BA Hons (LIS)

Bachelor of Library and Information Studies

Path to Professional Advancement

PROSPECTUS

www.ou.ac.lk

ACADEMIC YEAR 2018/19

Open University of Sri Lanka

Information Studies Unit
Faculty of Humanities & Social Sciences

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Message from the Dean- Faculty of Humanities and Social Sciences

It is a great privilege to welcome the first batch of students of the BA (Hons) in Library and Information Studies (BA LIS) programme offered by the Open University of Sri Lanka (OUSL). I salute you for the choice you made as this is Sri Lanka's first ever programme in this professional field through Open and Distance Learning (ODL).

The process of building a dynamic professional community by successfully pursuing the goal of Continuing Professional Development depend on the access to information and knowledge. Citizens of Twenty-first Century are truly global and the same could be said about the challenges faced by them. Required solutions are also heavily linked to progress made in the international arena. In this context, study of new innovations is vital not only for higher studies and research but also for basic day today functions of citizens both at locally as well as internationally.

Therefore, the investment made by learners would bring tangible returns once s/he completes the BA (Hons) in Library and Information Studies offered by the Open University of Sri Lanka.

This undergraduate degree programme is the brain child of the staff of the OUSL library led by Dr. Wathmanel Seneviratna, the Librarian of OUSL and other local and foreign experts in the field. The Department of Social Studies and the Faculty of Humanities and Social Sciences provide the administrative leadership required to successfully deliver the BA (Hons) in LIS programme.

I wish you the best for your success in lifelong learning with OUSL.

Dr. Shantha Abeysinghe

Message from the Programme Director

It is with great honor and pleasure that I welcome you to the Bachelor of Arts Honours in Library & Information Studies programme (BA Hon. in (LIS)) 2018. We have developed an innovative curriculum for the BA Hon. in LIS to enhance the aptitude of non-degree holding LIS professionals in Sri Lanka. The programme is the first of its kind to be offered in the ODL mode through a national university and is the third professional programme offered by the Open University of Sri Lanka (OUSL). The program is specifically aimed at the professionals who are already engaged in the LIS discipline and will put them through an exhaustive program of study whose individual components range from training in academic discourse to engagement in IT-related subjects to modern research skills.

The library community in the country is eager to absorb a new group of graduates with skills enhanced to cater to a multifaceted society. The course books of the LIS program were a magnificent undertaking which drew in a strong group of in-house, adjunct, visiting, alumni and an international faculty group who engaged in comprehensive and in-depth research to create the narratives in a student-friendly manner. We are committed to enabling and facilitating truly exciting and stimulating life-long learning environment for the new entrants.

I am deeply grateful for the guidance support extended by the OUSL Vice Chancellor Snr. Professor A. Ariadurai, the senior management of the university, Dean Faculty of Humanities & Social Sciences, Dr. N.S. Abeysinghe, the former Dean HSS, Prof. Cameena Gunaratne, Head, Dept. of Social Studies, Dr. N. Morais, Coordinator Information Studies Unit, D Gunasekera, presence and guidance of an outstanding group of experts in LIS and the academic staff of the Library who worked tirelessly to bring to reality the BA Hon. in LIS programme.

I wish you a productive learning at OUSL.

Dr. Wathmanel Seneviratne

Open University of Sri Lanka

The Open University of Sri Lanka (OUSL) was established in 1980 under the University Act No. 16 of 1978 and the OUSL Ordinance No 01 of 1990. It is therefore has the same legal and academic status as any other national university in Sri Lanka. The OUSL is the only recognized university in Sri Lanka, where one can pursue higher education solely by distance education techniques in keeping with the philosophy of OPEN & DISTANCE LEARNING (ODL). The OUSL is an attractive choice of study, especially for those employed. The current student population is around 35,000. The OUSL offer courses/programmes from the Foundation and Certificate level through Bachelors to Masters and PhD degrees. The structure of study programmes provide opportunities for those who complete one programme to progress up the ladder and further improve their educational qualifications. Education at OUSL is thus a life-long experience. The OUSL functions through a network of centres spread throughout the island. The Central Campus and the Colombo Regional Centre of the Open University are located in Nawala-Colombo and are easily accessible by road and railway. The academic departments of the University are grouped into five Faculties: **Education, Engineering Technology, Health Sciences, Humanities & Social Sciences and Natural Sciences**.

