Policy of the National Digital Library

2017

National Library and Documentation Services Board

01.   Introduction

The National Library and Documentation Services Board (NLDSB) established by the parliamentary act No 17 of 1970 and functioning according to the act no 51 of 1988 as a statutory body under the Ministry of Education. The main role of National Library And Documentation Services Board is to maintain The National Library of Sri Lanka and development of library and information services in national level.

The digitization of printed information source of the National Library has been started and new digital information sources also have been collected. Collecting all the information, The National Digital Library was inaugurated of in 2016. Presently a member of digitization activities are being carried out including development of digital collection, digitization of national library resources and providing digital information to the readers.

02.   National Digital Library

Digitization is a new trend in the library and information field. Libraries as well as other institutions engage in digitization activities with the objective of preserving their information resources and providing wider access for readers. Under this situation maintenance of the National Digital Library by the National Library and Documentation Services Board more effectively and more organized manner has become a national requirement.

03. Vision and Mission of the National Digital Library

Vision   -   Being the national knowledge center providing digital library services and digital information.

Mission -   Creating a knowledge society through preservation of intellectual heritage of the nation in digital form and fulfilling the information needs of the nation through providing digital information access.

04. Objectives of the National Digital Library

04.1   Collecting, preserving and maintaining digital library resources published in Sri Lanka, or published on Sri Lanka in other countries or published by Sri Lankans.

04.2   Acquisition of other digital library resources suitable for the National Digital Library

04.3   Building and maintaining a national collection of digital library resources suitable for the requirements of all communities

04.4   Providing combined information service with other libraries which have digital resources for providing a national digital information service.

04.5   Providing referral service and digital information services according to the needs of all communities in Sri Lanka.

04.6   Providing access to digital library resources using the information communication technology to fulfill the information needs of readers.

04.7   Using digitization as a preservation strategy of national library resources

04.8   Exchange of digital resources with libraries digital resources with libraries and other relevant institutions.

05.   Identification of digital resources and collection development

Steps should be taken for the systematic development of the digital library collection and special attention should be paid to the fall.

05.1   Acquisition of Digital Library Resources.

Digital Library should consist digital resources acquired from various sources. National Digital Library should consist of digital resources acquired from the following sources.

05.1.1   National Library resources digitized under the National Library digitization project.

The resources digitized under the national library digitization project are included to the digital library. The main objective of the digitizing the national library resources is the conservation of the resources and providing wider access to readers. In digitizing the national library resources the relevant resources should be selected on priority basis special priority should be given to resources which have faced the danger of deterioration. The priority lists should be prepared on the resources to be digitized. In selecting the resources for digitization, the objectives of the National Library, conservation needs and national and international importance should be taken in to consideration.

05.1.2   Acquisition method of digital resources for the National Digital Library

The normal acquisition method followed to acquire library resources for the National Library of Sri Lanka is followed for the National Digital Library as well. Accordingly the following methods are used :

- Legal deposit copies
- Purchasing
- Exchange service
- Donations

05.2   Digital Library Resources

The digital library resources mainly acquired are as follows:

1. Electronic books
2. Electronic Journals
3. Electronic newspapers
4. Images
5. Audio files
6. Video files
7. Digital manuscripts
8. Web resources
9. Data bases

05.3   Classification of Digital resources

Classification is done according to a suitable classification scheme taking into consideration the nature of digital resources in classifying the nature of national collection and the reader access are also taken in to consideration.

06.   Storage and security of the digital information

The storage of digital information should be carried out scientifically and under the proper environmental conditions. In addition, to ensure the digital resources their backups should be deposited safely in an outside place. Also necessary security measure should be followed to protect the digital resources from computer virus and other disasters.

07.   Conservation of digital resources

The objective of conservation is sustainability and long ferm existence of digital resources scientific methods and new technology techniques should be followed for the conservation of digital resources. In the conservation of digital resources, The instructions on conservation specialist should be obtained. Action should be taken to minimize the risk of digital resources. Risk assessments should be made from time to time about the conservation and risk situations.

08.   Intellectual property low and other related lows

Digitization of national library and providing online facilities for digital resources should be done according to the intellectual property law and other related lows.

09.   Reader access for digital resources

The reader community should be provided the facility to use digital resources. The digital resources which can be provided on – line facilities should be provided such facilities through the website and access for other resources can be provided within the national library.

If any digital resources cannot be provided online access according to the intellectual property low, only their bibliographic intimation can be provided online access copies of digital resources can be provided to readers according to their needs.

10.   Digital library standards

Digitization standards, conversation standards, bibliographic standards and other   standards relevant to the maintenance of the activities of the national digital library should be prepared and followed.

In preparing these standards digital library standards digital library standards prepared by international institutes in the library field should be taken into consideration. The standards should be updated regularly.

11.   The co - operation with outside institutes and exchange of resources

Specially in the digitization of resources the co – operation of outside institutions should be obtained. An understanding about the digitization project of these institutions should be obtained and unnecessary duplication should be avoided Digital resources can also be shared with these institutions.

12.   Final Allocations

National Library and Documentation Services Board allocates adequate funds annually   for all activities of the National Digital Library. In addition, financial aids and other assistance can be obtained, for these activities from outside institutions.

13.   Infrastructure Facilities

Steps should be taken to supply the infrastructure facilities required for the development of the digital library. Network facilities and server facilities relevant toall activities of the digital library should be developed.

14.   Digital Library Advisory committee.

A digital library advisory committee should be maintained to get advice for the successful maintenance of the activities of the National Digital Library. In order to get advice on areas. Like digital library activities, copyright and digital conservation, technical activities and other arears, this committee should consist of experts in the relevant fields.

15.   Capacity building

Necessary training should be given to the staff who handle the activities of the National Digital Library. Special attention should be given to areas such as new trends in the digital field , human resource administration , management of other resources , digitization , information technology , conservation other areas.

16. **Awareness raising**

Action should be taken to promote awareness among the public about the use of national library resources. Material such as leaflets,posters, hand books websites are made use of for this purpose.

17. **Management of the Digital Library**

Administration and management of the National Digital Library is carried out by the Digital Library unit under the National Library and Documentation Services Board. The co-operation of other divisions should be provided to the Digital Library unit administration and management should be carried out according to the institutional hierarchy also, short term and long term plans should be prepared and implemented for the implementation of the library policy.

18. **Updating the policy**

The National Digital Library policy should be updated regularly and it should be updated at least once in three years.