



**National Digital Library & Repository Policy
of
National Library and Documentation Services Board
2020**

1. Introduction

The National Library and Documentation Services Board (NLDSB), established in the year 1970, is a statutory body functioning under the provisions of the National Library and Documentation Services Board Act No. 17 of 1970 (as amended by the National Library and Documentation Services Board Act No 51 of 1998). It falls under the administrative purview of the Ministry of Education. The main statutory functions of the NLDSB are the maintenance of the National Library of Sri Lanka and the development of library and information services at the national level.

In response to the need for better preservation and dissemination of library resources, the NLDSB commenced the digitization of printed information sources available with 'The National Library' around the year 2000. The collection of new digital information sources was also initiated. With the gradual progress of 'digitization activities' and taking the concept of 'digital library' into consideration, the 'National Digital Library' of the NLDSB was inaugurated in the year 2016. A specialized unit named 'Digital Library Unit' was also administratively established within the NLDSB to carry out the mandate of the 'National Digital Library.' The National Digital Library has been re-named as the National Digital Library & Repository from the year 2020.

2. National Digital Library & Repository

'Digital transformation', being a fast-moving and essential trend in the library and information field, is expected to enhance the efficacy and reliability of preservation and dissemination of the information sources. Since its inception, the National Digital Library has made continuous efforts to achieve the status of a digital knowledge-sharing center and carried out various digitization activities without interruption. A number of forward-looking activities are being carried out at present including the continued development of digital collection, digitization of national library resources and providing digital information services to the users. The use of the digital information is gradually and steadily growing.

The National Digital Library should play a dual role - as a digital library and a repository. While the National Digital Library covers all kinds of library resources which can be accessed in digital format, the Repository covers whatever recorded data or information produced by the NLDSB, e.g. Data sets, pictures, videos, books, conference papers, seminar proceedings, annual reports and resources uploaded on the official website from time to time. The Repository makes the intellectual output of the NLDSB freely and openly available to the public. On the other hand, the digital library is a gateway to electronic resources including the OPAC (Online Public Access Catalogue), e books, e journals (usually subscription based), bibliographic databases etc.

Against this backdrop, the constructive development and the efficient maintenance and management of the National Digital Library & Repository have become a pressing need involving far-reaching national interests. As an essential prerequisite for achieving the desired goals, the National Digital Library & Repository Policy is formulated and declared.

3. Vision and Mission

- Vision - To become the national knowledge - sharing centre through digital library and repository services.
- Mission - To help creating a knowledge-driven society by preservation, maintenance and dissemination of intellectual heritage of the nation in digital form and by ensuring the user-friendly access to it.

4. Objectives

1. To collect, digitalized, preserve and maintain the information resources published in Sri Lanka, published on / about Sri Lanka and published by Sri Lankans.
2. To acquire, preserve and maintain other suitable digital resources.
3. To acquire suitable information for digitalization, preservation and maintenance.
4. To use digitization as a preservation strategy of National Library resources.
5. To ensure the user-friendly and effective dissemination of the available digital resources and services.
6. To enhance the information-sharing capabilities of the NLDSB.
7. To partner with other libraries and similar institutions in providing digital resources and services.
8. To exchange digital resources with other libraries and similar institutions.
9. To attract more users to the services of the NLDSB thereby promoting a knowledge-driven user-community in Sri Lanka.
10. To actively contribute to the free flow of information both at national and international levels.

5. Identification of digital resources and collection

5.1 Identification of resources and collection

The Digital Library Unit takes necessary action to identify the suitable digital resources and to develop the digital collection.

5.2 Acquisition of Digital resources

The Digital Library Unit acquires the digital resources from various sources including the following sources.

5.2.1. Resources digitized under the National Library digitization project

The resources digitized under the national library digitization project are brought under the Digital Library Unit for all purposes. In digitizing the remaining national library resources, the relevant resources are selected giving priority to those which are in danger of deterioration. The criteria for prioritizing include the objectives of the National Library of Sri Lanka, conservation of resources and importance in national or international sphere.

5.2.2 Others

The following acquisition methods employed to acquire library resources for the National Library are applicable to the National Digital Library & Repository as well.