The Study System

The study system of the OUSL is based on distance learning methodologies. It is different to the conventional study system most of you are familiar with. Regular attendance at the University is not required and is therefore well suited for those of you who are employed or engaged with other commitments. Student learning is facilitated through carefully prepared printed course materials suitable for self-learning. Printed course material is supplemented with audio visual and online learning material. Student progress in courses is evaluated at different time intervals using a variety of assessment methods such as assignment tests and final examinations. Students should get register online for final examination.

What are Day Schools?

Day Schools provide opportunities for you to meet your teachers. An academic member of staff is appointed as a Module Leader for each course. These are academics from the department who are responsible for the development of the course and for ensuring that your learning experience is of high quality. Visiting Academics who work with the Module Leaders support students in all regional and study centres where Day Schools are held. When you attend a Day School, you are able to discuss and solve your learning difficulties by discussing them with your Day School academic. You can also make an appointment and meet the Module Leader during weekdays or get in touch with them online at any time.

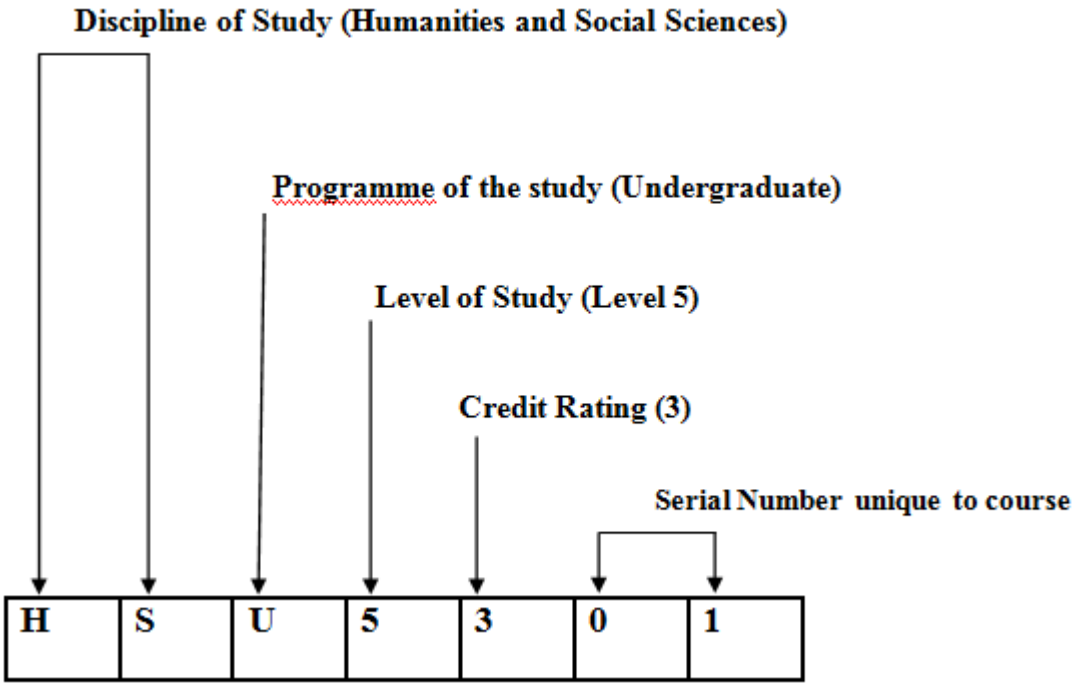
What are Course Materials?

The printed course material you receive when you register with us is called the „Tutor in Print". Sometimes your course material is provided online. The course materials are a substitute for the lectures conducted in the conventional system. The course materials are specially written for the OUSL by experts in each field. These include academic staff from the OUSL as well as academics from other local and sometimes international universities. They are interactive in style and contain in-text questions, activities, and review questions for students to reflect on the work and for selfassessment. Self Learning Sessions (SLS) are also provided with guidance along with the course materials to engage in self learning activites.
Sometimes your course materials are in the form of audio and visual material (Interactive Multi Media (IMM) or online material and activities. IMM constitutes a combination of printed material/ CD/DVD/ online materials which include reading material and assignments. Fully online courses are offered as well, where all the teaching and learning takes place through this medium.

The OUSL has developed a network of regional and study centres throughout the island. These centres are used for the distribution of course materials, to provide library facilities, for submission of assignments, and sometime for Registration and Day School sessions. You can check-in at the regional or study centre nearest to you and register for your programmes.

