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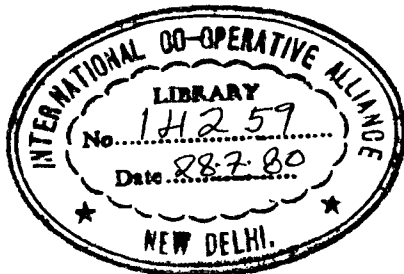
R E P O R T
OF THE
NATIONAL WORKSHOP ON
LIBRARY MANAGEMENT, DEVELOPMENT
AND DOCUMENTATION SERVICES
IN SRI LANKA

HELD AT
THE LIBRARY OF THE
SCHOOL OF COOPERATION, POLGOLLA

May 28-June 02, 1979

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Report issued by

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ICA-SCC-NCC PROJECT
TRAINING OF COOPERATIVE TEACHERS IN SRI LANKA
National Cooperative Council of Sri Lanka
455 Galle Road, Colombo-3. Sri Lanka

TTP-LIB-I/79
REPORT

REPORT OF THE
NATIONAL WORKSHOP ON LIBRARY MANAGEMENT, DEVELOPMENT
AND DOCUMENTATION SERVICES IN SRI LANKA

Polgolla. May 28-June 2, 1979

1. Introduction

A national workshop on LIBRARY MANAGEMENT, DEVELOPMENT AND DOCUMENTATION SERVICES was held by the ICA-SCC-NCC Project for Training of Cooperative Teachers in Sri Lanka in collaboration with the National Cooperative Council of Sri Lanka, at Polgolla, from 28th May to 2nd June 1979. 31 participants attended the Workshop. The Workshop was inaugurated by Mr Lionel Gunawardana, Joint Director of the International Cooperative Alliance Regional Office for South-East Asia. The inaugural function was presided over by Mr WJ Herath, General Secretary of the NCC. Mr Daman Prakash, Cooperative Education Officer (Audio-Visual Aids) of the Teachers Training Project, and Mr ER Mudiyanse of the Project coordinated the activities of the Workshop. Mr BD Pandey, Librarian-cum-Documents Officer of the ICA Regional Office for South-East Asia was the resource person. Mr Pandey was assisted by Mr H. Tillakabandu, Librarian of the Cooperative Management Services Centre (CMSC), Mrs RN Morapaya, Librarian of the School of Cooperation, Polgolla, and Miss Jayanthi Navaratne, Librarian of the NCC.

2. Objectives of the Workshop

The objective of the workshop was to motivate and equip the participants in the management of their libraries and take steps to develop their libraries by supplying them with relevant literature on cooperation and allied subjects. The syllabus of the Workshop covered theoretical and practical aspects of the management of cooperative libraries, documentation and information services.

3. Workshop Methodology

- 3.1 Before the actual commencement of the Workshop it was considered essential that Mr BD Pandey visit some of the Cooperative Education Centres and their libraries in some part of the Island. This was done mainly to give first-hand information and knowledge of the conditions and working of cooperative libraries to Mr Pandey. Mr Pandey therefore visited cooperative education centres at

Kurunagalle, Anuradhapura, Vayunia, Paranthan, Jaffna, Kandy, Galle, CMSC, NCC, School of Cooperation, Polgolla. Information on physical conditions, utilisation and personnel etc. was also collected through a questionnaire which was prepared and processed by the Project.

- 3.2 The syllabus of the workshop was prepared on the basis of the information and documentation collected as above.
- 3.3 Group discussions on relevant subjects were held. Lecture-cum-participation method was followed in the workshop. All the participants were divided into three working groups. Each working group was assisted by a trained librarian who acted as resource persons for the group. Topics were first introduced and explained in detail to the entire group by the resource person. Guidelines for discussions were given to the groups. Each group was given same topic for discussion. In the plenary session some additional points were discussed and these were eventually amalgamated into a single group report of the day. The present report contains three such amalgamated reports of the discussions held for three days. (pl see Annexure - Group reports I, II and III).

4. Syllabus

The syllabus covered theoretical and practical aspects of cooperative libraries, documentation and information services. The topics covered by the course were as follows:

- 4.1 Present position of cooperative libraries in the country
- 4.2 Finance and administration - physical conditions, fixtures binding, repairs and preservation of documents. Inventory control and other controls.
- 4.3 Sources of cooperative information, select and acquisition selecting principles, ordering routines.
- 4.4 Accessioning of documents.
- 4.5 Circulation, display, newspaper cuttings, shelf arrangements of documents, open or close access system.
- 4.6 Loans, registration of readers, lending operations, overdues etc.
- 4.7 Theory and practice of classification and cataloguing.
- 4.8 Documentation and information services: need and utility of information service familiarisation of existing cooperative documentation services, possibilities of initiating documentation services in the country.
- 4.9 Role of national cooperative organisation i.e., the NCC, International Cooperative Alliance and International Working Party of Cooperative Librarians and Documentation

Officers in the promotion of cooperative libraries' development in Sri Lanka.

4.10 National Working Group of Cooperative Librarians and Documentation/Information Officers.

General Observations : An Introductory Note

5. Cooperative Information Network

5.1 Need for a Library Documentation and Information Network for Cooperative Movement of developing countries A general situation

Most of the developing countries have realised for some time the importance of setting up cooperative information systems and services aimed at supporting decision-making and research in the promotion of cooperative movement. So far the promotional aspect of cooperative movement is being carried out through cooperative education and training programmes. Cooperative education and training for cooperative development is a process of passing on information about relevant cooperative knowledge and experiences through teaching. Besides teaching the vital component of retrieval of information and knowledge is a library and information centre. This service by and large has been ignored by the cooperative movement of developing countries.

Any cooperative information and knowledge generated by an individual or an institution should ultimately reach the users of the information. There are various ways of channelling the information through various means of mass media. However, the books are the most powerful media of communication, having everlasting impression on a person. The following words of an eminent librarian are very convincing and justifying the everlasting impression of a book on a person:

"Our civilisation is an epitome of the knowledge and memories accumulated by the generations that have gone before. To partake of it we must need get into touch with their thought. The only way to do this - and so become a 'cultured person' - is by reading. Nothing can take the place of reading - no lecture or image on a screen has the same power to enlighten. Pictures are a most valuable means of illustrating a written text, but they hardly enable us to form general ideas. Films, like the spoken word, flow by and are lost to us, it is difficult, nay, impossible to turn back to them for reference. Books abide, as life-long companions.*"

The above description though mainly focuses upon the general reading, however, it is equally valid for cooperative reading also. The experiences gained by other movement can mainly be

*Unesco: Public Libraries and Their Mission, by Andre Maurois, Paris, 1961. p.6

channelled through books and other printed material. Therefore, there must be a place where all the printed cooperative knowledge is procured, preserved, indexed and made available to the users in a quickest possible time. The place is a library or a documentation or an information centre within a cooperative organisation or a training institution.

