PPP MANUAL

POLICY, PROCEDURE AND PROGRAM

NOOLAHAM
FOUNDATION

NOOLAHAM FOUNDATION

APRIL 2014

MISSION

Noolaham Foundation's mission is to document and preserve knowledge, properties and values of all spheres related to Sri Lankan Tamil Speaking communities, make such knowledge accessible to all and capacitate communities to engage in knowledge building and learning.

OBJECTIVES

Document, preserve and digitally archive ethnography and knowledge bases of mainstream and marginalized communities including dialects, belief systems, myths, rituals, folklore, games, indigenous medicine, law and administrative systems, technologies and arts.

Engage in and support preservation and digital archiving of written, print, multi-media and electronic resources related to Sri Lankan Tamil speaking communities.

Provide knowledge and information services to ensure free and open access, thereby supporting educational, research and development endeavors related to Sri Lankan Tamil speaking communities.

Build communities of practice, processes, technologies and standards of archival, library and information sciences through communication, networking and collaboration.

GUIDING PRINCIPLES

Unity: Entities of Noolaham Foundation shall exist in different geographical, legal and political territories. Noolaham Foundation always ensures unity in its strategic framework, design, program, budget and communications.

Openness: As the driving force of Noolaham Foundation is centered on open data, open access and open knowledge, it does not charge end-users for accessing its archives. End-users should not use the contents for individual or corporate economic gain.

Transparency: Noolaham Foundation strives to be open and transparent in all of its operations. Our commitment includes detailed accounting, project and annual reports, timely dissemination of information and responsiveness to requests for information.

Unbiased: Noolaham Foundation is an unbiased entity. While it engages volunteers from different political thoughts and parties, it does not allow volunteers to use Noolaham Foundation for their political engagement and leverage. Noolaham Foundation shall take appropriate measures to prevent it from being politicized or labeled.

Volunteerism: Volunteerism is the basis for all Noolaham Foundation operations. The Annual Work Plan will be formulated emphasizing volunteer contribution in order to optimize the operational overheads and performance targets for each team.

Collaboration: Noolaham promotes synergy among similar organizations in digital documentation and preservation, thereby avoiding duplication and repetition of work. Noolaham Foundation shall collaborate with institutions when such collaboration optimizes Noolaham's productivity.

Participation: Broadening and strengthening the participation of the stakeholders of Noolaham Foundation is part and parcel of the Noolaham culture. It consults with stakeholders regarding policies and decisions that affect the business of Noolaham Foundation.

CONTENTS

ANNEXURE

The PPP Manual is the keystone of an ongoing effort by the Noolaham Foundation (NF) Sri Lanka to clarify and organize its methodologies and practices throughout the entire program. Active contributors and the Board of Directors have developed the content of this Manual based on the lessons learned from nine years of operation.The Noolaham Foundation PPP Manual is the culmination of a series of measures taken to standardize operational procedures in order to enhance communication channels, minimize resource wastage and streamline disbursement of funds. It will serve as a powerful tool tostrengthen Noolaham Foundation's capacity to develop and implement projects efficiently.

PPP Manual as Guide for Contributor Community

The purpose of this manual is to formalize and mobilize resources and guide global entities and staff on programs, standards and operational procedures

PPP Manual as Resource for Guidance

The PPP Manual serves as a guide to new and existing staff, involved stakeholders, global chapters, collaborating agencies and implementing partners. The clearly elucidated procedures, reference material and sample formats act as a handbook thatcan be consulted asneeded.

PPP Manual as Source of Reference

This manual serves as a**Source of Reference** for donors and other partners. It is a means by which concerned parties can have a clear picture of operational procedures and ensures accountability by providing a comprehensive and transparent overview of how resources move from the commitment stage to the delivery stage. Further, the manual offers an overview of the program structure, direction and priorities.

April 2014

CHAPTER ONE

THE NOOLAHAM FOUNDATION

1.1   Introduction

Noolaham Foundation is a legally registered (GA 2390), non-profit entity, founded to provide enhanced access to information sources and foster knowledge-based development in Sri Lanka. It maintains an online digital library, facilitates information preservation programs, provides financial assistance and technical guidance for digitization initiatives and actively participates in awareness-raising campaigns. It also co-ordinates a range of fund-raising activities and collaborates with other organizations and individuals.

Noolaham Digital Library [www.noolaham.org] maintained by the Noolaham Foundation serves as a Learning Centre incorporating local knowledge. It enables social interaction with a view to achieve constructive social outcomes. The digital library functions as a repository for various institutions and fulfills the information needs of students, researchers, historians, activists and the public.

Table1: Categories wise archived Items

#	Archived Items	No
1	Books/ Monographs	3952
2	Magazines	5691
3	News Papers	1987
4	Book lets	1449
	Total Items	13077

Source: www.noolaham.org, as of 9th Jan 2014

Table2 : Databases and Statistics

	Type	No
1	Data sets	2897
2	Authors	2225
3	Publishers	1630
4	Publish year	109
5	Keywords / Kuricardikal	63
6	Valaivasal	11
7	Ayalakam	653
8	Muslim Archive	159
9	Upcountry Archive	38
10	Ithalaham	60
11	Vaasihasaalai	8

Source: www.noolaham.org, as of 9th Jan 2014

Table 3: Indicators

	Description	No
1	Volunteers	261
2	Donors	257
3	Content Contributors	389
4	Advisors	50
5	Projects	47
6	Collaborating Organizations	14
7	Repositories	12
8	Chapters	7
9	Friends of Noolaham Foundation	15
10	News	132
11	Publications	35
12	Reference Services	48
13	Feedback	40

Source: www.noolaham.org, as of 9th Jan 2014

1.2 Noolaham Foundation and its Chapters

Volunteers of Noolaham Foundation establish chapters in various countries to achieve the mission of The Foundation. There are currently seven project operational units. Three are located in Jaffna, two in Up country, and one in Batticaloa and Akkaraipattu. The Head Office is located in Colombo. Noolaham Foundation's regular resources cover operational and labour costs. Donor funds and other resources are mostly utilized directly on projects.

Head Office	Regional Office	Programme Unit
Noolaham Foundation	**NoolahamUnit**	**Pallikoodan Programme**
No 7, 57th Lane, (Colombo Tamil Sangam) Colombo-06, Sri Lanka **Phone (Land):** 0094 112363261 **Phone (Mobile):** 0094 773736743	C/O Jaffna Public Library Jaffna Sri Lanka Phone : 0094 779231592	Point Pedro Road Kaddaipirai Jaffna 0094 (021) 2231292

Global Chapters

United Kingdom:	Canada:	Norway:
Noolaham	**Noolaham**	**Noolaham**
27-B High Street Plaistow London, E13 0AD United Kingdom Phone : 0044 7915555458	1306 - 330 McCowan Road Scarborough, Ontario M1J 3N3 , Canada Phone : 0014168546768	Klaus Torgårdsvei 12B 0372 OSLO, Norway Phone : 004740055720

Noolaham Chapters havebeen formed in USA, Australia, Switzerland and India. They have not been incorporated as legal entities yet.

1.3 Historical Background

Project Madurai was the first Tamil digitization effort. Initiated in 1998, Project Madurai followed the Project Gutenberg approach of volunteer contributions. Digitization of Sri Lankan Tamil texts began in 1999 with R. Pathmanabalyer who contributed to Project Madurai by providing electronic books of Sri Lankan Tamil authors. He digitized 40 books of which 13 of them were addedto Project Madurai after quality review.

In 2004, a few individuals initiated and experimented digitization initiatives such as Eelanool (2004) and E-Suvadi (2005) of Sri Lankan Tamil books. In 2005, based on the lessons learnt from Ealanool, E-Suvadi and other initiatives, like-minded individuals initiated the digital library project named Project Noolaham, whichemphasized volunteerism and openness.

Since 2006, Project Noolaham has started accepting donations and in-kind support to accelerate digitization efforts. For content management, Project Noolaham initially used a basic HTML website, and then it migrated to Joomla and is currently using Mediawiki. The first collaborative digitization began in 2007 with Women's Education and Research Center (WERC) and Colombo Tamil Sangam. By the end of 2008, the user rate has increased significantly and the server was insufficient for the increased traffic.

In 2008, pioneers of Project Noolaham in consultation with all the stakeholders formed Noolaham Foundation to sustain the digital archiving initiatives in Sri Lanka. In 2010, Noolaham Foundation was formally incorporated as a guaranteed company. In 2011, Noolaham Foundation invited all stakeholders to participate in a strategic planning process and developed its Roadmap 2020with the emphasis on institutionalization, global transformation, and observance of ethical and professional standards. Initiatives were taken to form global chapters of Noolaham Foundation and streamline its operations.

1.4 Governance and Management

1.4.1 Governance

The Board of Directors of Noolaham Foundation (BOD), Board of Directors of Noolaham Chapters (BOC) and Regulatory Board (RB) are the three layers in the governance. Sector Teams and Volunteers Teams are formed from the resource persons who are predominantly Noolaham volunteers. The Chief Executive Officer/ Chief Program Executive fromManagement report to a Designated Director,who is appointed by the BOD.

1.4.2Board of Directors (BOD)

The Board of Directors (BOD) is the principal and highest governing body of the Noolaham Foundation. The BOD shall exercise all powers necessary for the trusteeship and administration of the Noolaham Foundation. The BOD holds all rights to finalize and approve the decisions received from any source, namely the Regulatory Board (RB), the BOC or the general membership.

The Board of Directors shall exercise their decision-making authority in a transparent and consistent way. All decisions shall be documented and disseminated internally to the Noolaham Foundation's network. By-law articles and key policies should be circulated and consulted with the with Noolaham Foundation's internal network. All decisions should be takenwith the focus on Noolaham Foundation's sustainability and long-term objectives.The BOD along with the Regulatory Board areresponsible for ensuring financial and organizational sustainability of Noolaham Foundation.The BOD shall develop or modify systems and procedures to ensure Quality Assurance and Project Assurance as required.

Key Responsibilities of the BOD

- **Strategic Management** –The BOD is responsible for developing and managing long term strategic management of the Noolaham Foundation.
- **Sustainability**–The BOD and the RB share the primary responsibility of the sustainability of the Noolaham Foundation.

- **Quality Assurance**–The BOD is responsible for the overall quality of the work completed by the Noolaham Foundation. The BOD shall ensure that the RB, Sector Teams, Management and Staffwork in accordance with internationally recognized standards.

New directors to the BOD can be nominated by existing directors, RB, Chapters and Patrons. New directors should have been active contributors to the organization and/or have expertise in areas required by Noolaham Foundation. Directors must share the mission, objectives and values of the Foundation.

The BOD meetingsare held quarterly. The meetings can also be called at the request of any two directors. Two-thirds of the BOD represents the quorum. If all directors are not present, decisions must be made by consensus or with two-thirds majority. The Global Annual Plan and all project approvals must to be signed off by the BOD.

Noolaham Foundation relies on its Management and Staff to carry out most of its day-to-day operations. Staff act in accordance with policies and guidelines set forth by the BOD and RB.

1.4.3Regulatory Board (RB)

The Regulatory Board(RB) shoulders the responsibility for the smooth functioning and management of the Noolaham Foundation. It acts as the vigilant and advisory body to analyze, appraise and provide recommendations to BOD about policies and programs.

The RB should communicate all relevant information and matters on a regular basis to Noolaham Foundation's internal network.The Regulatory Board isresponsible for Strategic Management, Planning, Fundraising, Resource Mobilization, Advocacy and Community Building.Fundraising, Technology, Information Services, Preservation & Archiving, and Advocacy &Community Development are identifiedas special sectors. The Chief Executive Officer/CEO shall be invited by the RB to document, follow up and implement the actions and resolutions of the RB.