Courses, Course Codes, Credit Rating

Faculty of Humanities and Social Sciences (HSS) offers courses at different levels. Certificate level courses are at level 1 and 2, Diploma level courses are at level 3 and 4, Degree level courses are at Level 5 and 6, Postgraduate course are at level 7 and 8. These courses are offered in Sinhala, Tamil and English medium. The credit rating is the expression used to denote the 'academic value' of the course/programme. The time you will have to allocate for studying a course depends on its credit rating. The minimum credit rating for courses offered by the Faculty of HSS is 8 credits; such a course will require a minimum allocation of around 400 hours of study time. Each course offered by the Faculty is assigned a course code. A course code will reflect the particular subject area, level of study and the academic value of the course. In assigning the course code, the programme of study is identified by the letter and level of study is identified by the digit. Incorporating all of the above components, each course is assigned a course code consisting 7 alphanumeric characters as shown in the example of a course code of the BA Hons (LIS) Degree programme.



The Information Studies Unit (ISU)

The Information Studies Unit (ISU) operates under the Faculty of Humanities and Social Sciences (HSS) of the Open University (OUSL). It is located in the Library premises of the OUSL.

The Information Studies Unit (ISU) engages in preparation of lesson materials while coordinating the programme. The ISU will perform further the following functions under the instructions and guidance of the Faculty of HSS.

a. Prepare study materials

b. Organize, co-ordinate and conduct Day -School.

c. Counsel students in their academic matters.

d. Prepare and mark assignment question papers.

e. Equip student with skills to prepare a "Project Report" at level 6 by providing.

i. Guidelines at Day Schools and

ii. Continuous supervision

f. Evaluate Project Reports, submitted by the students.

g. Conduct Final Examination at the end of each academic year.

h. Supervise and invigilate Final Examinations.

i. Submit Continuous Assessment marks and Final Examination marks to Senior Assistant Registrar.

Bachelor of Arts Honors in Library and Information Studies

Faculty of Humanities and Social Sciences offers the Degree of BA Hons (LIS) for the three year LIS Diploma holders. Students who registered for the above degree have to sit 15 final year papers (first year -7 and second year 8) including English language paper (as given in programme structure below) and have to complete the research project which has 6 credits.

Progaramme Structure

The BA Hons (LIS) Degree Programme is structured to include the following components:

- Core Courses
- Optional and Elective courses (Areas of Specialization)
- Continuing Education (E-Gap)

Entry requirements to BA Hons (LIS) Degree - level 5

- The candidates should have obtained a 3 year Diploma in Library and Information Science from a recognized institution.

Programme Duration

The minimum duration to complete the BA Hons (LIS) Degree Programme will be two (02) academic years.

Medium of Instruction

This programme is offered in English medium. The study materials will only be provided in English medium.

Programme Structure

Core Courses	Course Code	Course Title
Level 5	HSU5301	Information and Knowledge Society
	HSU5602	Advanced Library Cataloguing
	HSU5603	Advanced Library Classification
	HSU5304	Indexing & Abstracting Practice
	HSU5305	Intellectual Property Law
	HSU5306	Types of Libraries and Information Services
	HSU5607	Advanced Library Automation
Level 6	HSU6301	Documentation Theory, Practice and Services
	HSU6302	Knowledge Management in Library Operations
	HSU6303	Service Marketing and Communication
	HSU6504	Digital Library Management
	HSU6305	Records Management
	HSU6406	Research Methodology
	HSU6607	Research Project
Optional Courses	HSU6308	Preservation & Conservation of Library Materials
	HSU6309	Library Building and Interior Planning
	HSU6310	Library Disaster Management Planning
Continuing Education Course (CEC)	LEE3410	English for General Academic Purpose - EGAP

NOTE: Students has to obtain 30 credits at level 5 and 30 credits from level 6 (including one optional course which has 3 credits) and CEC course which has 4 crdits.

Fees

1. Non Tuition Fee

Application Fee - Rs. 350.00

Registration Fee - Rs. 400.00

Facilities Fee - Rs. 1500.00

Laboratory Fee - Rs. 1000.00

Library Facility Fee - Rs. 100.00

2. Tuition Fee

Rs. 89,550.00 (Including Non Tution Fee)

Total Credits for Level 5 & 6 is 64. (Rs. 1300.00 per credit)

The fees stated in the prospectus are applicable for the academic year 2018/2019. They may be subject to change in subsequent years.

