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இலங்கை திறந்த பல்கலைக்கழகம்
The Open University of Sri Lanka

Faculty of Humanities and Social Science

COURSE
PROSPECTUS

2025-2026

BACHELOR OF ARTS HONOURS IN

LIBRARY AND INFORMATION STUDIES

Contents

Message from the Dean- Faculty of Humanities and Social Sciences

I warmly welcome the new batch of students for the Bachelor of Arts Honours in Library and Information Studies programs offered by the Open University of Sri Lanka (OUSL). As this is Sri Lanka's first-ever Open and Distance Learning (ODL) program in the field of Library and Information Studies, I trust that it will serve many learners. Congratulations to you for choosing the Open University to pursue your higher educational dreams.

These degree programs have been developed based on the extensive experience of our well-qualified staff members at the Open University Library, taking into consideration the higher educational aspirations of learners in the country. These programmes are offered by the Faculty of Humanities and Social Sciences, and I, as the Dean of the Faculty, warmly welcome all of you to the academic year 2025/2026.

Both programs in Library and Information Studies are designed to meet the demands of our rapidly changing Information Society, offering a professional path for individuals interested in pursuing a career in the field of library and information studies. Additionally, learners undergo practical training at the well-equipped chain of libraries situated at the central campus and other regional centers of the Open University of Sri Lanka. I have every reason to believe that these Diploma and Higher Diploma programs will fulfill your career goals and higher educational aspirations.

These programs are offered under the close observation and supervision of Mrs. Damayanthi Gunasekara, the Coordinator of Information Studies Unit (ISU) and the Deputy Librarian of the Open University of Sri Lanka. Furthermore, a dynamic and highly competent group, consisting of both internal and visiting academics along with local professionals in the library field, contributes to the success of these programs. I wish you the very best for your success in lifelong learning with OUSL.

Professor Anton Piyarathne, PhD

The Dean, Faculty of Humanities and Social Sciences

Message from the Coordinator-Information Studies Unit

Congratulations on being selected for the Bachelor of Arts Honours in Library and Information Studies program offered by the Information Studies Unit of the Faculty of Humanities and Social Sciences at The Open University of Sri Lanka.

The major goal of this Degree program is to provide students with the theoretical and practical knowledge that are needed to operate libraries effectively and efficiently. Upon successful completion of this Degree program, students will possess the confidence to use a variety of skills and practice required for the daily operations of a library and be a productive and efficient member of the workforce in a knowledge-based society.

The program's teaching panel will be a highly competent group of lecturers from the University and other institutions in the field of libraries and information services. This committed group of educators has a wealth of real-world expertise in both the library and information services industries as well as the relevant subject areas. High-achieving diploma holders in the community will be ensured by the academic community's strong cooperation with professionals in the teaching and learning process.

I am deeply grateful for the guidance support extended by the OUSL Vice Chancellor, Professor P.M.C. Thilakarathne, the Senior Management of the university, Dean Faculty of Humanities & Social Sciences, Professor Anton Piyarathne, guidance of an outstanding group of experts in LIS field and the academic staff of the library who worked tirelessly to bring Degree in Library and Information Studies program a reality.

I wish you productive learning at OUSL.

Mrs. H.P.S.D Gunasekera
Coordinator- ISU

1.General Information

I. The 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 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 40,000. The OUSL offers courses/programmes from the Foundation and Certificate level through bachelor's to Masters and PhD degrees. Study programs are structured to give participants the chance to go up the ladder and enhance their educational credentials after completing one program. Thus, learning at OUSL is a lifetime experience. Via a network of locations dispersed over the island, the OUSL operates. The Open University's Central Campus and Colombo Regional Center are conveniently located in Nawala, Nugegoda, and are reachable by car and train. The University's academic divisions are organized into six faculties: Natural Sciences, Education, Engineering Technology, Health Sciences, Humanities and Social sciences, and Management.

II. Vision

"To attain excellence in life-changing education by providing equitable learning opportunities"

III. Mission

"To provide lifelong learning opportunities through Open, Distance and Flexible Education with a commitment to excellence in teaching and research."

IV. The Study System

The OUSL's study system is built on approaches for remote learning. It's not the traditional study plan that most of you are used to. Since regular attendance at the

university is not necessary, it is ideal for those of you who have occupations or other responsibilities. Well-crafted printed course materials that are appropriate for independent study help students learn. Online and audiovisual resources are added to printed course materials. Assignment tests and final exams are two examples of the many assessment methods used to evaluate student progress in courses at various intervals. It is recommended that students register online for the final examination.