Key Responsibilities of the Regulatory Board

- **Financial Management of Noolaham Foundation and Noolaham Chapters** -The RB is responsible for developing and managing the Global Annual Plan of Noolaham Foundation and its Chapters. It is the responsibility of the Noolaham Foundation and its Chapters to ensure that the RB has access to the financial information of all its entities.

- **Appointing Special Committees** –The RB, in consultation with the BOD, shall appoint Special Committees/Action Committees with clear Terms of Reference to achieve specific results within a timeframe. These Committees shall be delegated powers to perform tasks such as raising funds, managing research and organizing events.Special committees shall seek assistancefrom management and other stakeholders when required.Any processes involved with finance should comply with the financial procedures of Noolaham Foundation and the Chief Financial Officer of the organization.

- **Official Language Policy and Implementation**-Recognizing that internal documentation practices are exemplary of Noolaham'sobjectives and values, the organization must make all official

policies and guidelines in Tamil and English to ensure full participation of Tamil-speaking communities in Sri Lanka and in Diaspora.

The majority of RB members represent the quorum. Consensus is the preferred decision-making method. If a consensus cannot be reached, decisions can be made with a simple majority. All projects, change requests to projects and funding allocations need to be signed off by the RB. All meeting minutes must be documented and shared in accordance with internal standards.

1.4.4 Sector Teams(SET) and Volunteer Teams (VOT)

Noolaham Foundation shall form Sector Teams (SET) to pool experts to work together in areas critical to the organization. Research& Documentation, Technology, Preservation & Archive, Information Service, Advocacy & Community Building and Resource Mobilization are the five Sector Teams. The head of each SET will serve as Sector Lead at the Regulatory Board. A Sector Teamis responsible for developing concepts, identifying risks and issues and recommending strategies to the RB. The SET is responsible for quality assurance in their respective sector.

Each Sector Team will have a Volunteer Team based in Sri Lanka. The Sector Lead, Volunteer Lead and Team members will have a common project management process and share resources to achieve results. A Sector Lead in consultation with the Volunteer Lead is responsible for the quality of the work assigned to volunteers.

A Sector Team may have dedicated Staff/Management support or request Staff/Management support as needed. A Sector Team shall make use of Resource Persons (volunteers) or Consultants (paid) for specific expert requests.It is a shared responsibility between Sector Teams and the Regulatory Board to build capacity, skill set and resources within the Sector Teams.

The Sector Lead is responsible for coordinating the members, volunteers, experts and staff. She/he shall set the agenda and record minutes. The minutes must be shared with the RB.

1.4.5   Working Group Meeting and Staff Meeting

Staff Meeting: The CEO/Chief Programme Executive shall call a staff meeting as required. CEO/Chief Proggramme Executive shall share the meeting minutes with stakeholders as directed by the Designated Director.

Working Group Meeting: The Designated Director shall call a meeting comprising of the management, staff and volunteers. The meeting should promote information sharing and teamwork. The Designated Director must share the meeting minutes with the RB.

1.4.6 ORGANIZATIONAL STRUCTURE OF NOOLAHAM FOUNDATION

Key:

Managing Director, Advisory Bodies, Patrons, Technical Units
— Structural Hierarchy & Span of Control

Core Staff

Staff, based on NF requirement
— Communication Hierarchy & Reporting Channel

Volunteer force

Project Staff, Based on project requirement
— Volunteer Contribution or Advisory Support
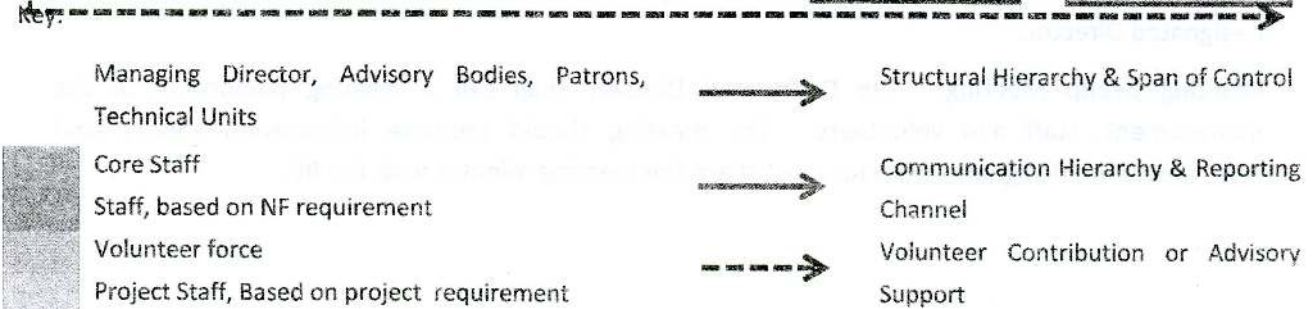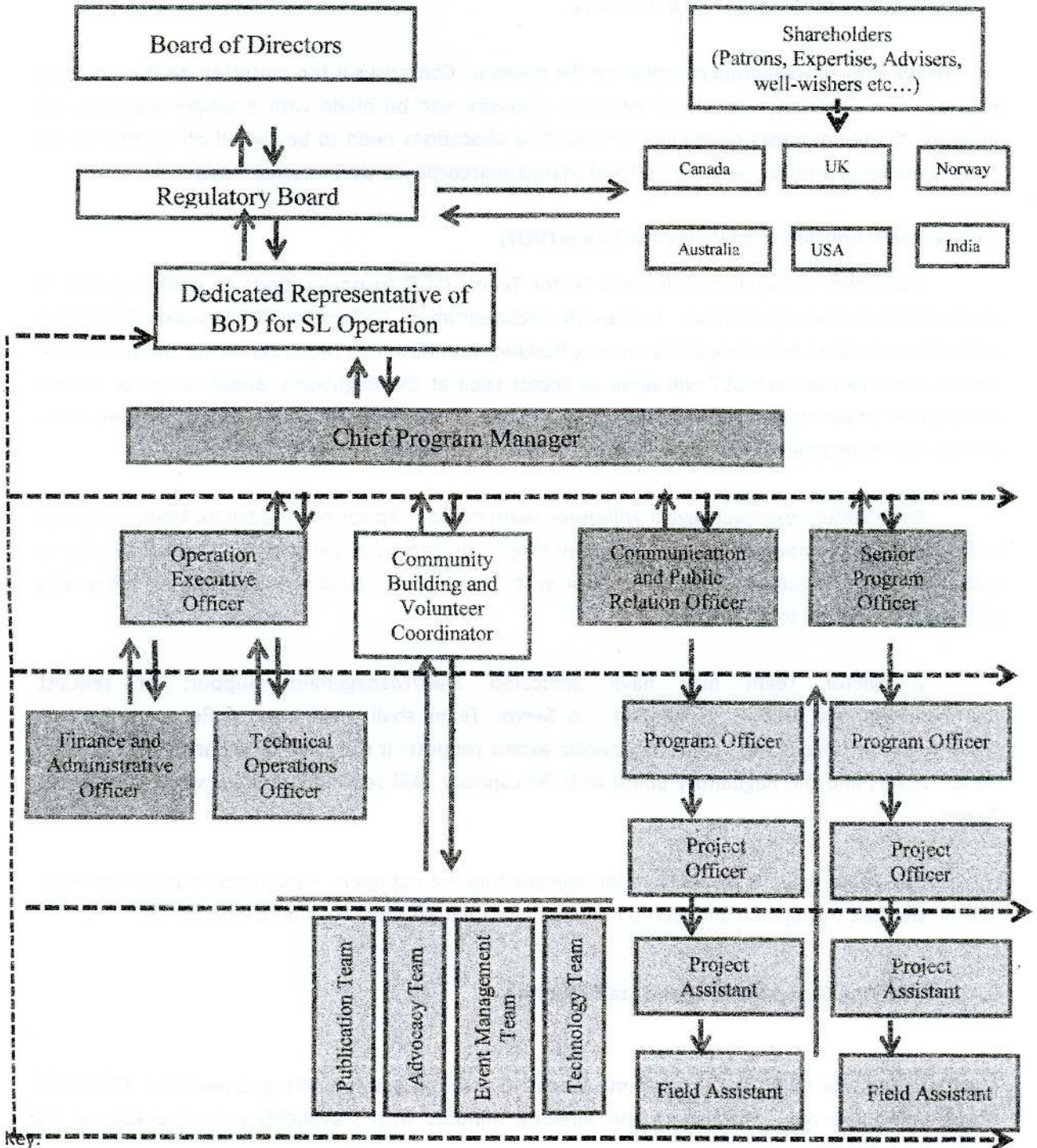
1.5 Sustainability

Noolaham Foundation identifies ever-changing digital technology as a major risk factor. Noolaham Foundation has developed policies, systems and procedures for sustainability.

- Backup systems, Mirrors, Protocols
- Set the archiving and other standards that could be relevant for longer term.
- Solid Financial Foundation for institutional sustainability
- Strong coordination and networking mechanism to strengthen the position
- Affiliation with the leaders in the sectors
- Quality and accountability mechanisms

1.6 External Communication

Noolaham Foundation values suggestions and feedbackto steer operations more efficiently.While promoting open access, Noolaham Foundation shall not violate any rights, particularly intellectual property rights. Such violations or any grievances shall be lodged so that Noolaham Foundation can take appropriate actions to address the concerns.

KEY CONTACT

Chief Programme Executive/CEO	:	noolaham@gmail.com
Complaints/Suggestions	:	noolahamfoundation@gmail.com
Communication officer	:	communicationofficernf@gmail.com

CHAPTER TWO

STRATEGIC DIRECTION

Noolaham Foundation works in four intervention areas which align with its four objectives. The four areas are Research and Documentation, Digital Archiving and Preservation, Enabling Environment for Research and Development, and Building communities of Practice. Together, they provide a balanced and integrated support package to Tamil communities with varying needs, capacities and aspirations.

2.1 Focus I :Research and Documentation

Noolaham Foundation aims to document a wide range of subjects through innovative documentation initiatives and research based approaches. Subjects include religious and cultural memories, traditional architecture and design, traditional science and technologies, law and social orders, home and life style, arts and cultural activities, ethno medicines, social structure and genealogy and kinship, archeology and history, linguistics and literature, ethnography and race relations, villages and communities, organization and institutions, landscape, environment and biodiversity. The main goal and impact of this work is to secure and preserve knowledge for future generations, to ensure the preservation of documents and to enhance access to these documents for worldwide Tamil communities through participatory contribution and collective actions.

2.2 Focus II : Digital Archiving and Preservation

The second objective is to engage in and support preservation and digital archiving of written, print, multi-media and electronic resources related to Sri Lankan Tamil speaking communities. This section targets archiving of printed materials such as publications, manuscripts, multimedia, and digital resources. There is a huge volume of diverse printed materials to be archived including monographs (books), periodicals, newspapers, booklets, reports, souvenirs, felicitations, mementoes, posters, leaflets, invitations, factsheets, dissertations, abstracts, olaisuvadi (ola manuscripts), diaries, letters and other hand written materials, audio, video, photo and images, maps, drawings, web sites and electronic resources. Through digitization of printed materials, strong local partnerships will be ensured for sustainability, which will strengthen local stakeholders within the community. This intervention includes the transfer of technical know-how and the strengthening of communities in planning, management and monitoring with the consideration of dynamics and trends of social changes. The visual aids will provide an interface for quick and effective input to marginalized and vulnerable communities. It will support the day-to-day knowledge seekers to draft new documents such as factsheets, leaflets and other documents based on available references. It will provide a good base for information gathering for entrepreneurs and social researchers to quickly access results of new discoveries and findings through easily accessible user-friendly interfaces.