5.2 Need for a well-organised library for cooperative educational institutions and other cooperative organisations

A good cooperative educational programme entails a well-equipped library where students and teachers can undertake self-study. The library should contain all printed material on Cooperation and allied subjects, with special reference to the country. For comparative study purposes it should have a good collection of cooperative documents from other countries. It should have a good collection of cooperative journals. It should also have relations with national and international cooperative libraries for the purpose of inter-exchange and inter-lending of books and documents. A place where all these could be available is the cooperative library. However, a search for a library exclusively devoted to cooperative subjects, where those involved in a cooperative work could make researches and studies is still wanting in the developing countries in Asia. In Sri Lanka even three comparatively good cooperative libraries viz., NCC, CMSC and School of Cooperation at Polgolla have shown limited resources and lack of relevant up-dated material. If teachers and leaders engaged in cooperative work have to be aware of the latest trends and development there is a need for a well-equipped cooperative library network, rich in reading materials and devices. Only then can it be said the cooperative teachers and leaders of the country after having studied and referred to the experiences and knowledge of others (as learned from the wise use of what a good cooperative library offers) will be able to build up an effective educational programme fitted to the country's economic, cultural, political and social background needs.

6. Cooperative Information Networks Through Resource Sharing - A Case for Sri Lanka

6.1 Need for Cooperative Information Network

The volume of literature output in the field of cooperative movement all over the world during the post-War period has assumed proportions and the speed with which it is produced called for the establishment of a network of information system at all levels. Such a system would facilitate collection, organisation of information on regular basis for quick retrieval and dissemination to the users before it become obsolete. It is all the more imperative in view of the increasing importance attached to the cooperatives by the governments as most useful agencies for attaining social justice through cooperative

production and distribution. Such an activity presupposes an information system which can make available the requisite information at the proper time.

6.2 Resource Sharing among Cooperative Libraries

Cooperative information system or network can be established through a coordinated efforts of all cooperative libraries of the country. All the participating libraries should share their resources or pool their resources together for the ultimate success of the information network.

6.3 What is Resource Sharing?

"The term 'Resource' applies to things or actions to which one takes to a recourse at the time of need. As a general term, resource can include material, equipment, people, time and money. The term when used alone would not necessarily imply and reciprocity. 'Sharing' entails an opportunity or allotting or contributing to something that is owned to benefit others. It is to give or receive a part of something or to enjoy and assume something in common. 'Resource sharing' taken together entails certain reciprocity and implies a partnership in which each participant has something useful to contribute as well as to receive from others and there is willingness and ability to make available when needed."*

"In the context of libraries, resource sharing denotes a mode of operation whereby the functions are shared in common by a number of libraries"***

Broadly the resources should be shared by the libraries and information centres in the following manner:

1. Cooperative book acquisition
2. Cooperative book processing
3. Cooperative storage and delivery
4. Sharing of manpower
5. Training and development programmes

* An Overview of Problems and Prospects of Resource Sharing Among Libraries in India by TS Rajagopalan and TN Rajan. Background paper submitted to the XXIV All-India Library Conference, Bangalore, January 1978, which was organised by the Indian Library Association, Delhi on 'Resource Sharing among Libraries in India'. p.1

** Ibid. p.1

7. Summary of Impressions, Conclusions and Recommendations

7.1 General

Sri Lanka has a very high percentage of literacy. Its literacy level is highest among the developing countries. Other unique feature of the country is that the education is compulsory and free from primary to university level. Sri Lanka has an old and mature cooperative movement which has some good examples of cooperative education and training programmes.

7.2 Cooperative Education and Training

There is a good network of cooperative education and training spread in all the districts of the country. The programme is carried out through the 26 cooperative education and training centres in addition to staff training and management programmes offered by the School of Cooperation, Polgolla, and Cooperative Management Services Centre. The National Cooperative Council of Sri Lanka is the apex organisation of the cooperative movement and which is also a member of the International Cooperative Alliance. The NCC has a good collaboration with the Department of Cooperative Development. The financing of the cooperative education, training and extension programme is done from a Cooperative Development Fund which is contributed by all cooperative organisations in the country. The Fund is currently administered by the Department of Cooperative Development.

8. General Situation of Cooperative Libraries

A country with a very high literacy percentage and a network of cooperative education and training, the need for library/information services has been ignored somehow. This is really surprising. As a result of official apathy towards this aspect of self-education, cooperative library development of the country remained at its lowest level. At present there is no systematic organisation of cooperative libraries at the district level, barring, of course, a few exceptions. Even the library of the NCC needs a plenty of further improvement. The Libraries of School of Cooperation, Polgolla and the CMSC have some good collections and these are used by researchers and scholars.

9. Summary of Recommendations

Recommendations listed below are based on the recommendations made by the participants in their group discussions and which also reflect in their group reports.

- 9.1 It is recommended that the National Cooperative Council of Sri Lanka should prepare a scheme of Library development at the national level and strengthen the NCC Library.

- 9.2 It is recommended that physical conditions which include space, furniture, fittings, fixtures etc. should be improved on an established standard pattern.
- 9.3 There must be an annual budgetary allocation for the development of all cooperative libraries in the country.
- 9.4 The NCC should frame general policy of administration, personnel and finances for library development. While framing such rules and regulations, the suggestions given in group reports on this aspect should be kept in mind.
- 9.5 A systematic policy of collection building of documents for cooperative libraries of the country should be worked out. This task should be entrusted to a book selection committee constituted specifically for this purpose. The technical details suggested on this aspect of the library development in group reports should be the guiding factor.
- 9.6 The present as well future collection of all cooperative and allied literature should be duly accessioned, classified and catalogued. Documents so procured should be displayed and circulated among users. A common scheme of documents lending should be worked out. To deal with this aspect, the points discussed in the group reports should be taken into consideration.
- 9.7 For documentation activities at present the cooperative libraries of the country are not fully equipped and the librarians are not properly qualified. However, it is recommended that the documentation services of elementary nature should be initiated viz., accession list, cumulative catalogue etc. It is further suggested that three trained librarians of the country should be given an opportunity of getting advance training in documentation work.
- 9.8 It is recommended that the national level cooperative organisations should coordinate their activities and help each other for the development of cooperative libraries of the country in a collective manner.
- 9.9 It is recommended that the ICA Regional Office for South-East Asia should provide, financial and material support and also provide technical know-how to the cooperative movement of Sri Lanka in the development of cooperative libraries of the country. To begin with it is suggested that the ICA should provide practical training facilities to the NCC librarian in New Delhi.
- 9.10 It is further suggested that the ICA should also enlist the support of other international organisations, particularly the International Working Party of Cooperative

Librarians and Documentation Officers in the development of the cooperative libraries in Sri Lanka.

- 9.11 It is recommended that the trained librarians working at the NCC, QMSC and the School of Cooperation, Polgolla, should be given further opportunities for the advance training in library and information sciences in Sri Lanka as well as outside Sri Lanka. The librarians of district level centres conducting Higher Level courses and having reasonable good collection of documents should be the trained persons. The Librarians, presently working in such centres and are untrained should be given opportunity of getting training in library sciences from the national universities.
- 9.12 It is recommended that the National Working Party/Group of Cooperative Librarians/Documentation/Information Officers should be given due recognition and should be entrusted the task of technical and professional development of cooperative libraries in the country. The National Working Group should be the member of the International Working Party of the ICA, and enlist its support for various aspects of cooperative library development.
- 9.13 It is recommended that the NCC Librarian should be actively involved in the implementation of all the above mentioned recommendations of this Workshop. In fact the Librarian should be a pivot around which the library development should move. To make the NCC Librarian more professionally effective, the present system of operating the NCC Library needs a careful look. The Librarian should:
- a) devote his/her full time in the efficient management of NCC Library and also work on the development of other cooperative libraries. The NCC Librarian should not be given any other task to do. Additional duties given to the NCC Librarian, if any, should be withdrawn and the Librarian made fully responsible for library and documentation work;
 - b) be provided with supporting staff e.g. assistant librarian, and an assistant to look after administrative and practical matters;
 - c) be given opportunity to get advance training in library and documentation sciences outside Sri Lanka;
 - d) be given the designation of Chief Librarian and accordingly the salaries etc. enhanced.
- 9.14 The NCC should organise follow-up workshops in future in order to keep the librarians in close contact and to follow the new trends in library and information sciences.
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GROUP REPORT-I

AMALGAMATED REPORT
OF DISCUSSIONS HELD
ON
MAY 29, 1979

The following subjects were discussed:

I. Finance and Administration

- 1.1 Physical conditions
- 1.2 Fixtures and furniture
- 1.3 Binding and Preservation
- 1.4 Finance and budget
- 1.5 Library Fee
- 1.6 Routine administration and personnel,
- 1.7 Inventory control.

