

SRI LANKA LIBRARY ASSOCIATION  
GUIDELINES TO THE APPLICATION OF ASSOCIATESHIP OF THE  
SRI LANKA LIBRARY ASSOCIATION

1. Associate membership may be awarded to any person if he/she
  - a. has passed the Final Examination/Level III/Higher Diploma of the Sri Lanka Library Association or an equivalent or a higher qualification and
  - b. is a non-corporate member of the SLLA and
  - c. who has completed five years full time service in the field of library and information services, of which at least two years should be of supervised service after completing the qualification mentioned in 1.1 above.
2. When your application is received at the SLLA office...
  - a. First it will be scrutinized by the office staff
  - b. Then it will be submitted to the General Secretary / Education Officer, to be tabled at the subsequent Ex-Co meeting.
  - c. You will be interviewed by an interview board appointed by the Ex-Co:
  - d. Finally your application will be tabled at the subsequent Council meeting to obtain Council approval.
3. Your application should be very clearly filled up in block capital letters to enable the Review Board to assess correctly. If the contents in your application are illegible it will be returned to you without reviewing.
4. Your application should be supported with documentary evidence (copies) on all facts stated in your application. Please submit letters from your employers as regards section 10 of the application form in support of your service record after obtaining your qualifications for associateship application.
5. All copies of certificates submitted with your application should be certified by the respective authorized officer. Eg.-Registrar / Examinations in a University etc.
6. Training undergone while being a student will not be considered as employment. Therefore you should not include your training period in section 10 (employment record), unless you have undergone further training after obtaining your qualifications.
7. Originals of all certificates and documents submitted with your application should be forwarded at the interview.
8. The date of the approval by the Council will be the effective date for associateship.
9. The applicants should register within three months from the date of the council decision to award the associateship. If not, the applicant should re-apply.
10. Associateship certificate will be awarded at the annual general meeting of that year.