2.3 FocusIII:Knowledge and Information Services

This intervention focuses on digital library, collection and development of materials, reference services, research supports, and virtual learning environment and facilities. This objective aims at providing a supportive environment for researchers and social contributors. The established virtual interface will be a fact-finding source of Sri Lankan Tamil documents, and will be an entry-point for interactions between intellectuals.

Focus on building social and human capital, building processes, technologies and standards of archival, library information sciences through communication, networking and collaboration that includes lectures, seminars, workshops, exhibitions, conferences, publications of book, newsletters, leaflets, journals, posters, magazines, researches, Research Support & Fellowships, meetings, forum, and also to provide space for information commons. This section will provide room for interaction among Tamil speaking communities through the convening of various events and programs to transfer knowledge and skills. It will stretch out and expand the collaborated and coordinated effort through interactive discussions and programs. Community rooted technologies, traditions, practices and other crucial features will be brought out and it will pave a way to identify good ethics and practices that suit the present context and requirements.

A central aspect of the Noolaham Foundation's strategy is the formulation of activities through projects based on community needs and priorities to address the needs of the whole community to foster social stability, cohesion and reciprocation. The Noolaham Foundation works closely with volunteers and contributors in planning project proposals. During the implementation stage, the Noolaham Foundation considers local groups / circles or social institutions such reader circle and CBOs to implement and monitor the activities according to Noolaham Foundation regulations.

2.4 Focus IV: Building Communities of Practice

Noolaham Foundation aims to develop advanced expertise and communities of practice in archival science, library and information sciences, digital libraries, community knowledge management, documentary linguistics and related fields. We aim to user and develop preservation technologies, applications, tools, standards and services in the above noted fields.

CHAPTER THREE

OPERATIONS

Operationsencompass the following: human resources, logistics, administration, finance, accounting, and procurement. These functions are interrelated and form the backbone of program management and implementation. The Head Office comprises of a Manager supported by an Operations Head and staff. The Operational Head manages day-to-day operations. The Finance and Administration Officer and the IT Officer support the Operations Head. The operations of district functional units are management by respective staff in those units. Functional units report to the Operational Head.

3.1 Human Resources

There are regular staff and project based staff. Consultants, volunteers, interns (Annexure 7), and resource people will be involved base on project requirements. All staff havesocial benefit of EPF&ETF. Medical insurance shall be borne by staff. The employee and consultant benefit detailed in their contracts. Staff and consultants shall be hired on competitive basis according to the Human Resource Procurement Guideline.

Working days and hours

Office is open on weekdays (Monday to Friday) and official hours of work are from 8.30 a.m. to 5.00 p.m., including a 30 minutelunch break. However, project staff will be required to work beyond these regular hours when required by the Manager.No overtime will be paid for extra hours of work.

Income Tax

The remuneration paid to the staff is not exempt from national or local taxation. The Noolaham Foundation is not responsible for payment of tax on earnings or other taxes due on the remuneration of the staff. The payment of taxes is the sole responsibility of the individual staff member.

Termination of contract

Noolaham Foundation can terminate the contract of project personnel under the following circumstances, including but not limited to:

- misappropriation of office resources, if proven after an inquiry
- poor performance (based on documented proof)
- dereliction of assigned duties (to be documented by supervisor)
- Committing acts which are construed inconsistent with that of Noolaham Foundation personnel

<u>Official Duty Travel (DT)</u>

All official Duty Travel should commence only after obtaining prior approval of the Manager on Travel Request Form (Annex 1). If any changesare made after approval, a fresh approval is required before the submission of the travel claimon Travel Claim Form (Annex 2).

3.2 Finance and Accounting

The accounting and finance functions are delegatedto the Finance and Administration Officer as per the standard Noolaham Foundation procedures. All personnel of Noolaham Foundation are responsible to the Administrator for the regularity of actions taken by them in the course of their official duties.Any personnel who take any action contrary to these Financial Rules, or to the instructions which may be issued in connection therewith, may be held personally responsible and financially liable for the consequences of such actions.Projects are funded from a basket of donor funds (other sources) and regular resources cover Operations.

<u>Cash management</u>

The Finance and Administration Officer is the custodian of the Office Petty Cash and ImprestFunds in the Bank. Office has a cash limit of LKR30,000 at any given point of time and the limit per cheque for payment from Commercial Bank is LKR 100,000.Payment of salaries, projects related costs, and traveling claims should not be paid through the ImprestAccount or Petty Cash.

The following principles should be observed for *Petty Cash payments*:

* All expendituresshould be clearly described & recorded in a petty cash account (Annex 3) prior to the payment. The Finance and Administration Officer records the payment or income and ensures that the vouchers are free of erasure or correction,dated with the actual day the funds were received or released.

* The petty cash account shall be prepared by the Finance and Administration Officer, supported by the bills / invoices / vouchersand submitted to the Manager for approval. These documents shall be annexed to the Cash Book which carries the petty cash replenishment vouchers.

* Petty Cash should be replenished when the cash limit reaches LKR 5,000 and there is no frequency restriction to withdraw petty cash from the bank account.

* The petty cash box must be locked in the office safe after working hours. The duplicate key to the box must be kept in a sealed envelope in the office safe and the custodian of the petty cash must sign this envelope.

Personal use of Office facilities

Officers shall restrict as much as possible the use of office telephone, vehicles, fax, copying and other facilities to official business only. When such facilities are used by project personnel for personal reasons, respective officers are responsible for collecting the full costs from these individuals.

3.3   Procurement

All non-expendable items procured by Officers should be entered in the inventory by the Finance and Administration Officer and they should carry inventory stickers. All equipment provided to the staff members for regular use (e.g. laptop computer, mobiles phone, hand held radio, etc.) should be issued only after the receipt of a Property Custody Receipt (Annex 4). It is the staff member's responsibility to ensure the safety and proper maintenance of provided equipment. The staff member is also responsible for the replenishment of any loss or defects due to negligence of such provided equipment, at own cost, in consultation with Management.

CHAPTER FOUR

PROGRAM

4.1 Purpose of the Strategic Budget Allocation

Program funds are allocated based on strategic requirements as outlined in the Road Map. The aim of the Strategic Budget Allocation Criteria is to optimizeprogram efficiency.

4.2 Strategic Budget Allocation Criteria

There are two sets of strategic budget allocation criteria:

a. Program criteria: criteria related to the overall <u>focus</u> of the program.

b. Sub-criteria: crosscuttingcriteria thatarenot directly related to programming, but important for organizational and pragmatic purposes.

4.3 Project Development and Project Cycle Management

Noolaham Foundationhas adopted an integrated approach to project development and management.

▶ Noolaham Foundation initiates, plans and implements the majority of its projects.

▶ A participatory and collaborative approach is used at all stages of the projects with all stakeholders

▶ Program activities are prioritized in accordance with the needs of the Sri Lankan Tamil speaking communities.

▶ Project development meets knowledge requirements and promotes self-help accessibility and capacities, for both individuals and community. A wide range of knowledge dimensions such as academic level research and development, social stability and interactions, networking and coordination, enhanced wisdom and capacity building are included.

▶ Project planning does not restrict support activities of the Chapters. Chapter activities and capacities are encouraged.

▶ For any program, any intervention by Noolaham Foundation should adherethe Noolaham's Strategic Framework(Mission, Objectives & Values), Noolaham's Guiding Principles and Noolaham'sPolicies and Standards.

▶ The main steps of project planning includesidentification of target materials and related beneficiaries or communities, participatory assessments (based on the requirements),

prioritization, planning, appraisal and approvals, networking, defining exit strategy, implementation method and monitoring and reporting setup. At the exit phase,Noolaham Foundation ensures that the anticipated documents and materials are created and made accessible to all targeted end-users and stakeholders.

▶ Noolaham Foundation's Project Life Cycle Overview:

- Noolaham Foundation and relevant volunteers or stakeholders identify a project.

- Noolaham Foundation prepares a proposal document (Annex 5) whichconsists of Background and objectives, Target and Results, Justification, Beneficiaries, Implementations, Budget, Work plan, and required annexure,.

- The proposal is forwarded to management for assessment and approval by the Program Officer.

- The proposal is then submitted to the Regulatory Board and Board of Directors for final approvals.

- An agreement should be signed between the Noolaham Foundation and implementing agency / donor agency.

- As a general rule, Noolaham Foundationwill do the procurement for projects. If any exceptions are to be made, the implementing agency should consult the Operations Unit in NoolahamHead Office.

- Funds shall be released to the implementing agency or obtained from donor agency as per agreement and against the milestones and deliverables.

- Interim reports and the final evaluation report will be submitted by implementing agenciesand Noolaham Foundation will submit reports(Annex 6) regularly to donors.

4.4 Project Management Cycle

		Person/s Responsible	Key Outcomes	Signing Authority
Phase 1	Project Initialization	Stakeholders/Volunteer/Dedicated Staff Member/Experts	Concept Paper based on Project Charter / Road Map	Chief Program Executive, Regulatory Board
Phase 2	Project Approval and Agreement	Board of Directors, Chief Program Executive, Stakeholders/Experts	Project Charter Approval on Project document, and Agreement	Board of Directors & and External Organization (if any)
Phase 3	Creating a Project Management	Program Officer, Project Team (Approved by Chief	Project Management Plan	Chief Program Executive & and External Organization

	Plan	Program Executive)		(if any)
Phase 4	Direct, Manage and Execute Project Work	Program Officer, Project Team	Deliverables (Product/Service/Imp act), Work Performance Data, Updates	Program Officer and Chief Program Executive
Phase 5	Monitor and Control Project Work	Board of Directors, Chief Program Executive, Program Manager	Change Requests, Budget/Schedule/Res ource/Quality Control	Chief Program Executive
Phase 6	Project Close	Senior Program Officer & Chief Program Executive.	Transition to Operations of Products/Services (if required), Updates to Organizations Policies/Process (if required), Project Lessons Learnt Document	Board of Directors

4.4 Program Targets based on the Road Map to 2020

4.5.1 Program Background and Problem Statements

Noolaham Foundationoffers digital archiving services and other related products and services. Itfacilitates information preservation programs, provides financial assistance and technical guidance for digitization initiatives and actively participates in awareness-raising campaigns. It also co-ordinates a range of fundraising activities and collaborates with other organizations and individuals, and serves as a Learning Centre incorporating local knowledge, enabling social interaction with a view to achieving constructive social outcomes. It functions as a repository for various institutions and fulfills the information needs of students, researchers, historians, activists and the public. Volunteers of Noolaham Foundation engage inNoolahamactivities globally and establish Noolaham chapters in their respective countries to achieve the mission of the Foundation.

One of the founders Mr. R Pathmanabalyer initiated this project in 1999 aiming to preserve Sri Lanka Tamil related documents and books in electronic version with the objective of protecting them for long term. Historically, important documents were destroyed or burned by natural and

man-made disasters. During numerous displacements, many potential documents were misplaced and scattered in many locations in Sri Lanka, and it seemed like a nightmare to re-collect and place all these documents in one place. Several patriotic personalities too possessed valuable documents, but they did not want to share these documents due to many perceived threats. Likewise, many villagers too kept to themselves social, economic, religious, political, and other important documents, without sharing them with others. This situation has led to a dead end in the search for wisdom and knowledge for current and future generations.

The special feature of cooperated social fabric has deteriorated due to diffusion of western culture and planned destructions. Mostly, the youth face hardship to stabilize and integrate themselveswith the society due to the continuous displacement or retention in many welfare camps and alienated locations. Information sharing system is not in place, and the trend of reading habits becomes questionable among these populations. Introduction of sophisticated technologies and advance equipment have diverted this generation from their reading habits resulting in the search for quick source of information for decision-making. The younger generation seems to care less for the preservation of documents and rely on accessible versions.