V. What are the Interactive Learning Sessions (ILS)?

Interactive learning sessions provide you with an opportunity to get to know your teachers. For every course, a member of the academic staff is designated as the Module Leader (Course leader). These Department Faculty members are in charge of creating the course and making sure you have excellent educational experience. In all regional and study centers where Day Schools are held, students receive help from visiting academics who collaborate with the module leaders. Attending a day school allows you to talk to your academic advisor about your learning challenges and find solutions. Additionally, you may contact the Module Leader online at any time or schedule a meeting with them during their regular working hours.
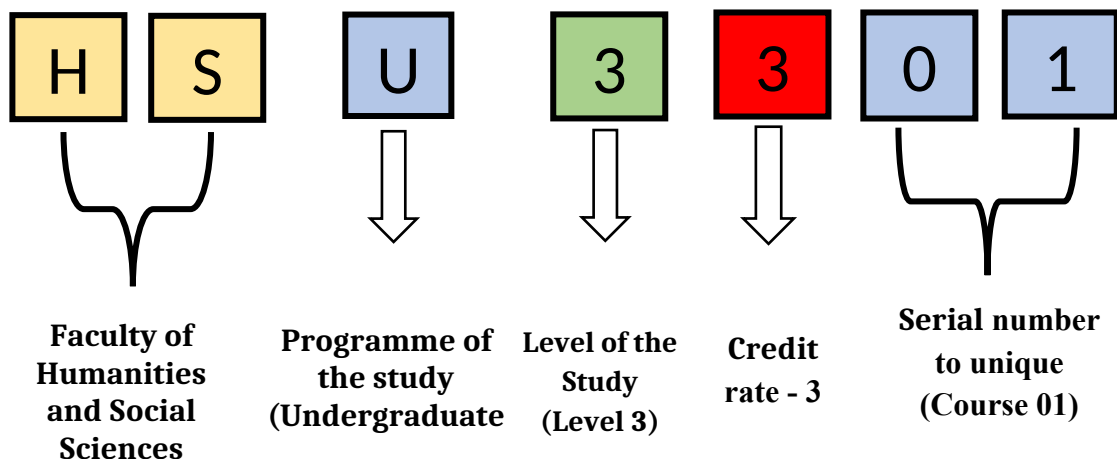
VI. Courses, Course Codes, Credit Rating

The 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.

Every courses are offered in 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. Each course offered by the Faculty is assigned a course code. A course code reflects the 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 4 digits. Incorporating all the above components, each course is assigned a course code consisting of 3 alphanumeric characters as shown in the example of a course code of the Diploma Library and Information Studies (HSU3301) programme.

VII. What is a Course Code

BA(Hons) in Library and Information Studies

| H | S | U | 3 | 3 | 0 | 1 |

Faculty of Humanities and Social Sciences | **Programme of the study (Undergraduate** | **Level of the Study (Level 3)** | **Credit rate - 3** | **Serial number to unique (Course 01)**

VIII. Library Facilities

The Open University of Sri Lanka offers excellent library services offered by the OUSL. The main library at Nawala is located on the central campus and is well-equipped with books and AV materials and other materials. In addition, the library is given access facility to past test papers collection, E-Resource collections (e-books, e-databases, e-journals). Photocopying services, interlibrary borrowing, and remote access to university-subscribed e-resources are another feature it offers. Further Library organize skills development programs for students and staff in different areas including research support. Information on all these services is available for browsing at www.lib.ou.ac.lk the University website. Library services are also available in Regional Centers. At Kandy

Matara, Anuradhapura, Kurunegala, Jaffna etc. The Main Library is open every day from 8.30 am to 6.00pm, except University vacations and Poya days. Regional libraries are open every day except Sunday and Monday.

IX. Print Material

Print materials are the most important material in open and distance learning. Printed materials are documented according to the content of the courses. They are given to students at the registration time for self-study at any pace. It also provides a series of carefully designed self-assessment questions interspersed through the text. These guide the student towards an understanding of the material and help him /her to develop analytical skills and independent thoughts.

X. Student Support

Your educational journey at the OUSL will be aided by a number of departments and units.