1.1 Physical conditions

- i. Most of the cooperative education centres are badly in need of adequate space to organise libraries.
- ii. In several places the library-cum-reading rooms are not being utilised exclusively for library purposes. These are used for canteen purposes or for storing of old and discarded furniture.
- iii. In some places there are no reading rooms at all.
- iv. Space available for libraries is not conducive for library purposes. These areas need lighting and proper ventilation.
- v. At several places minimum requirements for running libraries are not available.

Suggestions

1. According to the Carnegie report of 1936 a maximum provision of from 35 to 40sq.ft per pupil was recommended. This calculation was based on the maximum number of pupils using the library at any one time.
2. To organise even a small library to suit the requirements of at least a class of 30 students, there should be a room at least 20x15 ft.
3. A type plan for new building structure for a training centre should also provide reasonable space for library.
4. Space should be exclusively reserved for purposes of the library and reading room.

5. In case of buildings which are rented out to some other institutions, arrangements should be made to get these rooms back as early as possible to provide space for the library.
6. Space should be exclusively reserved for library purposes.
7. The library, school and the office should be housed under one roof to facilitate administration with the existing staff. This arrangement is also necessary to help the trainees to have frequent use of the library as and when they find the free time.
8. Model layout should be prepared for each centre with the assistance of a competent person depending upon the present conditions and to arrange for demarcation of space for different purposes.

1.2 Fixtures and Furnitures

Most of the centres are not adequately and properly equipped with furniture. Even the available furniture is not suitable for the library use. In some cases, desks are being used to keep books. Several centres do not have even one cupboard for keeping books and no proper ventilation exists.

Suggestions

1. All centres to be provided with at least the following furniture taking into consideration with the number of volumes and readers:
 - i. Cupboards or open racks (for books and journals)
 - ii. Reading tables
 - iii. Chairs
 - iv. Newspapers stands and racks
 - v. magazine racks
 - vi. Catalogue racks and cabinets (for storing)
 - vii. Issue desk
 - viii. Display rack
 - ix. Lights, fans etc.
 - x. Adequate lighting and ventilation arrangements.

1.3 Binding and Preservation

At present there is no proper space facilities available. There are no proper equipments available such as cupboards etc. Poor conditions of the existing buildings. Undesirable weather conditions. Termites, silver fish, book worms, micro fungi etc. damage the collection.

Suggestions

1. Prominent display notices on boards regarding the careful use of books and small notices can be pasted on the inside cover of the books.
2. To use appropriate chemicals to protect books from insects and other elements.

3. To arrange for central book binding system from the headoffice of the NCC.
4. Old and unuseable books should be separated from the books which are used frequently.
5. Wherever possible to purchase books with good binding and quality cover and paper. These will last longer.
6. To arrange for effective supervision.
7. Proper ventilation and cleaning facilities for the library.

1.4 Finance and Budget

At present there are no avenues whatsoever that financial assistance is forthcoming. We strongly feel that each centre should get at least Rs.2000 annually to run the libraries efficiently and keep upto date literature for the use of students and cooperative employees of the area.

Proposals

1. At present limited financial support is available from the NCC through the NCC Library. This does not meet the requirements of the district level libraries. In order to improve the conditions of the district libraries, the following additional measures could be adopted:
 - i. to motivate the past and present students to make some contributions on voluntary basis for library purposes only;
 - ii. to call for assistance from the societies of the area;
 - iii. to collect money by way of organising raffels, dramas and other shows etc.
 - iv. to invite donations from individuals in forms of books and cash.
2. Permission should be granted to the district centres to utilise the facility fee for purchasing books and magazines locally.
3. Each district should initiate schemes to build up a library fund collected by way of donations from societies and other students to purchase new collections and proper maintenance of libraries.

1.5 Library Fee: Utilisation of Library Fee Collected from the Trainees for the Development of Libraries

At present the facility fee collected from the trainees are being remitted to the NCC headquarters in full. No money from these collections is being retained by the centres at present. The centres do not enjoy any freedom in the utilisation of this collection. This money is supposed to be utilised only for the development of libraries of the district education centres. As the QL course is for a duration of 5 months, the facility fee paid by an individual trainee amounts to Rs. 25. If there are at least

25 students from a class, the full collection would be in the range of Rs.625. At the centres where there is only OL course the annual collection would be about Rs.1250. For 26 district centres the amount would be in the region of Rs.32,500. So far very insignificant contributions have been made by the NCC in the development of the libraries at the district centres. What happens to this money?

Proposals

1. The group is of a strong opinion that this money should be utilised only for this purpose of organising and developing the education centre libraries in future.
2. If there is any difficulty in doing so at least Rs.1000 per centre should be utilised for this purpose.
3. In this connection we should not make any discrimination to any centre whether regular classes are being conducted or not.
4. The purchase of books should be done by the NCC librarian in consultation with the education centre staff. The education centre staff should submit their annual requirements to the NCC through the district secretary or the staff officer.
5. Funds should be made available to education centres for the purchase of at least two daily newspapers and any other relevant reading material locally available. This limit may be within Rs.50 monthly.
6. An annual estimate should be prepared by the NCC for this purpose and amalgamated with the NCC budget taking into consideration the facility fee collection and NCC provision.
7. Permission should be granted to the district centres to open special bank account to deposit this money.
8. The maximum facility fee collected from the students should not exceed Rs.6 per person.

1.6 Routine Administration and Personnel

No arrangement whatsoever for the proper control of the library exists at the moment. The responsibilities are not properly fixed. Although as the library work is handled by the education assistant at the district level there is no provision to devote any time for this work during working hours. There is no additional incentive for the person handling the job. Books are issued through a register. Some centres charge a deposit of Rs.5 or Rs.10 for lending books.

Suggestions

1. Allocation of one hour per day should be provided in the time-table for the trainees to use the library and at that time only the lending work could be performed.
2. Arrangements should be made to keep open the library for few hours after school hours to encourage the readers to use the library.

3. Librarian or one of the staff of the centre should be in-charge of the library.
4. If a book is lost through the negligence of the librarian, he is responsible for the loss. If the borrower has lost the book, the librarian should not be held responsible for the loss. The borrower should replace the book or pay the cost of the lost book.
5. NCC lending system should be made applicable to the district centre libraries.
6. At centres where high level and Ordinary Level courses are conducted, a trained librarian should be appointed.
7. A fine of 10 cents be charged per day for the return of overdues.
8. Instructions regarding the return and loss of book should be given on a card which is placed in the book itself.
9. If a refundable deposit is paid, lending facilities should be provided. If the deposit is not made, students should be allowed only the reference facility.