Traditional technologiesare verbally conveyedfrom generation to generation and they cannot be found as documents. When the precious aged community disappears, traditional technologies become more volatile as younger generation is not willing to acquire and practice traditional methods. Therefore, it is vital that traditions should be documented and preserved for the utilization of future communities.

Sri Lankan Tamil communities in Sri Lanka and around the world produce many publications and magazines. They have not been properly preserved and protected. In many instances, researchers seek relevant documents, but they are not able to locate them in time, resulting in 'knowledge-gaps' in their findings. Several researchers visit Sri Lanka to engage in surveys and researches, but find that they are not able to access a considerable number of documents connected with their studies. Thus, these researchers are compelled to conclude their studies with limitedresources. There needs to be a basic system to dig-out these hidden materials in addition to a space, where such materials could be made available for researchers and inventors.

More than 1,000,000 Sri Lankan Tamils live the world over and their aspiration is to come back to Sri Lanka, when a favorable situation is ensured and sustained. Their children are eager to learn Sri Lankan Tamil culture, literature, history and ancestry. In this context, a space needs to be created for their interactions and inter-connections.

Many distinct features which belong to Sri Lankan Tamil communities such as wedding ceremonies, religious festivals, puberty ceremonies, funeral rituals, and other cultural events are

neither documented nor preserved for the. The present generation has not only lost its hope in such traditions but also has become critical of these practices due to its failure to understand the real or actual philosophy behind each social and cultural practice. In many instances, clashes have been recorded and even deaths have occurred due to the misunderstanding of traditional practices. The protection and understanding of such cultural and traditional practices will enhance the awareness and knowledge amongthe Tamil communities.

Due to lack of proper preservation, many books and relevant materials have been lost, and many authors looking for their original version sometimes fail in their mission. Many authors do not share their materials due to copy right issues, economic considerations, and due to their negative perceptions towards archiving. This may result in the loss of intellectual materials for future generations.

The rapid development in Sri Lanka in the post-conflict scenario has triggered the latest technologies to penetrate the market segment even in remote areas.Network coverage is available throughout Sri Lankaand opportunities for knowledge seeking have stretched out for all communities. Nevertheless technology should be supported to meet the market demand of knowledge seekers by the better utilization of already available technology. But still, huge gaps have been identified in fulfilling the need of the community.

4.5.2 Justification

Noolaham Foundation is a non-profit, charitable organization, providing enhanced access to information sources and also fostering knowledge-based development in Sri Lanka through an online digital library. Anyone who is interested in updating his or her knowledge has access to Noolaham Foundation round the clock and has the facility to download required materials and document free of charge. This virtual system serves as a learning centre incorporating local knowledge enabling social interaction with a view to achieving constructive social stability. It functions as a repository for various institutions and alsofulfills the information needs of students, researchers, historians, activists and the public.

Through a learning process and research based approach Noolaham Foundation targets to document diversified reading and multimedia materials. This approach is a key method to engage diversified social members to work and understand the socio, economic, cultural, and political context of Sri Lanka and their society, endow them with sufficient wisdom and knowledge to overcome the barriers which have been the chain of perceived unethical values for block makers. During the process of research activity, significant amount of knowledge acquirement can be ensured and this would assist community contributors to mitigate the risk and problem which they encounter in day-to-day life. The first objective also triggers the community to reveal the resources

which are available, and drive the community to plan for their sustainable endeavors, and they shall be a useful document to the clients and stakeholders who have been committed to community development activities.

The second objective focuses more on documenting existing books and reading materials. This serves as a platform and entry point for interactions among the intellectuals and social leaders. This section preserves all documents created by Sri Lankan Tamil speaking communities regardless of gender, age, religion, and other social factors. Any author, commonman, producer or publisher can preserve his or her creations in the virtual environment, and it would pay a way for global access to digitalized environment. Many intellectuals from throughout the world have been delivering their creations to Noolaham Foundation and writers who have lost their creations too can download books or documents from the virtual system of Noolaham Foundation. Apart from the concept of traditional libraries, the unique feature of Noolaham Foundation is to preserve only Sri Lankan's creation, and the knowledge seekers who search for Sri Lankan documents can freely download any material from Noolaham Foundation's virtual system.It also provides a good base for information gathering for self-entrepreneurs and social researchers to access revealed discoveries and findings quickly through easily accessible user-friendly interfaces.

The reference services will be a great resource to knowledge seekers. Through this service, researchers, students, public, authors, publishers, and community leaders shall get their requirements in time by contacting officials of Noolaham Foundation through mail or phone calls simply by filling the available form in the Noolaham Foundation website. The established virtual interface will be a fact finding source of Sri Lankan Tamil documents. Meta data and resource list of authors and intellectuals are made available on the virtual interface. This shall be a linking agent throughout the world to strengthen social contacts and cohesion among the Tamil speaking community.

The last objective mostly focuses on the forum of Tamil speaking community and aims at building network and interactions by conducting related events, ceremonies, workshops, seminars, exhibitions, meetings, forum, lectures, conferences, and debates. Through the forum, contributions from both intellectuals as well as common manwill be gathered, documented, and will be made available for interested clients and stakeholders. Social and cultural practices shall be preserved and disseminated through these programs, social website and mass-media. There are potential openings for content contributors and creators to integrate and share their thoughts, thus offering long lasting products to the society.

Noolaham Foundation has established close network with the Diaspora and diversified stakeholders aspiring for socio-economic development. This initiation has mostly been appreciated

and welcomed by community contributors around the world with possibilities of financial granting and granting input for documentation and socio-economic development.

4.5.3 Targeted client and beneficiaries

The Tamil speaking community around the world shall be the principal beneficiaries of Noolaham Foundation's program. The student community, undergraduates, post-graduates, researchers, leaders, youth, kids, gender and other specific groups, entrepreneurs, writers and authors, professionals, publishers, community groups, institutions, social and religious groups, government and non-governmental organizations, and companies shall be the potential segments of targeted beneficiaries.

4.5.4 Expected results and impacts

Many historically protectable heritagesshall be kept-in and shared with all communities with the focus on future usability, considering the technological advancement and adaptation. Most of the Tamil speaking community around the globe will have access to diversified documents in Noolaham Foundation website. Through the space initiated, it is expected to widen access among targeted communities.

Creating opportunities for engagement among relevant stakeholders and communities and the understanding of the Tamil speaking community by the common man shall be enhanced and the new arena shall be the key boosting factor for social transformation and support for self-resilient.

Research, development and the conducting of various cultural and social events for interaction will be enhanced and further links shall be established and interconnected among intellectuals and communities. This will result inthe strengthening of social cohesion, thus paving a way for regional, national, and international understanding on social context and values of each community group.

4.5.5 Log Frame

Description of Objective and Output	Target Indicators	Means of Verification	Risk and Assumption
Objective 1: To document, preserve and digitally archive ethnography and knowledge bases such as dialects, belief systems, myths, rituals, folklore, games, indigenous medicine, law and administrative systems, technologies and arts of mainstream and marginalized communities.			
Output 1.1: Religions and Cultural memories	15 researches, Preservation of 400 relevant documents	- Research documents - Progress and annual reports - Documents collected and preserved in the system and tracking sheets maintained - Stories and case studies-Feedback from stakeholders and clients	The targeted community and stakeholders clearly understand the purpose of documentation and preservation of documents, and offer less resistance on collecting documents from community. Contributors are willing to share ethnography and knowledge base intellectual properties, and researchers will have no issue on carrying out related activities and will have support from relevant stakeholders. There will be no changes in government policy on preservation of unique document, and archeological department and archiving unit will provide continuous support and services on digitalizing and publishing document on cyber environment and making access to all communities throughout the world.
Output 1.2: Architecture and Design			
Output 1.3 Crafts and Technology, Science			
Output 1.4 Law and Legal System			
Output 1.5 Home and Life style			
Output 1.6 Arts and Activities (performance and visual)			
Output 1.7 Ethno Medicine			
Output 1.8 Social Structure, Genealogy and Kinship			
Output 1.9 Archaeology and History			
Output 1.10 Linguistics and Literature			
Output 1.11 Ethnography and Race Relations			
Output 1.12 Villages and Communities			
Output 1.13 Organizations and Institutions			
Output 1.14 Landscape, Environment and Biodiversity			
Objective 2: To engage in and support preservation and digital archiving of written, print, multi-media and electronic resources related to Sri Lankan Tamil speaking communities.			
Output 2.1 Print Publications Archives	7000 printed publication	- Progress and annual reports - Document collected and preserved in the system and tracking sheets maintained	Authors and writers will continuously provide support in collection of document, obtaining permission and approvals from respective contributors, all relevant stakeholders such as press and publishers will also help to digitalize and archiving relevant document. All stakeholders will contribute to Noolaham Foundation by sending related
Output 2.2 Manuscripts Archives	1110 manuscripts		
Output 2.3 Multimedia Archives	6000 multimedia archives		

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Output 2.4 Digital Resources Archives	51000 digital resources		documents on time to digitalize and launch them in the website on a timely manner. All documentary related to multimedia and websites shall be documented, edited and preserved on the system as planned with the fullest support of the relevant stakeholders.
Objective 3: To provide knowledge and information services to ensure free and open access thereby support educational, research and development endeavors related to Sri Lankan Tamil speaking communities			
Output 3.1 Digital Library	- 01 searching system - 100 guides	01 digital library launched supported Collection available on the system Research documents Collection of education materials Moodle learning system Reports and Magazines Case studies	Noolaham will be able to collect all targeted documents during the implementation of phase II period 2013 – 2018, and will be able to support researches and be a social leader revealing discoveries and findings to cater to the needs of the community by compiling and disseminating through the reference section of Noolaham Foundation. Interested parties will have the access and facilities to browse internet and the website of Noolaham Foundation within the predetermined period, and the technology will reach the nook and corner of Sri Lanka. Interested parties will also have adapted to new technology.
Output 3.2 Collection Development	20 collections		
Output 3.3 Reference Collections & Research Support	10,060 reference and technical supports		
Output 3.4 Virtual Learning Environments	5,000 sharing of relevant resources , 60,000 students		
Objective 4: To build communities of practice, processes, technologies and standards of archival, library information sciences through communication, networking and collaboration.			
Output 4.1 Noolaham Events	10 events	Event reports Conference report or publications Printed publications User site of number of group and institutions Publication on creative commons Progress and annual report Newsletter, leaflet, magazines Case stories	All relevant stakeholders will be able to assemble under one umbrella of social coordination and be able to transfer the gained and acquired knowledge and information to clients and dependents. Significant support will be obtained from relevant stakeholders on convening and networking intended groups within the time frame. Community and volunteers will provide intensive assistance to conduct events and programs in targeted locations. The friendship network and committed members of Noolaham Foundation will provide continuous support in mobilizing and managing resources when needed. All chapters will commit and mobilize Diaspora community to inspire the potential and existence of Noolaham Foundation and seek support with grants and capitals for the smooth function of Noolaham Foundation. Volunteer network will be accessible when required through respective volunteer channel and proper coordination and integration will be the real drive to mobilize Noolaham Foundation objective and goals.
Output 4.2 Conferences and Symposiums	2 conferences		
Output 4.3 Publications	100 publications		
Output 4.4 User Community	foster 25 user community group		
Output 4.5 Information Commons	Create minimum 05 open access published materials		

4.5.6 Risk and Assumption

Considering Sri Lanka's standing point on Tamils and taking into account the historical lessons learnt from different facets of experience, risk assumption shall also be categorized based on the following four objectives:

Objective I:

To facilitate the targeted community and stakeholders to clearly understand the purpose of documentation and preservation of documents, resulting in the community offering less rejection and resistance to collecting documents.

Contributors will be willing to share ethnography and knowledge based intellectual properties, and researchers will have no issue on carrying out related activities and will have support from relevant stakeholders as well.

