
Ms. Deepali Talagala
[Director Information, National
Science Foundation]



VICE PRESIDENT
Ms. Amara Nanayakkara
[Librarian, National Library &
Documentation Services Board]



IMMEDIATE PAST PRESIDENT
Ms. Sumana Jayasuriya.
[Librarian, University of Colombo]



EDUCATION OFFICER
Ms. Pradeepa Wijetunge
[Senior Asst. Librarian, University
of Colombo]



TREASURER
Mr. Anton Nallathamby.
[Director (Book Programe) / Admin.
Manager, the Asia Foundation]



PUBLICATION OFFICER Ms.
Ms. Premila Gamage
[Librarian, Institute of
Policy Studies]



ASSISTANT SECRETARY
Ms. Shiwanthi Weerasinghe.
[Asst. Librarian, Bank of Ceylon]



NOMINATED MEMBER
Mr. Harrison Perera
[Asst. Director, Information.
The British Council]



NOMINTAED MEMBER
Mr. P. Vidanapathirana
[Librarian, University of
Sri Jayewardenepura]



**INFORMATION SPECIALIST AND
PROMOTION OFFICER (Librarian)**
Mr. C. Kuruppu
[Asst. Librarian, Parliament of Sri Lanka]



ASSISTANT EDUCATION OFFICER
Mr. G.R. Pathmasiri.
[Senior Asst. Librarian,
University of Colombo]



CENTRAL REGION
Ms. Ira Mudannayake.
[Senior Asst. Librarian, Post Graduate
Institute of Agriculture.]



REP. NORTHERN REGION
Mr. K. Manickawasagar
[Former Librarian,
Jaffna Central College]



REP. GOVT. LIBRARIES GROUP
Ms. D.I.D. Andradi.
[Librarian, Supreme Court of
Sri Lanka]



REP. ACADEMIC LIBRARIES GROUP
Ms. Ms. Watmanel Seneviratne
[Senior Asst. Librarian,
University of Colombo]



REP. SPECIAL LIBRARIES GROUP
Ms. Sharmini Tennakoon.
[Programme Officer (Information),
Alcohol & Drug Information Center]



REP. WESTERN REGION
Ms. Kamalika Peiris.
[Former Librarian, Post Graduate
Institute of Medicine]