***60% of the course fee should be paid at registration.**

How to Apply

Instructions for filling the on-line application form

APPLICATIONS for Programmes have to be submitted online. First you need to create an online login account. Then only you can proceed to submit your application online.pl. visit OUSL website through this web link. www.ou.ac.lk

1. In the internet browser type: https://payment.ou.ac.lk/

2. Register ONCE by creating a new account. In order to do this click on create new account as per the instructions given in the page.

Note: You need to provide information considered as MANDATORY including an email address and a mobile number, both of which may be your own or of a family member/friend. The university may use them to communicate with you, to acknowledge receipt of your applications and to provide you additional information as and when necessary.

3. Once your account has been created you can proceed to submit your application online. For this you need to go to **"Online Application"** and proceed by entering

your username and password and then fill the online application form. Once you have filled all sections, submit the form. (Please remember your username and password, since it is required for you to login to your account later.)

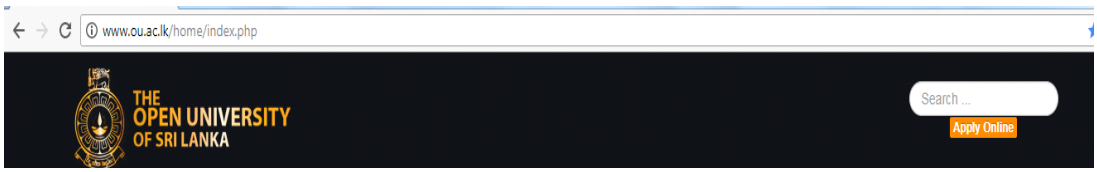
Select the payment method and proceed further by following the instructions given. Application fee is Rs. 350/=. You can pay this amount by credit/debit card or eZ cash. Applicants who do not have a Credit/Debit card or eZ cash facility can make the respective payment by cash to any Regional or Study Centre of the OUSL.

Those who need assistance with the online application process can call over at any one of the **Regional or Study Centres** with the following information: Full name of applicant with address, National identity card number, E-mail address, Mobile phone number, Education qualifications.

Step By step guide - online application

Step 1
Log on www.ou.ac.lk

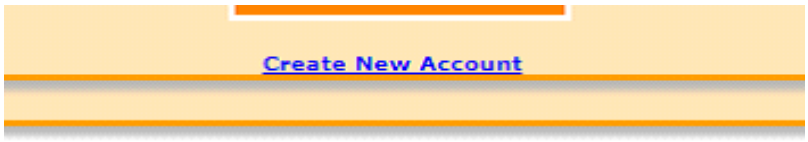
Step 2
Click "**Apply Online**" on the Right Corner in home page.