There will be no changes in government policy on preservation of unique documents, and archeological department and archiving unit will provide continuous support and services on digitalizing and publishing document on cyber environment thus offering access to all community throughout the world.

Objective II:

To facilitate authors and writers to continuously provide support in the collection of documents; to obtain permission and approvals from respective contributors; and to seek help from all relevant stakeholders such as press and publishers to digitalize and archive relevant documents.

All stakeholders will contribute to Noolaham Foundation and send in related documents in time for digitalizing and launching in the website on a timely manner.

All documentaries related to multimedia and websites shall be documented, edited and preserved on the system as planned with the fullest support of the relevant stakeholders.

Objective III:

To facilitate Noolaham to collect all targeted documents during the implementation of phase II period 2013 – 2018, and to support researchers and social leaders to reveal various discoveries and findings to cater to the need of their community by compiling and disseminating through the reference section of Noolaham Foundation.

Interested parties will have access and facilities to browse internet and the website of Noolaham Foundation within the predetermined period, and as the technology will have reached the nook and corner of Sri Lanka and other destinations, they will have adapted new technology.

Objective IV:

To facilitate all relevant stakeholders to assemble under one umbrella of social coordination and thus transfer the gained and acquired knowledge and information to clients and dependents.

Significant support will be obtained from relevant stakeholders on convening and networking of targeted groups within the time frame. Community and volunteers will provide intensive assistance to conduct various events and programs in targeted locations.

The friendship network and committed members of Noolaham Foundation will provide continuous support in mobilizing and managing resources when needed. All chapters will commit and mobilize Diaspora community to inspire the potential and existence of Noolaham Foundation and support with grants and capitals for the smooth functioning of Noolaham Foundation.

Volunteer network will be accessible when required through respective volunteer channels and proper coordination and integration will be the real drive to mobilize Noolaham Foundation objectives and goals.

4.5.7   Monitoring and Evaluation Plan

Monitoring and evaluation is an online set of activities, which will be carried out during the implementation of project activities based on the work-plan / implementation plan defined in the project proposal itself. The Project team shall be the primary focal unit to monitor the results and for supporting management in the implementing of all anticipated objectives. The Communication and Public Relation officer will coordinate and communicate the key results based on the donor requirements. Annual magazine and quarterly Newsletter willalso be printed and disseminated among stakeholders and communities.   Based on the road-map of Noolaham Foundation for five years, overall achievements will be accumulated and assessed regularly.

4.5.8   Program Budget and Overall Budget

Description of Objectives and Output	Target Indicators	Unit of Measurement	Unit Rate	Amount	Regular Source	Other Source
Objective 1: To document, preserve and digitally archive ethnography and knowledge bases such as dialects, belief systems, myths, rituals, folklore, games, indigenous medicine, law and administrative systems, technologies and arts of mainstream and marginalized communities.						
Output 1.1: Religion and Cultural memories	15 researches 400 documents	No No	1,000,000 1,200	15,000,000 480,000	4,500,000 144,000	10,500,000 336,000
Output 1.2: Architecture and Design						
Output 1.3 Traditions, Science and Technology						
Output 1.4 Law and Society						
Output 1.5 Home and Life style						
Output 1.6 Arts and Activities						
Output 1.7 Ethno Medicine						
Output 1.8 Social Structure, Genealogy and Kinship						
Output 1.9 Archaeology and						

History						
Output 1.10 Linguistics and Literature						
Output 1.11 Ethnography and Race Relations						
Output 1.12 Villages and Communities						
Output 1.13 Organizations and Institutions						
Output 1.14 Landscape, Environment and Biodiversity						
Objective 2: To engage in and support preservation and digital archiving of written, print, multi-media and electronic resources related to Sri Lankan Tamil speaking communities.						
Output 2.1 Print Publications Archive	70000	No	1,000	70,000,000	21,000,000	49,000,000
Output 2.2 Manuscripts Archives						
Ola leaf Archive	100	No	20,000	2,000,000	600,000	1,400,000
Diaries Archive	10	No	10,000	100,000	30,000	70,000
Letters and other hand written documents	1000	No	1,000	1,000,000	300,000	700,000
Output 2.3 Multimedia Archives						
Audio Archive	500	No	10,000	5,000,000	1,500,000.0	3,500,000
Video	500	No	20,000	10,000,000	3,000,000.0	7,000,000
Photos and images, map, drawings	5000	No	200	1,000,000	300,000.0	700,000
Output 2.4 Digital Resources Archives						
Web News Archive	50000	No	40	2,000,000	600,000.0	1,400,000
Web Site Archive (sites, blogs etc)	100	No	20,000	2,000,000	600,000.0	1,400,000
Electronic Resources						
Objective 3: To provide knowledge and information services to ensure free and open access, thereby support educational, research and development endeavors related to Sri Lankan Tamil speaking communities						
Output 3.1 Digital Library						
Providing Open Access, Classification and Cataloging, Guides, developing an intelligent searching system (search engine) to initiate automated archiving of SLTSC	70,000	Bibliographic records	100	7,000,000	2,100,000	4,900,000
Output 3.2 Collection Development						
Ongoing Collection Development, Special Collections	20	collections	1,000	20,000	20,000	-
Output 3.3 Reference Collections & Research Support						
Bibliography, Communities and Villages, Organizations, Who's Who	10000	datasets	200	2,000,000	600,000	1,400,000
Technical and Financial support for the individuals or group for engaging in documentation	60	No	10,000	600,000	180,000	420,000
Output 3.4 Virtual Learning Environments						
Educational Resources, Virtual Learning Environment	5000	No	1,000	5,000,000	1,500,000	3,500,000
Objective 4: To build communities of practice, processes, technologies and standards of archival, library information sciences through communication, networking and collaboration.						

Output 4.1 Noolaham Events						
Lectures, Seminars, Workshops, Exhibitions, Arts events, Cultural events, Literary events	10	No	5 30,000	5,300,000	1,590,000	3,710,000
Output 4.2 Conferences and Symposiums						
Conferences	2	No	1,500,000	3,000,000	900,000	2,100,000
Output 4.3 Publications						
Books, Translations, Newsletter, leaflets, Journals, Posters and Magazines	100	No	15,000	1,500,000	450,000	1,050,000
Output 4.4 User Community						
Foster User Communities: create specific groups under categories of writers, Professionals, students, researchers, other public groups. Verification of the following: newsletter, researches journals, events magazines, other publications and events, etc. Getting feedback through structured forms, meetings, calls, Suggestion box , etc	25	No	100,000	2,500,000	750,000	1750,000
Output 4.5 Information Commons						
Foster Open Access publishing, Create Commons, Open Media and Open Courseware	5	No	100,000	500,000	150,000	350,000
Total				126,784,000	38,035,200	88,748,800

4.5.9 Implementation Plan

Since Noolaham Foundation is a non-profit organization, it shall implement projects itself and also will implement projects through identified potential social institutions or researching institutions or socially driven groups such as university students, school students, active community members and stakeholders.

All procurement for services and goods shall be done by Noolaham Foundation abiding to the rule and regulation governing the operational procedures. Volunteers and technically supporting personnel shall contribute to run the project smoothly in their respective locations or places with the support of relevant stakeholders and clients. Reporting and communication plan will be defined for each project based on the requirements. Lesson learnt and best practices will be mapped out and documented, and also will be made available on the official website of Noolaham Foundation. Stakeholder networking and coordination will be a means of achieving anticipated target within the time frame defined for project and program.

4.5.10 Program and Project Reports

- Noolaham Foundation Program Progress Reports will be prepared on a bi-annual basis. Completed Reports will be forwarded to the donor no later than two months after the completion of the project.

- The structure of the Progress and Completion Reports (Annex 6) will be as per the format.

- Reports will be prepared for programs and projects. All projects related to programswill be reported on together.

- Reports will depend on the thorough work plan which is a component of the original project documents, including the overall outcome, the expected outputs, indicators of these outputs, the timeframe and the necessary inputs.

- Monitoring and Evaluation feedback will be used extensively when compiling reports. This feedback will be collected and adapted to the reporting format.

- Annexes such as Financial Report, Case studies, Fact Sheets etc., shall be included.

4.6 Visibility Strategy

All visibility materials such as sign-boards, promotional items, stickers, newsletters etc., will be based on the graphic standard guideline (see graphic standard manual) of Noolaham Foundation.

4.7 Cross cutting Areas

4.7.1 Conflict Sensitivity

Projects/interventions/programs in areas affected by protracted conflict have demonstrated the possibility of having both positive and negative impacts on the political, social, and economic and security spheres, within its operational context. Conflict sensitivity is aimed at explicit awareness of the interaction between a project and conflict, minimizing the capacity of the project to further fuel conflicts (reduce negative impacts), and anticipate in advance the risk of renewed conflict on the projects.

4.7.2 Gender mainstreaming

The integration of a gender perspective is based on the understanding that gender is a key driver of development effectiveness. Using gender check listand applying gender assessment tools, gender sensitivity shall be considered.

4.7.3 Environmental Concern

Using environmental assessment tools or check list, environmental assessment will be done based on the requirements. Though Noolaham Foundation projects contain no potential threat to

environment, precaution will be in place with feasible strategies and mitigation measures including monitoring and reporting system.

4.8   NETWORKING, COORDINATION, AND COLLABORATION

Noolaham Foundation nationally and internationally holds significant stakeholder network with relevant parties and volunteer force. Many academic and professional institutions and donor communities have been supporting to implement diversified projects targeting protection and preservation of documents which are generated by Tamil speaking community of Sri Lanka. Noolaham Foundation welcomes coordination and collaboration initiatives from variousstrata of interested stakeholders and clients.

Overall coordination strategy is managed by the Board of Directors (BOD), while the respective chapters identify and propose possible coordination mechanisms to BOD for approval. International collaboration through individual and institutional grant and friends of Noolaham Foundation area striving agent for coordination and carrying out diversified documentation and preservation activities in Sri Lanka.

Discussion and initiation of ideas for collaboration, development of strategies, formulation in black and white, analyzing marketing demand and real need of targeted community, affiliation and facilitation to carry out project actions, collection of required documents and digitalization, and making documents available for public are some of the recurrent activities regardless of research and development approaches. These are the key features of Noolaham Foundation.

Noolaham Foundation also collaborates with individuals, local community and groups, various specific groups such as student and youth, officials and departments for certain specific and focused intervention such as social and cultural interventions, economic and political interventions, resource identification and documentation, stakeholder specific ideas, and other relevant activities.

4.9   SOURCE OF FUNDING AND RESOURCE MOBILIZATION PLAN

There will be two main resources for grant mobilization namely regular and non-regular donations. Regular resources will be provided by relevant resource network throughout the world, and friends of Noolaham Foundation, patrons, technical advisors, member of regulatory bodies, chapter community, and through initiation of fund raising activities by Noolaham Foundation in Sri Lanka to cover routine operational cost and expenditure.

Seven chapters, Directors of Board, members of Regulatory Board, other well-wishers, and friends-network of Noolaham Foundation will be the primary source of operational functions. All chapters will ensure their commitment during the fourth quarter of each year and will mobilize funds and commitment by the first quarter of the following year, while the second and third quarters will be the periods for actual implementation. Reporting will be carried out during the fourth quarter of each year.

Meanwhile, through non-regular funding sources such as project grant, donation for specific activities, and other grants, most of the project related activities or plan of action will be carried out. The program unit in consultation with Management and Board members will identify potential entry point and based on the market requirement or the donor requirement will analyze and formulate proposals, and support management to appraise, finalize and submit them to donor communities. The overall approval for projects will be endorsed by the Board of Directors before the submission to donors.