Registration Block

The registration block is responsible for maintaining all personal records of OUSL students. You should contact the registration for any of the following:

- **You have lost your record book.**
- **You want to change your medium of study or Study Centre,**
- **You have changed your address/email address/telephone number,**

> **For further information contact:**
>
> Assistant Director- Ms. U.H.B.V.P Angammana -
> Contact number: 011-2881380
> Email: uhang@ou.ac.lk

Examination Division

The examinations division is responsible for maintaining records of OUSL students. Three weeks before the final examination, you should complete your final exam entrance form. Your admission forms will only be prepared when you make the application. The Examinations Division is responsible for conducting assessments and examinations. Your admission forms will be sent to you by the Examinations Division before you sit for your examination. You should contact the Examination Division for any of the following:

- Any queries regarding the online exam entry form
- Any queries regarding examinations
- Requests for results sheets, transcripts, or certificates (you will be required to pay a nominal fee)

For further information contact:

Senior Assistant Registrar examination:
Mr. D.S. Devapriya Kasun
Email: mailto:sarexam@ou.ac.lk
Contact number: 0112881461

Finance Division

The Finance Division handles all aspects of student fees administration. The Finance Division at the Central Campus in Nawala should be contacted with any questions you may have about course fees. The Finance Division will send you the invoices relating to each semester; you can make the payments at the stipulated bank branches. You should remember to retain the student copy of the voucher with you.

The shroff counter at the Colombo Regional Centre is open from 9.00am to 3.00pm on weekdays. You can also make payments for requests for certificates or results sheets at the shroff Counter. Students attached to other Regional Centres may get the assistance of the Regional Officers or Assistant Directors about payment issues. Students from the regions outside Colombo can pay the fees at the nearest Regional Centre or at the stipulated bank for future reference.

For further information contact:

Deputy Bursar (Accounts): Ms. N.T.A. Weerasinghe
Contact number: 0112 – 881066

2.The Information Studies Unit (ISU)

The Information Studies Unit (ISU) operates under the Faculty of Humanities and Social Sciences (HSS) .It is located in the Main Library of the OUSL.
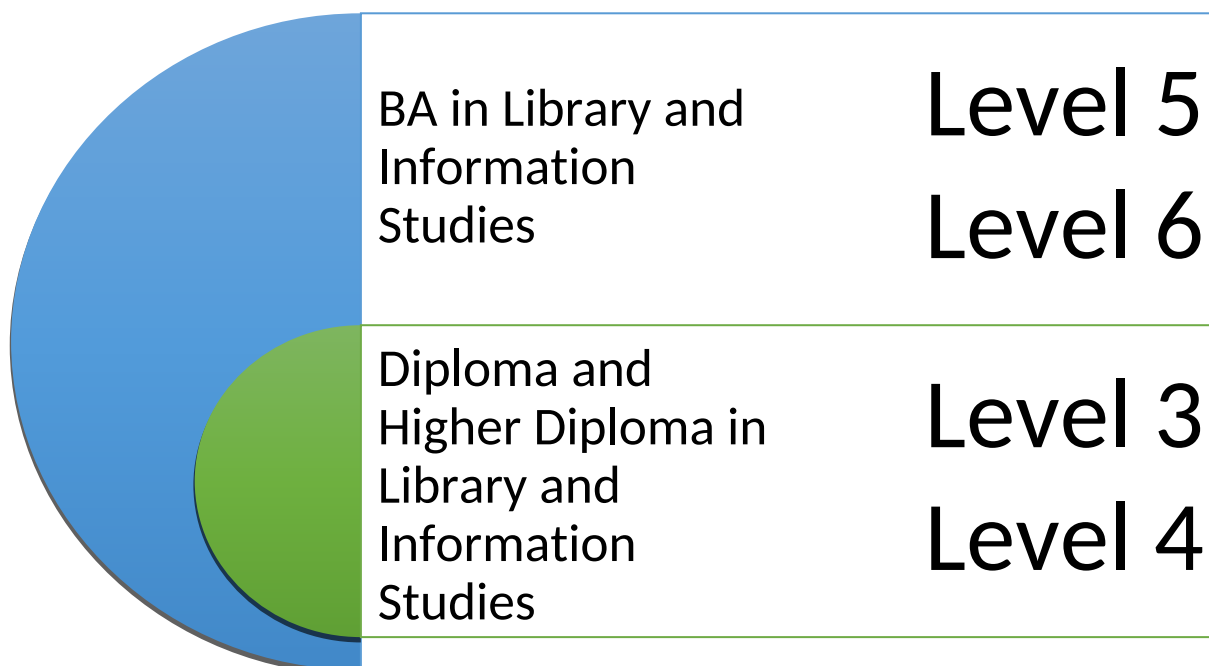
The Information Studies Unit engages in the preparation of lesson materials while coordinating the programme. The ISU will further perform the following functions under the instructions and guidance of the Faculty of HSS.

    a.   Prepare study materials.
    b.   Prepare LMS
    b.   Organize, coordinate and conduct ILS (Day -Schools).
    c.   Counselling students in their academic matters.
    d.   Take action for conducting CAT/TMA and collecting marks etc.