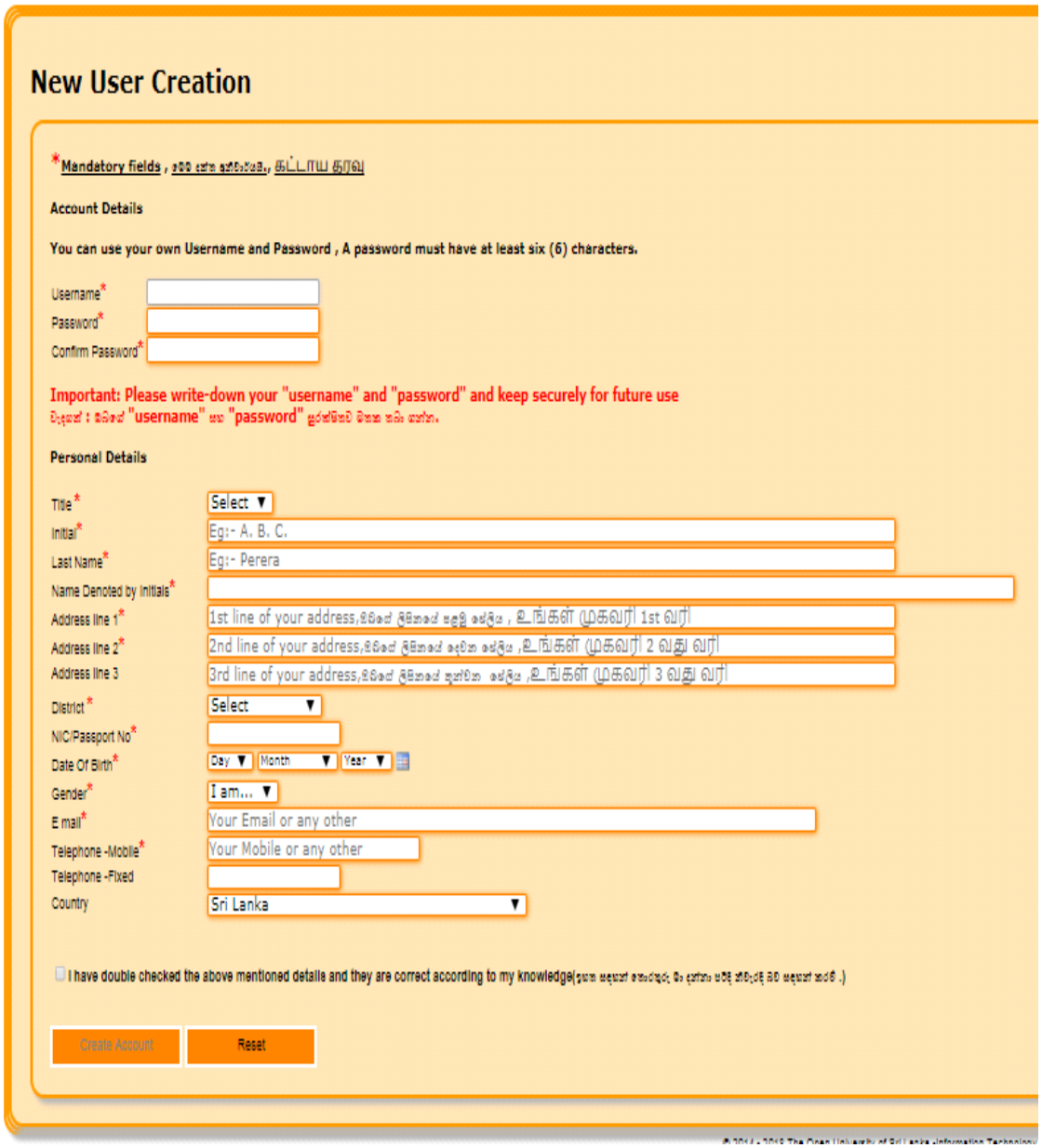
You will direct to the following window of the online application process.

Step 3

Click on "**Create New Account**".



You will direct to the following window.

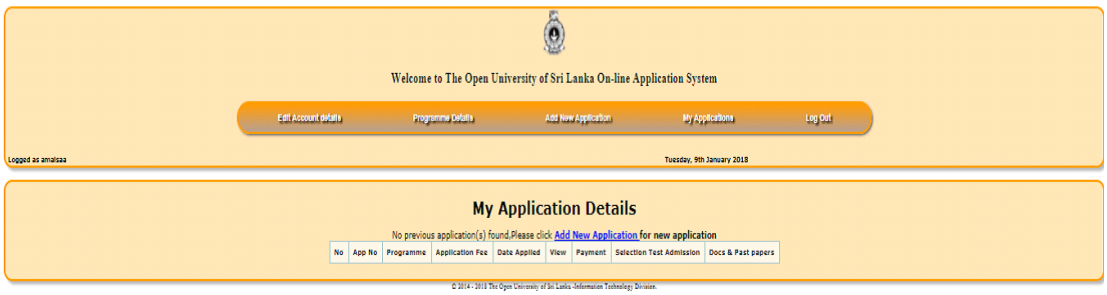


Fill the relevant information and click on create account (Left down corner).

Step 4

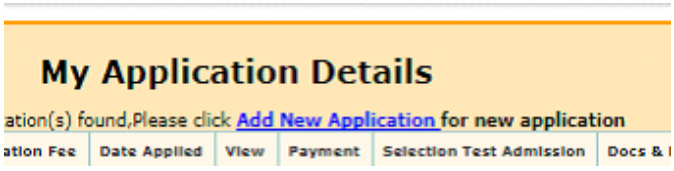
After completing the Step 3 again login to the account using you user name & password.

You will direct to the following window.