4.10 SUSTAINABLE STRATEGY

All documents collected through projects will be digitalized and preserved as archived on the official website of Noolaham Foundation. Stakeholders will be the primary responsible persons to coordinate with the relevant stakeholder in their respective locations.

Sufficient back-up will be made and maintained in many locations to protect the documents from hackers and breakers. The main server will be the primary source of information control and the administrator will be the key focal person to operate and administrate the entire system of Noolaham Foundation. The document and question / questions bank will be made available for access.

The volunteer network established through active involvement in documentation and preservation activities will serve as the stable contributors for the continuation of community efforts on resource mobilization and as vigilant groups to identify and support the socio economic development of each community group, social groups, and the Tamil speaking community as a whole.

The relevant government and non-government stakeholders will be the key contributors for community construction and preservation of potential heritage, and willalsobe the primary officials for harmonization of potential contributors and creative commons.

Through the establishment of forum, relevant expertise will be linked and networked. Any new ideas or findings shall be discussed in relevant forums to increase technical know-how of the Tamil speaking community. And through archiving web and multimedia components, information and documents will be permanently preserved.

Through engaging in researches on important topics in required areas, a knowledge targeted student community will be developed, and this will serve as a potential knowledge contribution to the Tamil speaking community, to plan and perform much social and cultural initiative and to cater to the needs and rights of the Tamil speaking community in Sri Lanka and around the world.

The establishment of a network between Sri Lankan Tamil speaking community and the Diaspora will be a bridging agent to fulfill certain social and economic needs to fill the gaps in the

targeted community. Potentially viable and feasible activities will also be made available for external sharing and any interested parties shall communicate with community groups directly and offer support to the socio economic and political development of targeted community.

4.11: Stakeholders and Resource Personals

Noolaham Foundation consists of a diversified sector expertise and supportive stakeholder network. Volunteer support is the peculiar feature and this force provide immense support for the smooth implementation of project and execute Noolaham Foundation related events and capacity building activities.

There are four types of potential stakeholders and resource teams that exist,

1. Internal team: This team includes the program, communication, operation, and volunteer officer. This team is responsible for the implementation of Noolaham Foundation related activities, and support Noolaham Foundation to achieve its objective effectively and efficiently.

2. Research team: This is an external team, which contains a group of individuals engaging in research, development, and project activities. They will be responsible for the completion of tasks provided by the Principal Investigator/ Supervisor of research and development tasks. Interns and fellowship students of Noolaham Foundation fall under this category.

3. Principal Investigators / Supervisors: There are many principal supervisors attached with Noolaham Foundation. This team provides guidance for any research and development activities. it contributes to analyze and direct Noolaham Foundation resources towards strategic direction. All research and development activities are channeled through this team as this team consists of versatile sector expertise in many trades. This team represents members from academic and non -academic background and shall be utilized based on the research requirement and sector needs.

4. Collaborative Institutions: There are many institutions, closely working with Noolaham Foundation. These institutions provide immense support in performing a many project activities and shoulder Noolaham Foundation to achieve its overall objectives. Many institutions contribute with their input to carry out diversified activities on Noolaham Foundation. Depending on the requirement and needs, these institutions will be consulted, collaborated, and used to obtain constructive input when required.

CHAPTER FIVE

NOOLAHAM STANDARDS AND POLICIES

5.1 Noolaham Policy on Intellectual Property Rights

5.2 Access Criteria of Noolaham Foundation

5.3 Metadata Standards of Noolaham Foundation

5.4 Data Backup Policy of Noolaham Foundation

5.5 Digitization Preservation Standards of Noolaham

5.6 Policy on Gender Equality

5.7 Work Place Policy in HIV/AIDS of Noolaham Foundation

5.1 Noolaham Policy on Intellectual Property Rights

Noolaham Foundation respects Intellectual Property Rights. Noolaham Foundation identifies a risk related to open access policy. Promoting open access might demotivate the publishers and authors to write and publish.

Objectives of Policy

* To provide clear vision and consistent message to stakeholders, Governments, Rights holders about the Noolaham Foundation's position on Intellectual Property Rights

* To inform the public and clients as to how the intellectual properties created by Noolaham Foundation shall be accessed and utilized.

Commitment

* Noolaham Foundation respects Intellectual Property Rights
* Noolaham Foundation utmost priority to resolve any complaints & issues related to property rights.
* Noolaham Foundation shall develop criteria for access policy so that authors and publishers will not be demotivated.

Policy Implementation

1. Intellectual Property of Noolaham Foundation

All Intellectual Propertiescreated by the Foundation should be distributed as free content (copyleft) or open content. Thus the publications should be released under either

* Attribution-NoDerivs 3.0 Unported (CC BY-ND 3.0) (for corporate publications such as the Annual Report) or

* Attribution-ShareAlike 3.0 Unported (CC BY-SA 3.0) (for all other publications)

* All information content created by the Foundation are licensed under the Creative Commons Attribution-Share Alike 3.0 meaning that all content for which the Foundation owns the copyright may be freely used, freely edited, freely copied and freely redistributed subject to the restrictions of that license.

2. Intellectual Properties of third party
   * Permission / consents should be obtained for any items before it is archived and given access to end user.
   * Noolaham Foundation gives access based on Access Criteria.

5.2 Access Criteria of Noolaham Foundation

Open access to some of the electronic resources available through the Noolaham Foundation Digital library is limited for following reasons.

1. To ensure that the intellectual property rights and publication rights of the concerned parties are not violated.
2. To ensure that the potential publishers and authors are not demotivated because of the open access policy.

Basic Criteria - The selected books or documents should be writtenby person or persons from Tamil speaking communities or should be about Tamil Speaking communities.

Online access to Tamil Books and Documents - Tamil Books published after 31st of Dec 2000, should not be given access online. Tamil Books published after 31sr De, 2007, should not be given access online, even though permission is granted by the right holder (if he or she insisted, shall be given online access)

Online Access to Document in English - It includes books, publications and research papers and should be authored by those belonging to the Sri Lanka Tamil speaking community. Maximum effort should be made to obtain the permission form the right holders before giving online access.

Online access to Magazines and Journals in Tamil - Open access shall be given after obtaining permission form the publishers of the contemporary magazines/ journals. Maximum effort should be taken to obtain permission before giving open access to non-contemporary magazines or magazines gone out of publication.

Online Access to Newspapers in Tamil - Permission should be obtained before giving online access.

Online access to Other Publications and Documents in Tamil - Maximum effort should be made to obtain the permission form the right holders before giving online access.

5.3 Metadata Standards of Noolaham Foundation

Descriptive Metadata

Descriptive metadata describes a resource for purposes such as discovery and identification. It can include elements such as title, abstract, author, and keywords. In our case this information is available in the wiki.

Descriptive Data of Noolaham Foundation is based on Dublin Core and should consist following information .

Title	Format
Creator	Identifier
Subject	Source
Description	Language
Publisher	Relation
Contributor	Coverage
Date	Rights
Type	

Administrative Metadata

Administrative metadata provides information to help manage a resource, such as when and how it was created, file type and other technical information, and who can access it. There are several subsets of administrative data; two that sometimes are listed as separate metadata types are:

- Rights management metadata, which deals with intellectual property rights, and
- Preservation metadata, which contains information needed to archive and preserve a resource

5.4 Data Backup Policy of Noolaham Foundation

Noolaham Foundation strives to both digitally preserve and provide access to a wide range of digitized material. The systems, used for storage purposes, should demonstrate reliability.

Objective of the Policy

Objective of the Databackup policy is to ensure reliability and sustainability of the service rendered by Noolaham Foundation.

Commitment

Noolaham Foundation ensure that a rigorous systems and procedures are in place for backup and restoration in the event of human errors, disasters and technological advance

Policy Implementation

1. Off-line back-ups are kept in more than one location in Sri Lanka and other countries where Stakeholders of Noolaham Foundation actively contribute.
2. Noolaham Foundation maintained online libraries and mirror database
3. Better system is in place to monitor the backup schedules

5.5 Digitization Preservation Standards of Noolaham Foundation

Introduction

The purpose of the standard is to provide clear guidance and standards for digitization and archiving of text, image, audio and video sources. Standards also focus on creation of master files, image quality parameters and digitization environment etc.Digitization is the process of converting physical sources such as a book into an electronic format such as a pdf book. The goal is to convert any physical source, including non-digital electronic sources such as cassettes and VHS tapes into digital objects or files. In theory, digital data is not degradable, and can be easily copied, organized and preserved. However, the quality of the digital objects depends on the quality of the original source and the quality of the digitization process.

Objective

* To enable high quality or reasonable reproduction of the originals.
* To facilitate "use-neutral" digitization for the purpose of long term preservation and multiple uses.
* To protect digital records against software and hardware technological obsolesce.
* To ensure that the scanned text can be segmented using Optical Character Recognition.
* To enable efficient storage, browsing, and retrieval of the digital records.

Recommended Standards - Image Scanning - All text and photographs should be scanned at minimum 600 dpi x 24 bit RGB color as TIFF or uncompressed JPEG or JPEG 2000 standard. These Master Files can then be converted into PDFs or other file formats for distribution.

Recommended Standards – Audio - Audio files can be analog (ex: cassettes) and they will need to be converted into a digital form. PCM (Pulse-code modulation) is used for digital audio. Various vendors have or support various audio file formats. FLACis usually recommended for archiving purposes. Analog audio files should be digitalized at rate sampling rate of 44, 100 Hz and saved at 24 bitFLAC files. Although 16 bit may be sufficient, 24 bit is recommended in order to capture details and to minimize noise and distortion.

Recommended Standards – Video - MPEG is the common ISO standard for video compression. Most digital recorders store video in this format. The quality can vary based on the settings. Theora is a free alternative lossy video compression format. On the Internet, FLV (flash encoded) video format is used for streaming. FLV is lossy and of low quality. Apple mobile devices should not support it. FLVshould not be used for archiving.

References

http://www.archives.gov/preservation/technical/guidelines.pdf
http://archive.ifla.org/VII/s19/pubs/digit-guide.pdf
http://libinfo.uark.edu/Webdocs/webdev/audiodigitizationguidelines.pdf

5.6 Policy on Gender Equality

Noolaham Foundation believes that gender equality is central to achieving the objectives of Noolaham Foundation. Gender inequity varies in its expression from place to place, but in all communities where Noolaham Foundation works, we encounter some form of gender-based discrimination, gender stereotyping and an unequal distribution of power between women and men, girls and boys. Noolaham Foundation's commitment to gender equality is based on the international standards established by the Convention on the Rights of the Child (CRC) and the Convention on the Elimination of all forms of Discrimination Against Women (CEDAW).

Objectives of Policy on Gender Equality

- To provide a clear vision, consistent messages and a coordinated approach to the promotion of gender equality by Noolaham Foundation and its Chapters
- To guide Noolaham Foundation staff in adopting principles and practice of gender equality in their personal and professional lives
- To foster an organizational culture that exemplifies Noolaham Foundation's commitment to gender equality;
- To communicate Noolaham Foundation's position on gender equality to international, national and local stakeholders, including children;

Noolaham Foundation's Commitment

- Noolaham Foundation will build program and partnerships that promote respect for diversity and sensitivity to cultural differences.
- Noolaham Foundation will ensure that a gender analysis and actions to promote gender equity are included in all programs
- Noolaham Foundation will create an enabling environment for gender equality to thrive in our internal organizational culture.

Policy Implementation

- All staff members and subscribers of Noolaham Foundation, regardless of function or office location, are accountable for the implementation of the commitments outlined in this policy.
- Chief Executive Officer is ultimately responsible for the implementation of the Policy on Gender Equality. The CEO will report on the implementation annually to the BOD.
- BOD/ Regulatory Board are responsible for monitoring annual progress towards greater gender equality.
- Noolaham Foundation's Policy on Gender Equality shall be reviewed every three years or earlier if required.