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

    i. Guidelines at ILS 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

3.Courses Offered

This section describes the types of programmes offered by the Information Studies Unit.

BA in Library and Information Studies	Level 5 Level 6
Diploma and Higher Diploma in Library and Information Studies	Level 3 Level 4

4. Degree programme -BA Honours in Library and Information Studies

The Faculty of Humanities and Social Sciences offers BA Honours in Library and Information Studies. Students who registered for the above level 3 and level 4 have to sit 15 final year papers (first year -8 and second year 7). Once you complete level 3, you can get a Diploma certificate and when you complete both levels, level 3&4 you can get a Higher Diploma certificate. (Higher Diploma is an exit point of our programme. If you want to exit and later, you can join the degree programme). When you complete Level 5 and 6 you can get an honors degree in LIS, BA Honours in Library and Information Studies.

5. Entry requirements to BA Honours in Library and Information Studies
The programme has two entry levels

Level 3 entry requirements

- The Faculty of Humanities & Social Sciences accepts entrants to the programme from any subject stream of GCE (AL) with 3 passes. (For level 3).
- Equivalent to any Foundation course (SLQF Level 2) or (NVQ Level 4).

Level 5 entry requirements
- Complete 60 credits in Diploma in Library and Information Science.
- Complete Higher Diploma in Library and Information Science at University of Kelaniya.
- Complete Higher Diploma in Sri Lanka Library Association.

6. Programme Duration

The minimum duration to complete a Higher Diploma in the Library and Information Studies Programme will be two (02) academic years. The minimum duration to complete BA Honours in Library and Information Studies degree programme will be four (4) academic years.

7. Medium of Instruction

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

8. Programme Structure

This Higher Diploma is equivalent to Sri Lanka Qualifications Framework Level 4 (SLQF Level 4) and NVQ Level 6. It is structured as a two-year programme with four semesters. Students are required to earn a minimum of 60 credits to complete the Higher Diploma program.

Bachelor Honours is equivalent to Sri Lanka Qualifications Framework level 6 (SLQF Level 6). It is structured as a four-year programme with eight semesters. Students are required to earn a minimum of 120 + 4 credits to complete the BA honors in Library and Information Studies. The 4 credits include the compulsory English course which is call 'Englis for Academic Purposes'.

1st Year (Level-3)	Diploma	SLQF 3	NVQ 5
2nd Year (Level-4)	Higher Diploma	SLQF 4	NVQ 6
3rd Year (Level-5)	Bachelors	SLQF5	NVQ 7
4th Year (Level-6)	Bachelors Honours	SLQF6	

NOTE: Students have to obtain 30 credits at level 3 and 34 credits from level 4 to get the Higher Diploma

9. Grading System

Marks Range	Grade	Grade Point Value
85-100	A+	4.00
75-84	A	4.00
70-74	A-	3.70
63-69	B+	3.30
55-62	B	3.00
50-54	B-	2.70
45-49	C+	2.30

40-44	C	2.00
35-39	C-	1.70
30-34	D+	1.30
20-29	D	1.00
00-19	E	0.00

LEVEL	COURSE CODE	COURSE TITLE	CREDITS	COMPULSORY
Level 3	HSU3301	Libraries, Librarianship and Information Studies	3	C
	HSU3302	Bibliographic Control: Concept and Practice	3	C
	HSU3603	Fundamentals of Library Cataloguing	6	C
	HSU3604	Fundamentals of Library Classification	6	C
	HSU3305	Types and Management of Library Resources	3	C
	HSU3306	Information Behavior and User Need Analysis	3	C
	HSU3307	ICT Skills for Librarians	3	C
	HSU3308	Digital Media and Web Technology	3	C
Level 4	HSU4301	Information Policy and Access to Information	3	C
	HSU4602	Intermediate Library Cataloguing	6	C
	HSU4603	Intermediate Library Classification	6	C
	HSU4304	Library Management	3	C
	HSU4605	User Education and Teaching Information Literacy	6	C
	HSU4306	Introduction to Library Automation	3	C
	HSU4307	Computer Programming and Database Management	3	C
	LTE3435	English for General Academic Purposes	4	C
Total			34	

10. Assessment and Evaluation

There are two types of assessments at the programmes at OUSL. They are Continuous Assessments (CA) and Final Examinations.