1.7 Inventory Control

There is no systematic control in the centre for inventory control at present. Books are given to students and they make use of them continuously for months until the course of training is over. Books and periodicals are entered into a stock book and so the furniture and other equipment.

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GROUP REPORT-II
 AMALGAMATED REPORT
 OF DISCUSSIONS HELD
 ON
 MAY 30, 1979

The following subjects were discussed:

II. Sources of Cooperative Information
 - Selection and Acquisition

- 2.1 Present position.
- 2.2 Documents to be supplied
- 2.3 Book selection tools, sources of procurement etc.
- 2.4 Budgetary provisions
- 2.5 Role of the NCC Library
- 2.6 Role of the ICA Regional Office for S-E Asia
- 2.7 Role of the ICA International Working Party of Cooperative Librarians and Documentation Officers
3. Accessioning
4. Circulation and Display
5. Loans and Issue System
6. Classification and Cataloguing
7. Documentation and Information Services.

2. Sources of Cooperative Information - Selection and Acquisition

2.1 Present Position

At the moment we have a very limited number of books used as text books for teaching at our centres. The other books available are not relevant to any useful subject matter for the benefit of our students. District centres are not in a position to obtain any books required by the centres from the NCC library as no details are available to them of the books available at the NCC Library.

At present there is no arrangement of supply of books and journals to the centres. What is available and old and outdated is supplied to the centres by the NCC. In some centres there are no books at all.

As in the case of Tamil districts most of the Tamil literature in Cooperation and allied subjects are available in those districts itself. Hence permission should be granted to these districts to purchase their required materials from booksellers and publishers directly.

In the case of books that are donated by the ICA or other organisations, districts should make arrangements for their translation into national language.

Over 75% of the books on Cooperation and allied subjects are in English. This clearly indicates the facts that there are only very few books which are available in Sinhala and Tamil for the readers on Cooperative subjects. It is only those who have proficiency in English can make use of the Library. Therefore it is suggested that standard books on Cooperative and allied subjects, in English, should be translated into local languages for the benefit of the participants and the teachers. In order to handle this task the NCC should seek the assistance of the ICA and other organisations.

2.2 Documents to be Supplied

1. Newspapers - at least two daily newspapers should be supplied to the higher level centres and one for ordinary level centres.
2. Journals - Arrangements should be made to supply the following journals on regular basis to all centres:
 - Economic Review published by the People's Bank
 - Accountancy Magazine published by the Institute of Chartered Accountants
 - Cooperative journals from the ICA and others
3. Books -
 - 3.1 NCC should provide every centre with a copy of the list of books available with it.
 - 3.2 As a start the NCC should provide ~~all education centres~~ with the text books to be used for education centre use.
 - 3.3 NCC should take necessary action to obtain whatever booklets, periodicals, leaflets etc. published by the CMSC and other cooperative institutions and to supply them to all the centres.
 - 3.4 To arrange the supply of central bank reports and relevant departmental reports.
 - 3.5 To supply all government bills, acts and notifications.
 - 3.6 To import standard and recent books in management, accountancy, financial management, commerce, educational technology, communication etc.
 - 3.7 Centre libraries should be provided with a few standard reference books such as dictionaries etc.
 - 3.8 Officer-in-charge of the library should be made responsible for the maintenance of the journals, newspapers and periodicals and make them available for use.
 - 3.9 All the cooperative seminar and administrative reports, Acts, Byelaws, commission circulars, departmental circulars, government notifications should be supplied to the district libraries on a regular basis. The NCC Librarian should look after this arrangement and follow it up.

2.3 Book Selection Tools - Sources of Procurement: National and International level

It is suggested that besides the ordinary booksellers' channels, the NCC library should have contacts with other cooperative librarians for getting their accession lists etc. Further, the NCC Librarian should consult the following sources of information:

- Sources of Cooperative Information. ICA London
- Research Register, ICA London
- ICA Regional Office Documentation Bulletin) ICA New Delhi
- ICA Regional Office Annotated Bibliography)

The members of the International Working Party should be contacted to get relevant English language literature on a complimentary basis. The best contact points will be the following:

- ICA Regional Office New Delhi. Library
- Cooperative Union (UK) Manchester
- Kooperativa Forbundet (KF), Stockholm (Sweden)
- Swedish Cooperative Centre, Stockholm
- Canadian Cooperative College
- Plunkett Foundation for Cooperative Studies (UK)
- Cooperative League of the USA
- Institute for the Dev of Agr Cooperation in Asia, Japan
- Central Union of Agricultural Cooperatives of Japan
- National Cooperative Union of India, New Delhi
- National Council for Training, New Delhi
- VM National Institute of Cooperative Management, Poona.

2.4 Budgetary provision

Present Position

The present budget allocation for the library is Rs.10,000 annually. This amount remains under utilised. Sufficient number of books are not purchased for the NCC and district libraries. There is no special financial provision for district libraries.

Suggestions

It is suggested that proper and regular budgetary provisions should be made for the coordinated development of NCC Library as well as district libraries. District libraries should be provided with at least Rs.2000 per year for the purchase of books and other documents. Efforts should be made to utilise the present allocation of Rs.10,000 for the

2.5 Role of NCC Library

NCC library itself.

Present Position

At present NCC officials as well as NCC Librarian are not aware about the sad plight of centre libraries. Centre libraries except a few hardly be called libraries by any standard. The type of collection they have, which is just nothing by a collection of waste papers. Hence the entire book-selection policy needs a dynamic and pragmatic approach. There appears to be no set procedure for book selection. The judgement rests with the Librarian alone.

Suggestions

Book Selection Committee: First of all the NCC should constitute a Book Selection Committee for the NCC and its district libraries. The NCC officials and the NCC Librarian should formulate a proper policy on the basis of which the books will be selected for the libraries. The Committee could then decide on the topics on which to buy the books, number of copies of a particular book to be purchased and how the selected books should be procured and supplied to the various libraries. The NCC Librarian should be the member-secretary of this committee.

Book Selection: Preparation of a cumulative catalogue. First of all a separate cumulative catalogue of three libraries viz., NCC, Polgolla and CMSC, should be prepared and published in a cyclostyled form. It should be prepared on the pattern of the ICA Library Catalogue. These three catalogues should be made available to all the centres as well as to other organisations. The preparation of the catalogue will help the cooperative movement of the country to know about the available wealth of cooperative institutions. This will help in determining the pattern of book selection and procurement.

Accession List: All the three cooperative libraries should publish regular accessioning list and their lists should be made available to the centres as well.

Centres List: Each cooperative education centre should prepare a complete list of books/journals presently in their charge. These lists should be made available to the NCC Book Selection Committee.

2.6 Role of the ICA Regional Office for S-E Asia

The International Cooperative Alliance Regional Office for South-East Asia, New Delhi, could help the Cooperative Movement of Sri Lanka in the following manner:

- i. Supply all its publications and the publications issued by the ICA London office to the libraries of NCC, CMSC and the School of Cooperation, Polgolla, and if possible, to the district cooperative education centres.
- ii. Arrange to supply of the publications of the cooperative movements in other countries, more specifically the Tamil cooperative literature published in India.
- iii. Extend assistance, if possible, in providing translation facilities e.g. from English to Sinhala and Tamil.