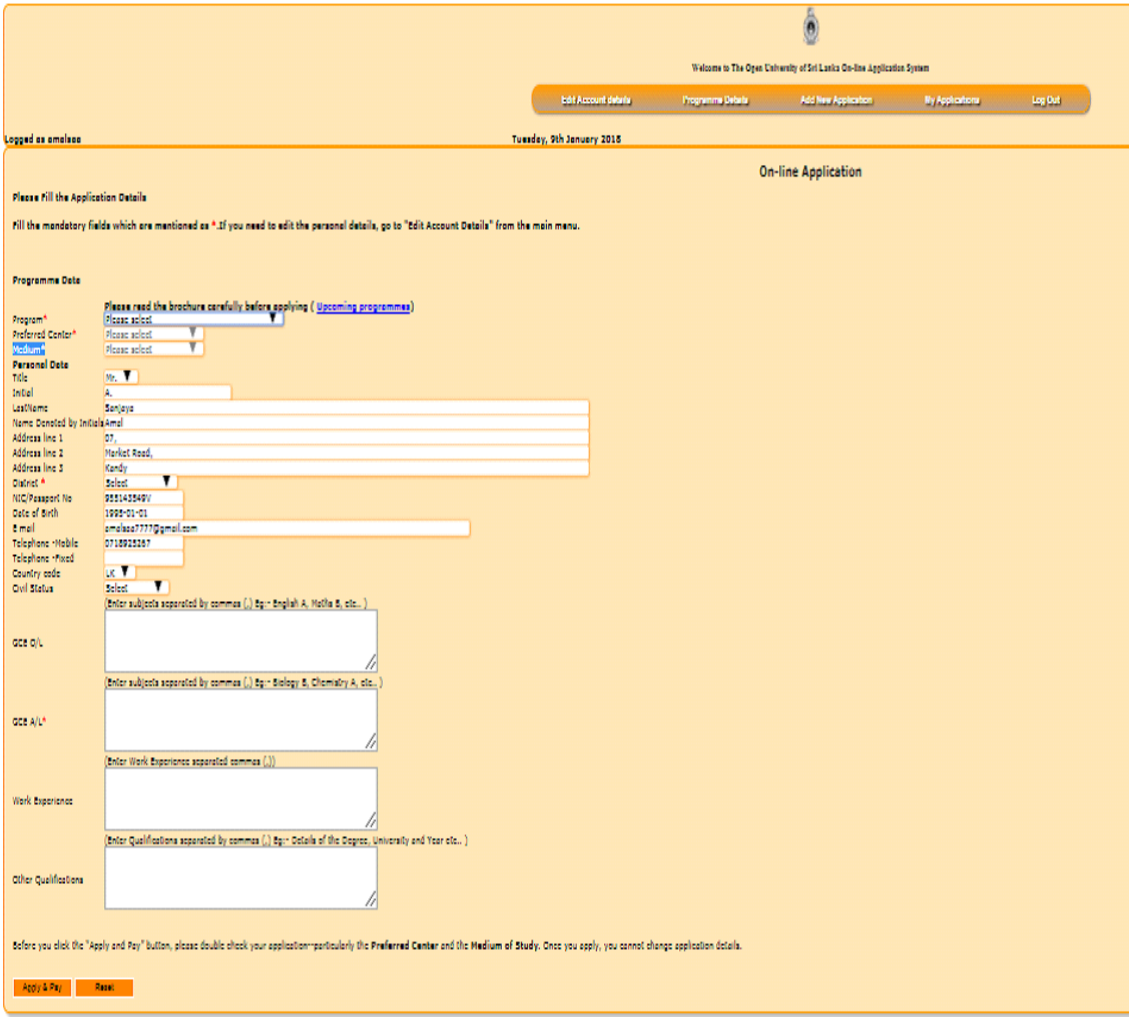
Step 5

Click on "**Add New Application**". You will direct to the following window.



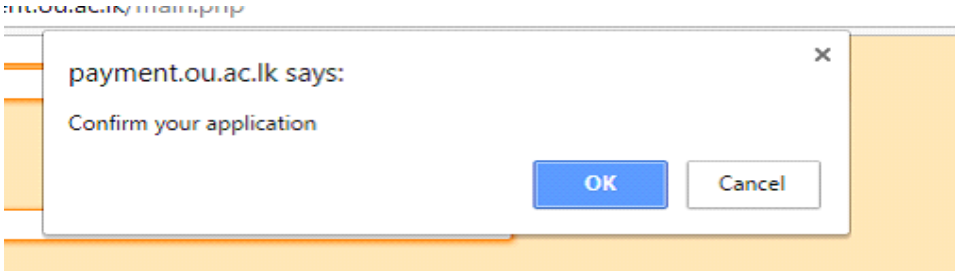
Fill the relevant information.

