



Diploma in Library and Information Management

DLIM 2021/2022

1) Introduction

The ability to properly manage information in today's information society is a critical factor in the success of any individual's academic, professional, and personal life. The existence of a formal and efficient library and information service is an essential condition for this purpose. Therefore, the role of librarians and information workers is unique. It is essential that they develop their knowledge, skills, and attitudes to suit the needs of the information age. The course is designed to develop the knowledge, skills and attitudes required to transform those currently working in the field of Library and Information Science and the future entrants into the field.

2) Target Group

For anyone working in the field of Library and Information Science or interested in the field of Library and Information Science.

3) Entry Requirements

Passing GCE (A / L) (Passing 04 main subjects according to the old syllabus or passing 03 main subjects according to the new syllabus.)

OR

Passing GCE (O / L) and gained the **Certificate in School Librarianship (CSL)** or **Certificate in Public Librarianship (CPL)** awarded by the National Institute of Library and Information Sciences.

4) Learning Outcomes

After completing this course, the participants will be able

- To identify the information needs of an organization
- To efficiently explore for information from various sources
- To appropriately manage the documents in a library and information center
- To use computers efficiently in an electronic environment

5) Course Contents

1. Library and Information Profession
2. Information sources and services
3. Document Management
4. Information Management
5. Information & Communications Technology - I
6. Information and Communication Technology-1
6. Bibliographic Organization-1
7. Use of office machines
8. Personal Development Skills
9. English for Information Professionals-I
10. Project Report

6) **Course Duration:** 12 Months

7) **Medium:** Sinhala/Tamil (A program in any language will be conducted only if an adequate number of students have enrolled).

8) **Conducting classes:** All classes will be held online until further notice.

9) **Evaluation Methodology.**

- In each taught subject, 50% will be added from all classroom assignments/assessments/term papers etc. The balance 50% shall be added from the written examinations held at the end of the semester.
- A project report must be completed.

10) **To Obtain the Diploma in Library and Information Management Certificate**

Candidates must obtain a minimum of C pass (a minimum of 50% marks) for each subject. Candidates who have obtained D or E for three or less subjects, should appear for the re-examination only in those subjects.

11) **Course Fees**

Application fee	Rs.250.00
Registration fee	Rs.1,500.00
Course Fee	Rs.23,500.00
Exam Fees රු 150*9	Rs.1350.00
Library fee	Rs.1000.00
Certificate fee	Rs.1000.00

12) **Date of commencement:** September 2021

13) **Process of applying.**

- Download Application Form from Our Website.
- Fill the application form as clearly as possible.
- Deposit Rs.250.00 as Application Processing Fee to the Account No.086100101191736 of Peoples Bank-Thimbrigasyaya Branch and paste the original receipt in the given cage in the Application Form.
- Forward the application and other attachment to the.

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