2.7 Role of the International Working Party of Cooperative Librarians and Documentation Officers

The Working Party through its members should help the Sri Lanka Cooperative Movement by supplying cooperative literature in English language published in their respective countries. Librarians of the ICA London and New Delhi offices should

coordinate the efforts. It is further suggested that the NCC authorities should write letters to all ICA affiliated organisations of the world requesting them to put NCC Library on their free mailing lists. This task can be handled by the NCC Librarian.

• Accessioning

At present there is no accessioning system. Books/journals are entered in the inventory lists along with other materials of the centres.

Suggestions

1. Each district centre should possess an accessioning register. A uniform system should be devised in maintaining this register. Hence this register should be produced and supplied by the NCC to all the district libraries.
2. When organising the library from the inception itself outdated and damaged books should be taken off from the accessioning register with the prior approval of the NCC.
3. Accession lists should be prepared at regular intervals. The same may be kept on the notice board for the information of the readers. It should also be circulated among other centres NCC, School of Cooperation, Teachers Training Project, CMSC etc.

4. Circulation and Display

- 4.1 Periodicals: Periodicals are the primary source of knowledge. By the time the knowledge appears in book form it becomes, if not fully outdated, at least partially outdated. The information and knowledge contained in periodicals is of current use, hence it should be brought to the notice of readers immediately the periodicals are received in the library.
- 4.2 Display: New additions viz., books, periodicals and newspapers should be displayed in the library.
- 4.3 Press cuttings: Press cuttings on Cooperation and allied subjects of interest should be clipped, classified, indexed and preserved for future use and reference.

5. Loans and Issue System

Present position

Three cooperative libraries headed by trained librarians are following the recognised systems of issuing, District education centres are not following any set pattern.

Suggestions

1. Card system adopted in the NCC Library should also be adopted in every centre for lending purposes and the supply of cards should be done by the NCC.

2. The period of lending should be not more than two weeks. Any extension of the period should be at the discretion of the Librarian only.
3. While readers using library, supervision should be enforced. The library must be arranged in such a way that librarian should be able to observe everyone that are coming in and going out of the library.
4. A uniform system of rules and regulations should be framed for lending and reference section for the smooth running of the library.
5. Apart from the annual verification, internal check should be done frequently,
6. Librarian or the staff in-charge of the library is also responsible for the books and equipments.
7. Books and periodicals sent by the NCC should be entered separately in inventory for books and periodicals. Free and complimentary leaflets should be entered separately.
8. The organisation of a catalogue will make the inventory control easier.
9. All centres should maintain an accession register.

6. Classification and Cataloguing

Present Position

At the moment there is no classification and cataloguing system followed at any education centre as well as at the NCC library. A list of names of books is only maintained. With this we are not in a position to help the readers by guiding them when and where necessary. As such there is no organised system where we could be of any use to the readers. There is a need for having uniform system of classification and cataloguing.

Suggestions

1. Whatever collection of books in the library, the classification and cataloguing would become an essential feature to guide the reader.
2. A uniform system of classification and cataloguing should be followed at all the centres run by the NCC.
3. Classification and cataloguing should be done with the assistance of a qualified librarian.
4. Qualified librarian should guide and direct the district staff to maintain the library properly.
5. Catalogue cards could be sent to the centres by the NCC along with the books.
6. As we are going to maintain our libraries in collaboration with the NCC and the ICA Library it is desirable to follow the UDC system adopted by these two libraries.

7. Classified catalogue system in subjectwise and authorwise to be adopted.
8. Short-term periodical training course on practical classification and cataloguing should be organised for those who are engaged in maintaining library work.

7. Documentation and Information Services

Present position

Since the library development is in its infancy in the country the existence of a documentation and information service will be nothing but a wishful thinking. However, the attempts made by the the CMSC library in this direction deserve special attention and it can be a pace setter for future development in this field.

Suggestions

Before any documentation services are initiated by the movement, it is suggested that the three librarians should be familiarised with the existing documentation services prepared by various cooperative organisations around the world.

These librarians should be able to retrieve the information listed in existing documentation sources. Librarians should be technically equipped before they start documentation services. To begin with documentation services of elementary nature should be initiated, such as, issuing of regular accession list, cumulative catalogue, list of current articles, press cuttings etc. The future documentation services should be the collective effort of the above mentioned three librarians.

G-III

GROUP REPORT-III
 AMALGAMATED REPORT
 OF DISCUSSIONS HELD
 ON
 MAY 31, 1979

The following subjects were discussed:

8. Proposed Scheme for Cooperative Libraries' development of the country for the consideration of the National Cooperative Council of Sri Lanka (NCC)
 - 8.1 Proposals to be implemented by NCC
 - 8.2 Role of other national and international organisations in the development of cooperative libraries, documentation and information system/services of Sri Lanka
9. Proposals for training facilities for cooperative librarians
10. National Working Group of Cooperative Librarians and Documentation/Information Officers of Sri Lanka.

-
8. Proposed scheme for cooperative libraries development of the country for the consideration of the National Cooperative Council of Sri Lanka (NCC).

The participants of the Workshop, who are handling library matters at the national and district levels, discussed the entire question of development of library services in the country. The participants, as is apparent from the list of participants of this workshop, represented the NCC Library, the Library of the School of Cooperation, Polgolla and the Library of the CMSC and the district cooperative education centres, knew the strong and weak points of the existing arrangements. There was, therefore, a frank expression of opinion by them on various matters. They were very keen that the library system in the country comes to a certain acceptable level and the NCC, as the fountainhead of administration, should be given as many number of suggestions and proposals as possible, so that something positive is done by the NCC and the authorities concerned. The participants discussed all the questions in groups (daily three groups were formed and later on their reports were amalgamated into one combined report). The following suggestions and proposals are, therefore, the ones

coming from the participants of the Workshops.

8.1 Proposals to be implemented by the NCC

1. The existing library in the office of the NCC should be a central co-operative library of the NCC.
2. The district libraries to be organized at the cooperative education centres should function as its branches.
3. The NCC Librarian should be redesignated as Chief Librarian of the NCC and all the branches at the district cooperative education centres should be supervised by the same person.
4. Acquisition of library material for the central library as well as branch libraries should be done by the Chief Librarian.
5. There should be a Library Committee functioning as an advisory body. A representative of the Cooperative Teachers' Training Project should also be included in the Committee.
6. The NCC should draw up a set of working rules for the Central Library and all other branch libraries.
7. The NCC should develop and build up an effective library cooperation at the national as well as at the international level.
8. The NCC should organize a training programme, theoretical and practical, for the officers-in-charge of the libraries from time to time. Such training courses should be topic oriented, taking one or two topics at a time. Cooperation of the subject for the training of cooperative librarian should be sought as was done this time.
9. There should be a follow-up course of training programme at national and international level. The ICA Regional Office for South-East Asia should be approached for rendering necessary assistance in this matter.
10. For the implementation of these proposals and to carry out the working of the national library efficiently an assistant librarian should be associated to the NCC Central Library almost immediately. The Chief Librarian of the Central Library should also be provided with clerical help.
11. The NCC Central Library should function as a full-fledged department of the NCC, just like other departments in the organization.