*Note: Program * - Bachelor of Library Information Studies Degree*



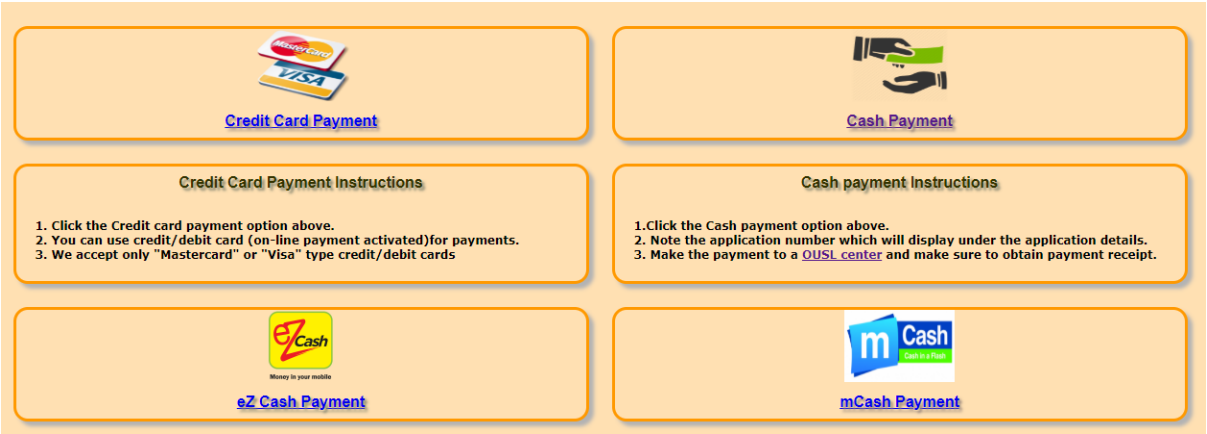
Step 6

After completing the step 5 click on "**Apply and Pay**". You will see a new popup in the window. Click "**Okay**" to confirm.



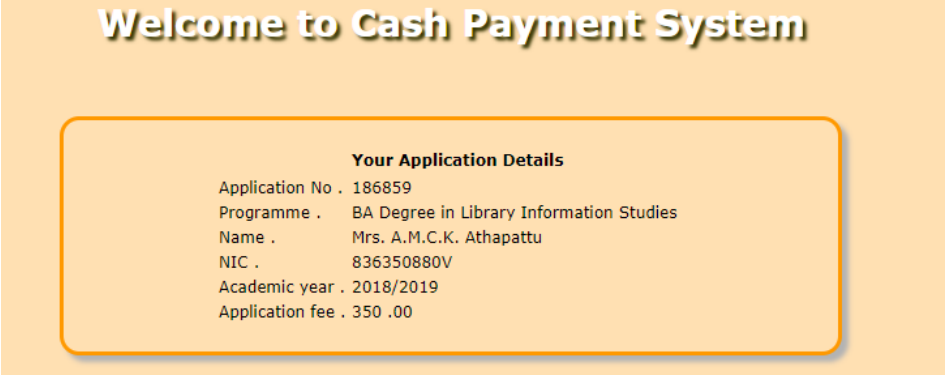
Step 7

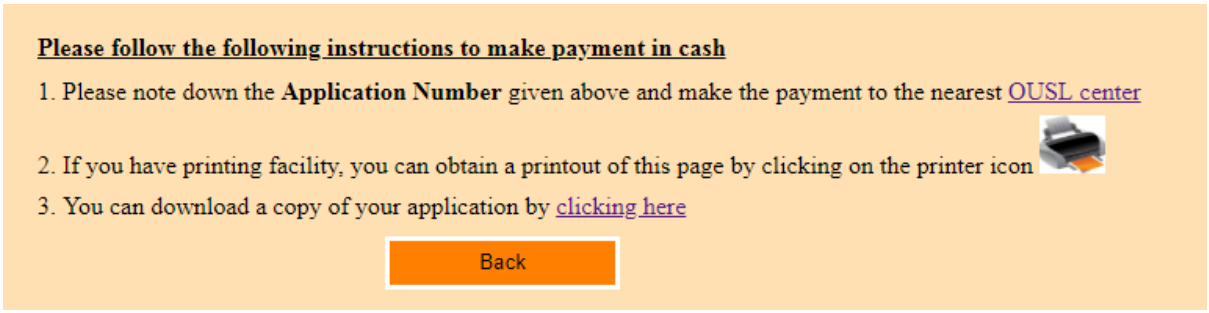
You will be directed to the following window.