5.7   Work Place Policy in HIV/AIDS of Noolaham Foundation

Noolaham Foundation recognizes the seriousness of the HIV/AIDS epidemic and its impact on the workplace. The Noolaham Foundation supports national efforts to reduce the spread of infection and minimize the impact of the disease.

Objective of the Policy

The purpose of this policy is to ensure a consistent and equitable approach to the prevention of HIV/AIDS among employees and their families, and to the management of the consequences of HIV/AIDS, including the care and support of employees living with HIV/AIDS. The policy has been developed and will be implemented in consultation with employees at all levels. It is in compliance with existing laws regarding HIV/AIDS and with the ILO Code of Practice on HIV/AIDS and the world of work.

Noolaham Foundation's Commitment

Noolaham Foundation does not discriminate or tolerate discrimination against employees or job applicants on any grounds, including HIV status. While Noolaham Foundation recognizes that there are circumstances unique to HIV infection, this policy rests on the principle that HIV infection and AIDS should be treated like any other serious condition or illness that may affect employees. It takes into account the fact that employees with HIV may live full and active lives for a number of years. The Noolaham Foundation's commitment to maintaining a safe and healthy work environment for all employees is based on the recognition that HIV is not transmitted by casual contact

Policy Implementation

* **Rights of employees who are HIV-positive-** HIV-positive employees will be protected against discrimination, victimization or harassment. Normal company disciplinary and grievance procedures shall apply equally to all employees, as will the provision of information and education about HIV and AIDS.

* **Employment opportunities and termination of employment** - No employee should suffer adverse consequences, whether dismissal or denial of appropriate alternative employment opportunities, merely on the basis of HIV infection.

* **Testing -**   Noolaham Foundation rejects HIV testing as a prerequisite for recruitment, access to training or promotion. However, the company promotes and facilitates access to voluntary confidential testing with counseling (VCT) for all employees.

* **Confidentiality-** the Company recognizes the sensitive issues that surround HIV/AIDS and undertakes to handle matters in a discreet and private manner. Where an employee with HIV has revealed his or her status to management, the Company will keep the identity of such person confidential. However in line with the Company philosophy on the virus, the employee will be encouraged to be open about his or her HIV status.

NOOLAHAM DIGITAL LIBRARY

6.1 Selection of documents for digitization

When collecting documents for digital documentation, *Policy on Intellectual Property Rights, Digitization and Archiving Standards,* and *Access Criteria of Noolaham Foundation* should to be consulted. The selection of documentation should commence only after obtaining adequate guidance on the type of anticipated documents for the particular project. Particularly, consideration needs to be given to publication-related limitations. The collection development documents may be considered under the following criteria:

- Types of documents (magazines, books, newspapers, other publications)
- Period of publication (Prior to 1980, prior to 1950, prior to 1923, etc)
- Documents authored by (particular authors)
- Published by (particular publishers)
- State of documents (damaged state, only one copy available)

6.1.1 Field Mission for document search

During field missions in the search for documents for a specific project, documents not appropriate for the particular project, nevertheless important, may be found. (For example, during field missions for the Digitization of Information Resources Project for students, a manuscript location may be identified.) In such circumstances, arrangements should be done to absorb such documents through an appropriate project.

Further, during field missions, journals need to be maintained. It is not only necessary to record field mission-related information but also to maintain the contact details of document providers to Noolaham Foundation. During the recording of management Meta data, the details of document providers are necessary.

6.1.3   Selection of Documents

A. Selection of Books in Tamil

i.   Books should be authored by those belonging to the Sri Lanka Tamil speaking community or they should be about the Sri Lanka Tamil speaking community.

ii.   Books where permission has not yet been obtained from the authors: No scanning of any books published after December 31, 2000.

iii.   Books where permission has been obtained from authors: no scanning to be done of any books published after December 31, 2007.

B. Selection of Document in English

It includes books, publications and research papers and should be authored by those belonging to the Sri Lanka Tamil speaking community.

    i.   Books where permission has not yet been obtained from the authors: No scanning of any books published after December 31, 2000.

    ii.   Books where permission has been obtained from authors: no scanning to be done of any books published after December 31, 2007.

    iii.   If the documents are about the Sri Lanka Tamil speaking community, but authored by persons not belonging to the Sri Lanka Tamil speaking community:

    iv.   If permission has not yet been obtained from the authors, it should have been published before 1923.

    v.   If permission has been obtained, it should have been published before December 31, 2000.

C. Magazines and Journals in Tamil

    i.   Magazines should have been published by those belonging to the Sri Lanka Tamil community or they should be about the Sri Lanka Tamil community.

    ii.   Obtaining permission for contemporary magazines is preferable. Contacts may be made through telephone or e-mail.

    iii.   For non-contemporary magazines or magazines gone out of publication, scanning could commence without permission. However efforts to make contacts with the publishers for written permission are necessary.

D. Newspapers in Tamil

    i.   Newspapers published by those belonging to the Sri Lanka Tamil community or they should be about the Sri Lanka Tamil community.

    ii.   It is necessary to obtain permission.

E. Other Publications and Documents in Tamil

    i.   Publications by those belonging to the Sri Lanka Tamil community or they should be about the Sri Lanka Tamil community.

    ii.   Scanning without permission could commence. However efforts to make contacts with the publishers for written permission are necessary.

6.1.3 Reconfirmation

Rescanning of documents already preserved (unless re-documentation is requested with the view of correcting the errors) should be avoided.

If the personnel involved in the field mission are unable to verify whether the documents are already available, they could send the lists to the Program Officer and request verification.

i. The availability of the book can be verified by browsing the e-books page of the Noolaham Digital Library, in the alphabetical order. It is also possible to verify by browsing the special pages of the all pages section.

ii. It is easy to search for magazines and newspapers by accessing [[Class: Magazines Acc]] , [[Class: Newspapers Acc]].

iii. It is possible to access Author's Class and check whether the particular author's class is available and if available, browse the already available documents for the particular book

6.1.4. Ensuring that all the pages are intact.

Pages may be missing in the documents. Pages may be misplaced. Printing may not be clear. Pages may have been torn. Due to these reasons, it may be difficult to correct the errors after the documents where pages are missing or part of the pages are missing, are scanned. Furthermore, not attaching the documents to the Noolaham after scanning, also leads to loss of resources. Therefore, the document should be checked before scanning to ensure that it contains all the pages.

Documents not containing all the pages should not be scanned. (In the case of very rare documents, as an exception, even if some pages are missing, scanning may be carried out.) In such a situation the Project Officer should be contacted for approval. However the particular documents should not be displayed in the Noolaham Digital Library.

6.1.5. Preparation of List and Confirmation by Project Officer

Following the selection of documents and verification of the publishing rights, the documents should be checked to ensure that they have not been scanned previously and are available in whole. Following this and prior to scanning, a list should be prepared and submitted to the Project Officer to ensure that the activity could proceed.

The Project Officer shall use the list to check the suitability of the documents for the project concerned, the non-availability of the documents in the Noolaham Digital Library, the suitability of the publishing rights information and then clear the documents for scanning.

6.2. Digitization and Preservation

The scanning activities of Noolaham Foundation are aimed at long term preservation of documents. In this context, it is necessary to use suitable techniques.

6.2.1 Equipment

Depending on the quality of the documents to be scanned, scanning equipment needs to be used.

i.   Rare, old documents, manuscripts, etc. which are in a brittle state should be photographed using a camera.

ii. Documents that need not be returned, i.e. documents that could be eliminated after scanning, should be arranged page-wise and scanned speedily by sheet fed scanner.

iii. New publications (but returnable or taken care of) should be scanned using flatbed scanner.

6.2.2 Standards

The quality of scanning may vary according to the quality of the documents to be scanned and the quality of the equipment used. However all the scanning should satisfy the minimum requirements outlined in Preservation and Archiving Standard of Noolaham Foundation.

6.2.3 Avoiding errors

The major error that occurs when using any type of equipment including flatbed scanner and sheet fed scanner is the missing pages. If the errors are not identified and remedied during scanning, it may become impossible to trace them later on. Even if they are found and pointed out by the users, the original documents may not be available to effect the correction. Therefore the scanning of all the pages of the particular documents should be ensured.

6.2.4 Verification

The scanned pages should be checked twice. It is desirable if two different individuals perform this task. Details such as whether all the pages are clear, whether they are fully scanned, whether all pages are available and whether they are named properly should be taken into consideration.

If there are any errors, they should be remedied promptly. Attention is to be paid to the fact that if there are any errors or if errors are not corrected immediately, error correction later on may not be possible due to the difficulties in getting the particular documents back.

6.3 Entering Administrative Meta Data

By maintaining the Administrative Meta Data fully, the long term preservation of documents can be ensured, Publication rights-related complexities can easily be solved & Errors during digitization can be remedied.

The data base consisting of the administrative meta data is the system of internal data related to documented materials of the Noolaham Foundation.

6.3.7 Tracking Information

i.   Noolaham Number: The identification number assigned to the particular document is marked as Noolaham Number in the Noolaham Digital Library.

ii. Born Digital: If the document is received in digitized form by us, it is considered as Born Digital document. The documents which has been but the scanned and available in digital formats such as pdf but original scanned images are not available fall into this category.

iii. (If yes) File Format: If it is Born Digital document, in what format is it available? For example: pdf.

iv. Text Available: If typed format is available, state.

v.   Meta data checked: This should be noted when these meta data details are fully entered by an individual and checked by another individual.

6.3.8 Scanning Process information

i.   Scan Available: Details of whether it was scanned.

ii. Creation Date: Details of when it was created.

iii. Number of scanning : Number of scanned images

iv. All Pages available: Are all pages available? If not, details should be entered in the Notes section.

v.   Duplicates available: Details if more than one digital copy is available. Details should be entered in the Notes section.

vi. Scanning Notes: If pages are missing or if there is more than one scanning (in full), details should be entered here.

6.3.9 Scanning Quality information

i.   Page Format: In what format are the pages scanned?

ii. Pages Bit Depth: In what colours are the pages scanned?

iii. Pages DPI: In what size are the pages scanned?

iv. Cover Available: Is the cover picture available?

v.   Cover Format: If cover picture is available, in what file format?

vi. Cover DPI: If cover picture is available, in what size are they scanned? (400, 300, 100, etc.)

vii. Scanning quality notes: Any details related to scanning quality

6.3.10 Distribution information

i.   Percentage Online: Information regarding the percentage of the document released Online. (0, 10 or 100)

ii. Online Format: If released Online, in what form?

iii.   Reason : Justification for percentage online

iv.   Distribution notes : Any details related to justification

6.3.11 Copyrights info

i.   Content Contributor ID: If the written permission of the author or publisher is available, its Serial Number.

ii.   Year Published: Year the document was published.

iii.   Author Living: If it is known that the author is living, then it has to be entered. If not known, the words "Not Researched" should be selected.

iv.   Copy Rights: Current situation of copy rights.

v.   Rights Researched By: Name of the person who collected the information regarding copy rights.

vi.   Rights Research Notes: Additional details regarding copyrights.

6.3.12 Additional information

i.   Original Source: Who gave the hard copy for digitization? (Name of the person/institution or whether purchased)

ii.   Scanner Type: Should be entered if the type of scanner is known.

iii.   Scanning Center: If the particular document has been scanned, details of where it was scanned. For example: Colombo Tamil Sangam, Jaffna Library, etc.

iv.   Scanning Project : The project number under which it was scanned

v.   Scanning Assistant : Who scanned the document

vi.   Additional Notes : Any additional information

6.4 Backup

On the recommendations of the Technical Committee, Backup should be initiated at the appropriate time and preserved/ sent to appropriate places, as outlined in Backup Schedule.