Legal deposit copies
Purchasing
Exchange service and
Donations

6. Digital Resources

The Digital resources mainly consist of the following:

- i. Electronic (digitized) books
- ii. Electronic Journals
- iii. Electronic newspapers
- iv. Government Publications
- v. Images
- vi. Audio files
- vii. Video files
- viii. Digital manuscripts
- ix. Web resources & Content Archive
- x. Databases

7. Classification of digital resources

All the digital resources available in the National Digital Library & Repository are appropriately classified. A necessary classification structure including a classification comprising classes and sub-classes and method of classification will be devised taking, among other things, nature of digital resources, user-friendly access and convenience in digitization into consideration.

8. Storage and security of the resources

A scientific system of storage of digital resources is followed in appropriate environmental conditions. The safety and integrity of digital resources is ensured by necessary technological and administrative measures.

9. Conservation of digital resources

The unimpaired sustainability, and the long-term existence, of digital resources are scientifically ensured with the assistance of the relevant technologies and the specialists. Regular risk assessments are carried out and necessary corrective and precautionary measures are taken.

10. Compliance with law

All the activities of the National Digital Library & Repository including acquisition of digital resources, digitization, access to digital resources, sharing digital resources and cooperation with other libraries and similar institutions are subject to the laws of Sri Lanka and the institutional regulations of the NLDSB.

11. User access

The digital information resources are available for user access online or within the premises of the National Library. The users are the members of the public who have access to the digital information resources that are made available by the National Digital Library & Repository. They cover both the remote users (on-line users of the digital information outside of the premises of the National Library) and the walk-in users (the users of the digital information resources within the premises of the National Library). The Digital Library Unit will make its policies and administrative guidelines on access and related areas.

12. Digital library standards

Digitization standards, conservation standards, metadata standards and other standards relevant to the maintenance of the activities of the Digital Library Unit are prepared and followed.

In preparing these standards, the digital library standards used by the international institutions in the field of library are taken into consideration. The standards are regularly updated.

13. Co - operation with outside institutions and exchange of resources

The mutual cooperation in the digitalization of resources and other related areas with the external institutions, both national and foreign, are promoted. Their best practices in digitalization and digital libraries may be useful in Sri Lanka. Duplication of digitalization is avoided, unless it is essential. The sharing of digital resources with these institutions is also encouraged.

14. Management

Management of the National Digital Library & Repository is carried out by the 'Digital Library Unit' established under the NLDSB in line with the institutional hierarchy, as may be decided. The co - operation of other divisions of the NLDSB is available, where necessary. The 'Digital Library Unit' is mainly responsible for productive, efficient, user-friendly services. The cost-effectiveness and the elimination of waste of resources of any nature are essential requisites.

15. Staff

The Digital Library Unit is staffed with those duly qualified for specific duties selected from the NLDSB permanently, on secondment or in addition to other duties. The services of external experts may be obtained on specific subjects, where essential.

16. Facilities

The required infrastructure, equipment and other facilities are made available to the Digital Library Unit and continuously developed.

17. Finances

The NLDSB allocates adequate funds to meet the annual budget of the Digital Library Unit. In addition, financial and other assistance can be obtained from outside institutions, where necessary and appropriate. The Digital Library Unit prepares an annual action plan with financial needs and fully implements the action plan using the allocated funds with zero-waste.

18. Capacity building

Structured training, including on the job training, are provided to the staff of the Digital Library Unit with special emphasis on information technology and digitization, conservation, communication, management and public relation.

19. Promotion of awareness

The promotion of public awareness on the National Digital Library Unit and its services through appropriate awareness-building programs is carried out.

20. Digital Library Advisory Committee.

A Digital Library Advisory Committee is constituted to advise the NLDSB and the Digital Library Unit on all the matters relating to the National Digital Library & Repository. It consists of the experts with practical experience in the relevant subjects including library science and library management, information technology and digitization, conservation and law.

21. Competent Authority

The Director General of the NLDSB is responsible for this policy and its implementation. He has the authority to take appropriate action in every relevant sphere, including the formulation and implementation of policies in respect of any specific areas covered under this policy, where necessary and the development of infrastructure, administrative guidelines, rules, and procedures, to ensure the effective implementation of the National Digital Library & Repository Policy Framework.

22. Updating the policy

The National Digital Library & Repository Policy is regularly reviewed and updated at least once in three years.