Continuous Assessments (CA)

Continuous assessment tests are used to evaluate your progress in a course on a regular basis. For each course, there may be many CAs. There are different types of CAs such as tutor mark assessment (TMA), Multiple Choice Questions (MCQs), Close Book Tests (CBTs), Oral Presentations and particles. A percentage of your average mark from all the CA components (50%) will be included in your final grade.

Remember, failure to score the minimum stipulated CA marks will lead to overall failure of that course and you will not be allowed to sit for the final examination.

Final Examination

At the end of each semester, you will have Final Examinations. If you fail to sit for a Final Examination, you will be required to re-sit for the examination in the subsequent year. If you get an FA grade, it means that you will have to register for that course once again. When you re-register for a subject, you will be required to pay for the course again.

11. Course fees

1. Non-Tuition Fee

Registration Fee   Rs.   500.00

Facilities Fee   Rs.   2500.00

Library Facility Fee   Rs.   100.00

Tuition Fee Per Credit   Rs.   1980.00

2. Tuition Fee can be paid in two Installment
- Tuition fee – 1st year – Rs.1980.00 *(Students need to pay only 60% of tuition fee + non tuition fee as a 1st installment_*
- *2nd installment- 40%*

The fees stated in the prospectus are applicable for the academic year 2025/2026. They may be subject to change in subsequent years.

12. OUSL Regional and Study Centers

	Location	Code	Address	Contact
Regional Centers	Colombo	WP10	Nawala, Nugegoda	011-2853930
	Jaffna	NP40	Browns Road, Kokuvil, Jaffna	021-2223374
	Kandy	CP20	Polgolla, Kandy	081-24944957 081-2494083
	Matara	SP30	Nupe, Matara	041-2222943
	Anuradhapura	NC50	Jayanthi Mawatha, Anuradhapura	025-2222871
	Batticaloa	EP60	23, New Rd, Batticaloa	065-2222264
	Badulla	UP80	No 18/1, Bandaranayake Mawatha, Badulla	055-3012151, 055-2228842
	Kurunegala	NP70	Negombo Rd, Malkaduwawa, Kurunegala	037-2223473
	Ratnapura	SG90	Hidellana, Ratnapura	045-2228660
Study Centers	Ambalangoda	SP31	80/1, Polwatta Rd, Halwathura, Ambalangoda	091-225858
	Ampara	EP61	Igniyagala Rd, Samapura, Ampara	063-2222052
	Bandarawela	UP81	St. Thomas Rd, Wewetenna, Bandarawela	057-2222820
	Galle	SP32	Labuduwa, Galle	057-2222820
	Gampaha	WP11	Gampaha Rd, Miriswatta , Mudungoda	033-2234571/ 033-2234572
	Ambalantota	SP33	Rajasaranagama Rd, Lunama South, Ambalantota	047-2225533
	Hatton	CP21	St. Gabriel Convent, Hatton	051-2225139
	Kalutara	WP12	66/2, Nagoda Rd, Kalutara	034-2223399, 034-2223286
	Kegalle	SG91	Kumaratunga Munidasa Mawatha, Kegalle	035-2222501
	Kilinochchi	NP41	155 Mile Post, Kandy Rd, Kilinochchi	0212283970
	Kuliyapitiya	NW72	No 21, Lionel Jayathilaka Mawatha, Kuliyapitiya	037-3133655
	Mannar	NP44	No 363, Talaimannar Rd, Mannar	023-2251999

Study Centers	Monaragala	UP82	Technical College Junction, Sirigala, Potuvil road, Monaragala	055-2277395
	Mullaitiv	NP43	Oddusuddan Rd, Puthukkudiyiruppu, Mullaitivu	021-2290868
	Polonnaruwa	NC51	24 Post, Bendiwewa, Jayanthipura , Polonnaruwa	027-2225776
	Puttalam	NW71	1/137, Colombo Rd, Puttalam	032-2266822
	Trincomalee	EP62	No 26/A, Post office road, Trincomalee	026-2222088
	Vauniya	NP41	366, Kandy Rd, Thekkawathtai, Vavuniya	024-2222995

Contact Details – ISU Unit

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

Tel   011 288 1263

E-Mail   coordinatorisu@ou.ac.lk