12. It should be ensured that the Chief Librarian keeps himself/herself engaged in the Library matters. In case the Librarian is to assist the NCC in other matters, proper supporting staff should be made available.
13. Importance and utility of the NCC Library and the district libraries should be highlighted through the cooperative journals. All possible efforts should be made to make the NCC Central Library known to all cooperative institutions and universities in the country.
14. The present accommodation available to the Central Library is grossly inadequate. The entire outfit of the library is too small. It is strongly recommended that the NCC finds an alternative space for the library and provide it with more space to keep books in a scientific manner and to provide a better sitting space for the users of the Library.
15. The NCC should strive to develop the Central Library into a model library with ample space for books and users.
16. Rare cooperative publications, administrative reports of the Cooperative Movement should be arranged in an orderly manner and kept ready for reference purposes.
17. Permission should be granted to purchase newspapers stands and display racks to the NCC and district cooperative centres.
18. Arrangements should be made to hold a book exhibition at least once a year during the Cooperative Week.
19. Arrangements should be made to obtain rare books.
20. Enlargement and extension of the NCC Library and district libraries should need some additional staff. The NCC should seriously consider this matter and adopt a positive attitude.
21. A postal lending system should be adopted by the Central Library and its branches.
22. Press clippings system should be adopted in the NCC Central Library and its branches.
23. First and foremost they should develop the lending sections.
24. As the district cooperative libraries are in the infancy stage, they must start the reference service in a somewhat modest manner.
25. When the librarians require a certain level of technical know-how, documentation services should be introduced in a phased manner.
26. Main reference books such as bibliographies, catalogues, dictionaries should be supplied to these libraries as soon as possible.
27. They should start the inter-library loan system between the district libraries, central library and others e.g. CMSC, School of Cooperation, Polgolla, etc.

28. The district libraries should be organised in such a manner that they are able to cater to the requirements of employees and others so far as the spread of cooperative knowledge is concerned.
 29. As the books published in cooperation in Sinhala and Tamil are very limited; standard books on Cooperation and allied subjects available in English should be translated into local languages.
 30. District libraries, in particular, and other libraries in general, should be made accessible to general public.
- 8.2 Role of other national and international organisations in the development of cooperative libraries, documentation and information system/services of Sri Lanka.

a. School of Cooperation, Polgolla

1. School of Cooperation should start the translations of standard books into the local languages.
2. The School should initiate a system of lending books to the district centre libraries.
3. The publications published by the School of Cooperation should be obtained by the NCC Central Library and made available to its district branches.
4. Additional copies of publications available in the School Library should be made available to the NCC Central Library for onward transmission to the district libraries.
5. Advisory services on cooperative library development should also be initiated by the School.
6. The School has a collection of some old and rare manuscripts and books for purposes of a cooperative archives. The collection is presently stored in a room and a part of the material has been damaged by worms and other elements. The School or the NCC should take immediate steps to retrieve this material and put it in some order in some specially constructed room which will serve as a cooperative archive.

b. Role of the CMSC

1. The CMSC should supply all its publications to the NCC Central Library and its branches.
2. Necessary assistance and advice should be extended to the NCC in the development of district level libraries and training of library staff.
3. The CMSC should undertake some translation work of some selected standard publications on cooperation and allied subjects.

c. Role of the ICA Regional Office for S-E Asia

1. The ICA should supply books and periodicals published on Cooperation and allied subjects by it and by other international organisations to the NCC Central Library and its branches.
2. The ICA should extend assistance and advice on the development of NCC Central Library and its branches.
3. The ICA should arrange for the training of national level librarians at the ICA Regional Office. These librarians would then undertake the training of branch librarians in Sri Lanka at the national libraries.
4. The ICA should extend financial assistance and help the NCC to obtain such assistance from other national cooperative movements towards the development of cooperative library network in Sri Lanka.
5. The NCC and other national level libraries should be able to obtain books and journals on loan from the Library of the ICA Regional Office.

9. Proposals for Training Facilities for Cooperative Librarians of Sri Lanka

At the moment there are no full-time trained librarians working in the district cooperative education centres except the one attached to the NCC main library. In the districts this work is entrusted to the educational assistants or clerks attached to the educational centres. These people have never been exposed to any training in library management. They are simply storing the books and journals that come at the district education centres.

Suggestions

It is proposed that the library training should be done in two stages. First, in-service training followed by second i.e. seminars and workshops etc. This could be done at national and international levels for some of the selected persons who would make good librarians. Further they should be allowed to visit all well-kept libraries in the country and gain the practical knowledge. Expenses incurred in this connection should be covered by the NCC.

10. National Working Group of Cooperative Librarians and Documentation Officers of Sri Lanka

- 10.1 During the national workshop it was agreed by the participants to form a national working group of cooperative librarians and documentation officers of the country. It was also decided that working group shall work under the direction of the proposed national advisory committee to be constituted by the National Cooperative Council.

10.2 National Advisory Committee

The group further decided to request the NCC to form a national advisory committee to advise on development of cooperative libraries, documentation and information services in the country. It was suggested that the Committee should be headed by the President/General Secretary of the NCC. Its members should be: a few Officers-in-charge of selected cooperative education centres; Principal of the School of Cooperation, Polgolla; and coopt a representative each of the following: Commissioner for Cooperative Development; Department of Library Sciences of the University; Cooperative Teachers Training Project; National Library Association; CMSC. The NCC Chief Librarian should be the member-secretary of this committee. The timing of the Committee meetings could be linked with other national level committee meetings where a maximum number of the above would be expected to attend.

Functions of the Committee

The Committee shall broadly decide the national policies on the development of cooperative libraries e.g. budgetary allocations, training programmes for librarians, guidance to educational centres and implementation of decisions etc.

10.3 Aims and Objectives of the National Working Group of Cooperative Librarians and Documentation Officers and Its Constitution

Membership of the working group shall be open to all cooperative libraries in Sri Lanka.

Aims and Objectives: - The aims of the national working group shall be as follows:

- i. to impress upon the authorities that library development should form a part of the coordinated educational development plans. The library development should not be treated in isolation;
- ii. to create and promote an effective system of collaboration which will be profitable to all participating organisations and education centres;
- iii. to promote cooperative library development of the country through coordinated efforts;
- iv. to extend and strengthen relations among the members of the national working group;
- v. to provide information on practical questions which effect the sphere of activity of the cooperative librarians and raise their standard of professional competence;
- vi. to strive in every way to improve the effectiveness of cooperative libraries and documentation services;

- vii. to endeavour to increase by appropriate means the use of the ICA library activities, and at the request of the ICA, assist and advise the ICA, and take advice from the ICA on matters relating to libraries and documentation and information services;
- viii. to encourage the use of common standards recommended by the national working group for collaboration among cooperative libraries, documentation services/centres and other participating organisations.

10.4 Executive Committee of the Working Group

The executive committee shall consist of the librarians of national level organisations as well as librarians of those education centres which are conducting higher level courses. These may be the following: NCC, School of Cooperation, CMSC, Galle Centre, and Jaffna Centre. Librarians of other centres shall be the ordinary members of the committee. General Secretary of the NCC shall be its patron and ex-officio chairman. The NCC Librarian shall be its member-secretary.

10.5 Functions of the Executive Committee

The functions of the Executive Committee of the National Working Group shall be to:

- i. take action on resolutions, recommendations;
- ii. initiate and develop collaboration among librarians of cooperatives and others;
- iii. advise cooperative organisations and institutes and give instructions to or train their staff in library matters, and when necessary, refer them to selected experts, primarily within the national working group or to the International Working Party;
- iv. collect and circulate proposals among librarians;
- v. ensure and maintain close collaboration with the NCC, ICA and other relevant organisations;
- vi. carry out such other activities as are conducive to the promotion of the aims and objectives of the group.