Select the preferred payment method and follow the instructions given in the web page itself.

If you select "**cash payment**" method you will get the following window.





Step 8

If you have selected other methods,

at the end of the payment process you can download the system generated information sheet by clicking **"View"**.

Note:

If you encounter any difficulty in online registration, you are kindly requested to get the assistance through the nearest Open University Regional center. (List is given below)

Contact Details of the Unit

Address : Mrs.Damayanthi Gunasekera,

The Coordinator,
Information Studies Unit,
Library,
The Open University of Sri Lanka,
P.O.Box 21, Nawala,
Nugegoda

Tel : 011 2881263

E-Mail : coordinatorisu@ou.ac.lk

hpsgun@ou.ac.lk/

OUSL Regional and Study Centres

OUSL REGIONAL CENTRES			
CENTRE	**CENTRE CODE**	**Telephone No.**	**POSTAL ADDRESS**
Colombo	WP10	011-2853930	OURC, Nawala, Nugegoda.
Kandy	CP20	081-2494495 081-2494083 081-2494084 081-2494496 081-2494497	OURC, Polgolla, Kandy.
Matara	SP30	041-2222943 041-2229782	OURC, Nupe, Matara.
Jaffna	NP40	021-2223374	OURC, Browns Road, Kokuvil, Jaffna.
Anuradhapura	NC50	025-2222871	OURC, Jayanthi Mawatha, (Depot Area), Anuradhapura.
Batticaloa	EP60	065-2222264	OURC, No.23, New Road, Batticaloa.
Kurunegala	NW70	037-2223473	OURC, Negombo Rd, (Nissanaka Mw Junction), Malkaduwawa, Kurunegala.
Badulla	UP80	055-3012151 055-2228842	OURC, No. 18/1, Bandaranayaka Mw, Badulla.
Ratnapura	SG90	045-2228660	OUSC, Hidellana, Ratnapura.

OUSL STUDY CENTRES

CENTRE	CENTRE CODE	Telephone No.	POSTAL ADDRESS
Ambalangoda	SP31	091-2258585	OUSC, No.80/1, Polwatta Road, Halwathura, Ambalangoda.
Bandarawela	UP81	057-2222820	OUSC, St. Thomas Road, Wewatenna, Bandarawela.
Galle	SP32	091-2223784	OUSC, Labuduwa, Galle.
	WP11	033-2234571 033-2234572	OUSC, Gampaha Road, Miriswatta, Mudungoda.
Polonnaruwa	NC51	027-2225776	OUSC, 24 post, Bendiwewa, Jayanthipura.
Kegalle	SG91	035-2222501	OUSC, Kumaratunga Munidasa Mawatha, Kegalle.
Ampara	EP61	063-2222052	OUSC, Iginiyagala Road, Samapura, Ampara.
Ambalantota	SP33	047-2225533	OUSC, Rajasaranagama Road, Lunama South, Ambalantota.
Hatton	CP21	051-2225139 051-2223492	OUSC, St. Gabriel Convent, Hatton.
Kalutara	WP12	034-2223399 034-2223286	OUSC, No. 66/2, Nagoda Rd, Kalutara.
Kuliyapitiya	NW72	037-2281181 037-2281271	OUSC, Technical College, Kuliyapitiya.

Monaragala	UP82	055-2277395	OUSC, Technical College Junction, Sirigala, Potuvil Road, Monaragala.
Puttalam	NW71	032-2266822	OUSC,No.1/137, Colombo Road, Puttalam.
Trincomalee	EP62	026-2222088	OUSC, No.26/A, Post Office Rd, Trincomalee.
Vavuniya	NP41	024-2222995	OUSC, No. 366, Kandy Rd, Thekkawaththai, Vavuniya.
Kilinochchi	NP42	021-2283970	OUSC, 155th Mile Post, Kandy Rd, Kilinochchi.
Mullaitivu	NP43	071-3522367	OUSC, Oddusuddan Road,Puthukkudiyiruppu, Mullaitivu.
Mannar	NP44	077-5625352	Thalei Mannar Road, Mannar.