



# Diploma in Library and Information Management (Course code: DLIM)

DLIM 2022/2023

## 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 of those currently working in the field of Library and Information Science and the future entrants into the field and this is the only Diploma Program in Sri Lanka which specialize in Information Management at the Sri Lanka Qualification Framework level 03.

## 2) Target Group

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

## 3) Entry Requirements

Passing GCE (A / L) **Old Syllabus:** Passes in 04 main subjects  
**New Syllabus:** Passes in 03 main subjects

**OR**

Passing GCE (O/L) AND the **Certificate in School Librarianship (CSL)** OR **Certificate in Public Librarianship (CPL)** OR **Advanced Certificate in Public Librarianship (ACPL)** OR **Advanced certificate in School librarianship (ACSL)** OR **Advanced certificate in Librarianship (ACL)** awarded by the National Institute of Library and Information Sciences.

## 4) Learning Outcomes

After completing this course, the participants will be able

- Identify the information needs of an organization
- Efficiently explore for information from various sources
- Appropriately manage the documents in a library and information center
- 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. Bibliographic Organization-1
7. Use of office machines
8. Personal Development Skills
9. English for Information Professionals-I
10. Project Report

6) **Significance of the Program:** As shown in the figure, completion of DLIM will enable one to continue to Higher Diploma I and II (HDLIM I and II) conducted by NILIS at SLQF Level 4.

7) **Course Duration:** 12 Months

8) **Medium:** Sinhala, Tamil or English (A program in any particular language will be conducted only if an adequate number of students have enrolled, to study in that medium).

9) **Conducting classes:** All classes will be conducted only in online mode until further notice.

10) **Evaluation Criteria.**

For each taught subject, 50% shall 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. The Project Report will be assigned marks out of 100%. All end of semester written examination will be held in online mode until further notice).

11) **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 including the Project Report. Candidates who have obtained D or E for three or less subjects, should appear for the re-examination only in those subjects.

12) **Course Fees of DLIM**

Total Course fee is **Rs 28350/=**. Which can be paid in Full or in two installments as shown in the table.

Installment	Amount	Due Date
First Installment	Rs.16,600	At the Registration
Second Installment	Rs.11,750	Before sitting the first semester examination (within Six month)

13) **Applications close on: 07<sup>th</sup> July 2022**

14) **Commencement of the Program: August 2022**

15) **Process of applying.**

1. Download the application from our website ([https://nilis.cmb.ac.lk/home/news/2022/new\\_2022/2208/](https://nilis.cmb.ac.lk/home/news/2022/new_2022/2208/))
2. Complete the application form as clearly as possible
3. Deposit Rs. 250.00 as the Application Processing Fee to the Account No. 086100101191736 of Peoples' Bank, Thimbirigasyaya Branch and paste the original receipt in the given cage in the Application Form.
4. Enclose certified copies of the birth certificate, GCE/OL / GCE/AL certificate and the NIC.
5. Write the Course code on top left corner of the envelope.
6. Post the application and other attachments to the.

“Senior Assistant Registrar  
National Institute of Library & Information Science (NILIS)  
University of Colombo  
Colombo 03”