10.6 Membership of Library Associations at local, national and International Level

National level cooperative libraries should be the member of local as well as national library organisations/associations. Three cooperative librarians should also be the members of the International Working Party and should provide support by participating in its meetings etc.

10.7 Compilation of Directories and Manuals

- i. Each library should make a complete list of books it possesses and thereafter regular accession list should

be issued and exchanged. There should be inter-library loan arrangements among the cooperative libraries;

- ii. Compilation of a union catalogue* of holdings of periodicals/serials of cooperative libraries of Sri Lanka.
- iii. Compilation of an inventory of on-going research projects and to cooperate with the compilers of the ICA Cooperative Research Register.

10.8 Collaboration with other agencies

Collaboration with the compiler of the 'Directory of Organisations engaged in Cooperative Research' etc.

10.9 Development Plans for the Cooperative Libraries at Various Levels

To collaborate with public library authorities at the local level. Explore the possibilities of opening a special corner for cooperative literature in the public library.

10.10 Education and Training of Cooperative Libraries

- i. A short-term course (2-3 weeks duration) should be organised for the librarians of district level cooperative centres;
- ii. To request the NCC, ICA, Unesco and other concerned national and international organisations to provide study scholarships to the cooperative librarians to study library science in Sri Lanka as well as in foreign countries.

10.11 Other activities

To call the annual meetings of the national working group of all the members for follow-up action and other matters.

10.12 Collaboration with International Organisations

- i. Cooperation and collaboration with the international organisations should be strengthened for the exchange of cooperative literature, for seeking their aid and assistance and for securing study scholarships in foreign countries. Relations could be developed and strengthened with organisations like the ICA, Unesco, ILO, FAO, Unicef, UNIDO, UNCTAD, ICFTU etc.
- ii. It was suggested that a regional seminar for cooperative librarians and documentation officers for South-East Asia should be organised;
- iii. It was suggested that a Working Party of Cooperative Librarians in South-East Asia should be set up;

- iv. It was suggested that in the near future the International Working Party of the ICA should hold one of its meetings in South-East Asia.
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WORKSHOP DOCUMENTATION

The following documents and materials were distributed and used at the National Workshop on Library Management, Development and Documentation Services in Sri Lanka

- 01 ✓ Techniques of Library and Documentation Services with special reference to Cooperative Libraries - K Jayarajah
 - 02 ✓ Circulation of Periodicals and Use of Articles - Gonczy
 - 03 ✓ The Cooperative Information Unit : Its Public Relations and Information Dissemination Services - Howcroft
 - 04 Information note on the Library of the School of Cooperation, Polgolla - Mrs. Morepaya
 - 05 Information note on the Library of the National Cooperative Council of Sri Lanka - Miss J Navaratne
 - 06 Book Issue System - Miss Navaratne
 - 07 CMSC and Documentation Services - Tillakabandu
 - 08 Conservation of Library Materials - Tillakabandu
 - 09 Group discussion method
 - 10 Note on the International Working Party of Librarians and Documentation Officers - ICA
 - ✓ 11 Sources of Cooperative Information - Lemming
 - 12 Information note on the Cooperative Teachers Training Project
-

WORKSHOP EVALUATION (Briefly)

Introduction

1. A national workshop on Library Management, Développement and Documentation Services in Sri Lanka was held by the Project for Training of Cooperative Teachers in Sri Lanka at the Library of the School of Cooperation, Polgolla, from 28th May to 2nd June 1979. It was for the first time that a workshop of this nature was held in Sri Lanka. The workshop had been designed keeping in view the present position of cooperative libraries operated in the district cooperative education centres in the country and to ensure that the faculty members as well as the students of these centres make the best possible use of their libraries.
2. The aim of the workshop was to equip the participants in the management of their libraries and to take steps to develop them further so that all relevant literature and material is carefully and properly preserved for the benefit of library users.
3. The International Cooperative Alliance Regional Office for South-East Asia made available the services of their Librarian-cum-Documantation Officer, Mr BD Pandey, to help in the conduct of this workshop. The Cooperative Management Services Centre had also made available the services of its Librarian, Mr Tillakabandu, to help in the conduct of the workshop.
4. The following subject areas were discussed at the workshop:
 - i. Present position of cooperative libraries
 - ii. Present system of classification and accessioning
 - iii. Sources of classification of material
 - iv. Exchange of information among libraries
 - v. Adoption of uniform system of classification
 - vi. Role of the NCC in Library development.
5. A proforma designed for workshop evaluation was circulated among the participants on the last day of the workshop. The following paragraphs give a general idea of the evaluation done on the basis of the proforma collected and processed.
6. The composition of the participants was as under:

i. Education Assistants	-	21
ii. District Secretaries	-	03
iii. Librarians	-	02
iv. Library Clerks	-	<u>04</u> 30

7..Out of the total participants, 25 of them were doing the teaching work. 29 of the participants found the workshop of USE to them, 27 felt that they were able to IMPROVE their knowledge of library science. The participants found that the contents of the workshop were PROPERLY ARRANGED and that the entire programme was generally useful to them all. 22 found that the contents of the workshop were ADEQUATE while 8 felt that the contents were INADEQUATE. A few of the participants felt that there should have been more of practical work. The following topics were of great relevance to them:

- i. Classification of material
- ii. Preservation of books
- iii. Cataloguing
- iv. Physical conditions of a library

8. The participants; however, felt that the following topics also could have been added:

- i. Systems in a library
- ii. UDC system of classification
- iii. Abstracting

9. 17 participants found that the time allocations were ADEQUATE while 11 participants found that the time allocation was INADEQUATE. 2 participants did not respond.

10. As to the duration of the workshop which was kept at 6 working days, 19 participants felt that the duration was ADEQUATE, while 11 participants stated that it was INADEQUATE. Replying to the question what would be the ideal duration, the following replies came:

- i. 2 weeks (5 participants)
- ii. 4 weeks (15 participants)
- iii. 8 weeks (6 participants)
- iv. 12 weeks (4 participants)

11. Almost all participants found that it was practical to locate the workshop at the Library of the School.

12. The participants felt that they should have had better lodging, better beds and better bathrooms.

13. 27 participants found that the background material to be ADEQUATE. 28 participants found that the contributions made by the resource persons was effective. 26 participants stated that it was their first experience to participate in a workshop of this nature and they felt that they have LEARNT a great deal on library management and now they would be able to improve their libraries. As to how they would develop their own libraries, the participants mentioned the following:

- i. By providing better guidance to the library users
- ii. Adoption of a proper classification system
- iii. Enlisting the support from the NCC and from the CMSC
- iv. Making new additions to the Library, and
- v. Obtaining donations etc.

14. As to the acquisition of some basic skills in the techniques of library management, the participants mentioned the following:

- i. Organisation and administration of a library
- ii. Classification of books
- iii. Better book control
- iv. Cataloguing of material
- v. Budgeting and financing of libraries
- vi. A majority of the participants felt that they should go in for the UDC system of classification of books. NCC should provide facilities and assistance in its implementation.

15. 29 participants stated that such workshops should be repeated. A majority of the participants felt that the district libraries should be given further training in library management, classification etc. The duration of such courses should be at least 4 weeks.

16. Giving a general assessment of the entire programme, the participants made the following remarks:

- i. This workshop should be followed up by follow-up courses
- ii. District librarians should be exposed to more training
- iii. The workshop was well conducted and properly arranged
- iv. Separate workshops should be arranged for Tamil-speaking areas and Sinhala-speaking areas.
- v. The library should have an effective relationship with district level libraries.

Conclusion

17. The idea of organising this workshop was well-received. The participants appeared to have received new knowledge and attained some skills in library management. The NCC should organise such courses at regular intervals, and the district librarians should be encouraged to develop their libraries. The NCC should undertake some staff development schemes by which the librarians would be able to work more efficiently. Deserving participants selected from among the district librarians should be sponsored for further training in the country and outside the country and assistance of international organisations should be sought in this matter. The three librarians of NCC Library, CMSC Library and the School Library should form themselves into a group and work for the development of district libraries. NCC should devise a scheme under which the district libraries should continue to receive books in an increasing manner.

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28.7.60



LIST OF PARTICIPANTS

1. Mr.A.M. Premasena
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NCC, Polonnaruwa
Kaduruwéla.
2. Mr.K.P.W.Mahinadadasa
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NCC,147, Pettigalawatto,
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Polgolla.
5. Mr.N.P. Gurugevitti,
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NCC,28 Bandaranaike Mawatha,
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7. Mr.M.A.Someratne
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8. Miss.J.K.S.Lalmanie
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9. Miss. Naleena Abeysinghe
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Matale.
10. Mrs.P.M.Grace Perera
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11. Mrs.A.K.H.Perera
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12. Miss.A.P.H.R.Kumari Jayaweera
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Moneragala.
13. Mrs.A.C.Panditharatne
Education Assistant
NCC Buddhist Centre,
Nuwera Eliya.
14. Miss Wimala Kodikara
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NCC, Technical College Road,
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15. Miss.H.M.C.K. Hewanayake
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16. Mr.R.A.Karunaratne
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17. Mr.S.Buwaneswaran
Education Assistant
NCC, Bazaar Street,
Vavuniya.
18. Mr.M.A.Pragasarajah
Clerk/ Librarian,
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Jaffna.
19. Mr.P.Shanmugasunderam
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20. Mr.T.Sellaturai
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NCC 112,Rest House Road,
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21. M.C.N.Pushpanathan
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22. Mr.S.Kohulanathan
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Kilinochchi.
23. Mr.S.E.Selvakirubai
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24. Miss Lekshmi Nanayakara
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NCC,14, Medaketiya Road,
Tangalle.
25. Mrs.S.P.Lalitha Gunasekera
Education Assistant
NCC, Ihala Uva,
Kepitiipola.
26. Mrs.Karuna Abeykoon
District Secretary
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27. Miss.K.M.M.De Silva
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455, Galle Road,
Colombo.3.
28. Miss Jayanthi Navaratne
Librarian & Documentation Officer
455, Galle Road,
Colombo.3.
29. Mrs.R.N.Morapaya
Librarian
Library School of Cooperative,
Polgolla.
30. Mr.H.Tilekabandu
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31. Mr.P.Ratnaweera
Inspector of Societies Gr.I
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Colombo.3.

WORKSHOP PROGRAMME

Sunday	27.5.79		Arrival of Participants.
Monday	28.5.79	10.00a.m.	Inauguration by Mr.Lionel Gunawardana Joint Director, ICA ROEC.
		11.00-12.00	Introduction Methodology of the Workshop and other practical matters, by Mr.Damen Prakesh(AVA).
		12.00-12.30	Introduction to Polgolla Library by Mrs.R.N.Morapaya, Librarian of the School
		12.30-01.30p.m.	Lunch.
		01.30-02.30p.m.	Introduction to the NCC Library by Miss J.Navaratne, Librarian of the NCC
		02.30-03.00p.m.	Introduction to CMSC Library by Mr.Tillakabandu.
		03.00-05.30p.m.	General Discussions on above topics.
Tuesday	29.5.79	08.30-09.30a.m.	Role of Cooperative Libraries and Documentation Services in the Promotion of Cooperative ideals and in cooperative education and training programme, by Mr.B.O. Pandey, ICA Librarian and Documentation Officer and Mr.H.Tillakabandu, CMSC Librarian.
		09.30-10.30a.m.	General Discussion on above topics.

10.30-12.30p.m.

Administration and Finance

Problem of space, furniture, fixtures, preservation of books, financial arrangements, inventory control, administration of the library.

Tuesday 29.5.79. 12.30-1.30p.m.

Introduced by B.D.Pandey and Miss Navaratne NCC Librarian.

1.30-5.30p.m.

Group Discussion on above topics by groups I,II and III (The three groups will be guided in their discussions by the NCC Librarian, Polgolla School Librarian and the CMSC Librarian, each group is expected to write its own group report).

Wednesday 30.5.79 8.30-12-30

Sources of Cooperative Information :

Selection and acquisition of documents, Accessioning, circulation and display, Loans and issue system, classification and cataloguing, documentation and information services.

Introduced by B.D.Pandey assisted by Mrs.Morapaya, Miss Navaratne and Mr.Tillakbandu.

12.30-1.30p.m.

Lunch Break.

1.30-5.30p.m.

Group discussion on above topics by Groups I,II and III (The three groups will be guided in their discussions by the NCC Librarian, Polgolla School Librarian and the CMSC Librarian, each group is expected to write its own group report).

Thursday 31.5.79 8.30 - 12.30

Proposed Scheme for Cooperative Libraries development of the country for the consideration of National Cooperative Council of Sri Lanka (NCC), Proposals to be implemented by NCC, Role of other National and International Organizations, in the development of Cooperative libraries, documentation and information system/services of Sri Lanka, Role of School of Cooperation Polgolla Sri Lanka, Role of CMSC (Cooperative Management Services Centre), Role of ICA (International Cooperative Alliance), Proposals for Training facilities for cooperative librarians of Sri Lanka, and National Working Group of Cooperative Librarians And Documentation/ Information Officers of Sri Lanka Introduced by B.D.Pandey assisted by Mr. Tillakabandu, Mrs. Morapaya, Miss. Navaratne

12.30-1.30p.m.

Lunch

1.30-5.30p.m.

Group Discussions on the above (It would be good if these reports are available to the plenary session the next day. The three national librarians will continue to guide the groups in their discussions and report writing).

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Friday 1.6.79

8.30 - 12.30

Plenary discussion and writing of combined reports by the Chairman and Secretaries of Groups I, II and III on the subjects discussed on Tuesday, Wednesday and Thursday.

12.30 - 1.30p.m.

Lunch

1.30 - 5.30p.m.

Finalisation of Draft Reports in amalgamated form (All group-leaders will get together to finalise the draft reports).

Saturday 2.6.79

8.30-12.30

Presentation of the Draft Reports (amalgamated) of the Workshop for the approval of the workshop's participants.

12.30 - 1.30p.m.

Lunch

1.30 - 3.00p.m.

Evaluation of Workshop: Introduced by Mr. Daman Prakash.

3.00 - 5.30p.m.

Closing session- Valedictory address by Mr. S. E. Divaratne, Principal School of Cooperation Polgolla.

Vote of thanks by Mr. E. R. Mudyasee and Mr. R. Ratnaweer