6.5 Access via Digital Library Website

6.5.1 Preparing scanned images for online access

Before releasing the documents online, changes need to be done to suit the use of the readers. For example, Software such as Adobe Photoshop or Adobe Acrobat can be used for activities such as removing scanning stains, conversion to pdf format, etc.

Documents when scanned in the TIFF format may become damaged when corrections are made. Therefore if corrections are to be made in the TIFF files, a copy need to be taken and correction may be made in that particular copy.

If the created pdf files are large in size, the size could be reduced using Adobe Acrobat. (This method may be used for sending documents in e-mail.) The particular pdf file can be opened by Adobe Acrobat, then by going to Advanced ->pdf optimizer->Scanned pages and selecting Optimize compression of page regions based on color content, the size can be reduced. If the size is very much reduced, the utility value too will be reduced.

6.5.2. Display of document details in the Digital Library.

A. Classification - Magazines

i. *All periodic publications except newspapers should be included in the Magazines section. Periodical magazines, newspapers, annual magazines, newsletters, research magazines, etc. belong to periodic publications.

ii. Any publication that is published at a regular interval, in a uniform format with consistent title, in parts or series is called a periodic publication. (Information Resources and Services - A. Sri Kanthaledchumy)

iii. Test 1: It is to be checked whether a periodic publication contains mostly news. If so, it should be included in the newspaper section.

iv. Test 2. It is to be checked whether a periodic publication is published with the intention of publishing constantly at regular intervals. If it is not, it has to be included in the Publication section.

B. Classification – Newspapers

i. *Of the constantly released periodic publications, all the periodic publications that give importance to contemporary news should be classified as newspapers.

ii. Books

iii. *All printed documents except periodic releases and publications are considered as books.

iv. *Test: Attaching documents that could be categorized as publications to the Books section should be avoided.

C. Classification –Publication

i. Periodic releases or all printed documents which are not books, should be included in the Publications section.

ii. Test 1: It is to be ensured that the particular document is not a periodic release.

iii. Test 2: A printed document which is not a periodic release should be included in the Publication Section if it has any one of the following characteristics:

- If there is no possibility of re-edition (Even if Souvenir publications, Kovil magazines, etc. contain several pages and sale prices, they have no possibility of re-edition). Or
- Contain fewer pages, or
- Released not for sale but for free issue (Introductory publications, memorial publications, etc.)

6.5.7 Preparation of lists. Naming order

Prior to the creation of articles in the Noolaham website, lists containing the titles of articles should be created. When titles are given to articles, naming order should be followed.

The main objective of the Noolaham website naming order is to avoid the recording of a document in more than one page.

General

- The word "Names" mentioned here refers to the titles of pages.
- Only the e-mail book name shall come in the Main Name space (i.e. it may come without prefixes such as Noolaham, help, etc.). Others shall come in appropriate name spaces. For further details, see [[Help:name spaces]]).
- Full-stops shall not be used at the end of names. If full stops are used between numbers, space should not be left. E.g. [[Anpuneri 2009.12]]. However if full-stops are used after letters, a single space should be left. E.g. [[Kandiahpillai, T. S.]]

Books and other Publications

- Use of symbols in the names of books and publications should be avoided as far as possible.
- Part, Volume, etc. found in the books published in series should be avoided and only their numbers (1, 2, 3) be mentioned. E.g. [[EvarkalNammavarkal 1]].
- Full-stops and exclamations marks (!) should not be used at the end of names. Question marks may be used.
- If Sub-title is available along with the Main title, naming should be done in the order of Main title and Sub-title. E.g. [[Kailasapathy: ThanamumValamum]].

Magazines

- When magazines are named, details such as Year, Month, Date (e.g. [[Anpuneri 2009.01.01]] should be used.
- If the date is not known, details of year and month should be used.
- If year is known but the month is not known, details of year should be mentioned and a serial number should be given within brackets. If the particular magazine is published annually, there is no need to enter anything within brackets.
- The same order should be followed for all the releases of the same magazine.
- For periodic publications released for periods of more than a month, symbols should be used without space to indicate them.

6.5.8 Creation of Articles

When articles are created for listed books, all Meta data should be entered. It may not be easy to find the date of publication, authors' names, etc, of some books and magazines. By further researching the particular documents, such information could possibly be identified.

6.5.9 Creation of Classes

- When new magazines and newspapers are attached, they should be included in their new classes [[class: magazines accession]], [[class newspapers accession]]
- When documents are added for the new year, their year-related class should be created.
- Similarly classes should be created for new editors and writers.
- Classes for writers
    i. The writer's own name should be arranged to come first.
    ii. If it is available both in Tamil and English, class should be created in Tamil. When the class is being created in Tamil, it is appropriate to find out whether it is already available in English.
    iii. The name of the same writer may appear differently. (E.g. Sivachanthiran, Sivachchanthiran). In such circumstances, only the name mostly used or the name the writer uses must be used.
    iv. If the writer's pen name and real name are available (SangaiAaliyan –Gunarasa, K.), the real name should be used for classification.

6.5.10 Uploading of Cover images

Uploading large size files in the Media Wiki website caused problems in the server. Therefore small size jpeg format files should be uploaded.

6.5.11 Uploading of e-books

It is not be possible to display all scanned documents that have been documented in the website. For example, new books on sale and books where the authors have refused permission should not be uploaded. It is advisable to consult the Guidance Council before the uploading of books.

Books that were published before 31st December 2007 and for which authors' permission have been obtained can be uploaded. Magazines, newspapers and publications for which permission has been obtained can also be uploaded.

If a couple of e-books are to be uploaded, they can be uploaded in the proper place by going into the Cpanel of the server and the File Manager.

To upload a large number of e-books, FTP facility should be used. One should go into the Cpanel of the server and create an FTP account. In order to use the FTP facility Filezilia software can be used.

6.6. Responsibility List

	Action	Responsible Person
1	Approving Document for Scanning	SPO[1]/CPE[2]
2	Ensuring quality of digitized document	SPO
3	Approval for uploading	CPE
4	Approval for display	CPE
5	Offline Office Backup- Colombo Office	Operation Officer
6	Online Backup	Sector Lead/RB

[1]SPO- Senior Program Officer,
[2] Chief Programme Executive/ Chief Executive Officer

ANNEXURE:

Annex 1: Travel Request Form

Travel Application Form

NOOLAHAM
FOUNDATION

Name of Traveler	:	Designation	: ....
Traveler ID	:	Estimated Day/s	: ....
Mode of Travel	:	Planned Date/s	: ....

Purpose of Visit : ....
....

Itinerary (Draft)

From	To	Mode of Travel	Departure		Arrival	
			Date	Time	Date	Time

Project ID/ Name : ....

Donor ID/ Name : ....

Budget Availability : Yes / No (Should be checked with F&A)

Advance (If needed) : LKR ....

Signature of Traveler : .... Date : ....

For Supervisor:

Name	:	Title	: ....
Signature	:	Date	: ....

Note:
1. Travel request should be submitted three days before actual travel date
2. Budget availability should be verified with F &A officer prior to submission
3. Traveling mode and accommodation details should be shared with A&F
4. Contact detail during travel should be informed
5. Travel report should be submitted in two working days as soon as completion of travel, and
6. All relevant claims should be completed in one week.

Annex 2: Travel Claim Form

TRAVEL VOUCHER

NOOLAHAM
FOUNDATION

Name :

Project Number :

Purpose of Trip :

PER DIEM SECTION A

LOCATION		DATE IN	TIME IN	DATE OUT	TIME OUT	Per Diem		
						DAYS	LKR Rate	TOTAL
Depart								LKR -
								LKR -
								LKR -
								LKR -
Arrive								LKR -
						SUBTOTAL		LKR -
						GRAND TOTAL SECTION A		

OTHER EXPENSES SECTION B

DATE	Transport	Lodging	Tele / Fax	Internet	Copies	Misc. Travel Expenses	Receipt #	NOTES
	SUB TOTALS - SECTION B							
	LKR 0.00	LKR 0.00	LKR 0.00	LKR 0.00	LKR 0.00	LKR 0.00		

*This voucher must be accompanied by original receipts.

*Receipts must be affixed to a sheet of paper and numbered.

*The travel plan and report should be attached.

Note: ....

....

....

I certify that the above charges, incurred by me, are correct and proper

Traveler's Signature: Date:

TOTAL SECTION B		LKR 0.00
TOTAL EXPENSE (A + B)		LKR 0.00
TOTAL ADVANCE		LKR 0.00
BALANCE DUE	Noolaham	LKR 0.00
	Traveler	LKR 0.00
APPROVED BY		
AUDITED BY		DATE

Annex 3: Petty Cash Account Sheet

Petty Cash Summary
For the Month of ....

	Category Description	Sub total	Total	Project ID	Donor ID	Activity	Remark
A	Office & equipment maintenance						
B	Fuel & vehicle maintenance						
C	Visibility & project related costs						
D	Office travels (within office location)						
E	Documentation and Coping						
F	Staff welfare						
G	Communication (office)						
H	Others (please specify)						
	Petty cash total						

Prepared by
Name
Date
Signature

Approved by
Name of Manager / Chairman
Date
Signature

Annex 4: Property Custody Receipt

Property Custody Receipt

A   Fill out while handing over the property to staff / volunteer member

Property Name	
Property Serial Number	
List of accessories	
Indicate any problems, missing items, defects while accepting the property	
Date of acceptance	
Name of staff member / Office	
Signature of the staff / volunteer member	
Signature of F & A Officer	

B   Fill out while taking over the property from staff / volunteer member

Any problems, missing items, defects on return of the property	
Date of return	
Name of Finance & Admin Officer	
Signature of the staff / volunteer member	
Signature of F & A Officer	

Annex 5: Proposal Format

Noolaham Foundation
Template of Sub- Project Proposal Format

NOOLAHAM
FOUNDATION

Basic Data

Project title	
Project number	
Project location (District/s, Division/s, Village/s)	
Sector	
Implementing agency and contribution	
Grant Agency and Contribution	
Total Budget	
Start date	
End date	
Responsible Stakeholder/s	

Summary
- Background and targeted sector description
- Problem description (this project will tackle)
- Expected output/s and result/s
- Target groups
- Project process / methodology
- Timeframe and resources
- Implementing agency
- Stakeholders roles and responsibilities
- Approval/s

Background
- General description
- Relevant Context / Social context / Economic context / Environmental context / Infrastructure
- Problem analysis / Problem solving approach

Justification / Rationale
- Why the project has been prioritized and it's need / potential
- Who and how proposed the idea and how the proposed solutions would address the needs of the communities and NF
- Available resources and how it will be utilized, and conflict mitigation
- How the project will benefit the community, and NF
- Relate the project to the donor requirements and strategy.

Risk and Mitigation Measures

- Risk elements
- Likelihood
- Consequences / significant
- Risk level
- Strategy
- Proposed action
- Responsibility
- Action plan by date
- Adjusted level of the risk (predicted)

Objectives and Logical Frame
- Overall objective
- Overall objective
- Output
- Activities
- Indicators
- Means of verification
- Risk and assumptions

Beneficiaries
- Who are the direct beneficiaries
- Beneficiaries' participation
- Stakeholders and other potential beneficiaries

Implementation Methodology
- Who will be involved
- Type of approach / tools
- Method of integration
- Role and responsibility of the stakeholders at different levels
- Conflict / problem mitigation strategy and who will be conducted
- How required resources will be utilized
- Communication and reporting methods (if require)

Sustainable and Exit Strategies
- Expected situation at the end of project
- Transfer of ownership (good governance practice)
- Sustainability setup
- Are women and men being equally empowered through the ownership of the project

Monitoring and Evaluation
- Objective and targets
- Performance indicator/s
- Data gathering methods (focus group discussion, household survey, semi structured interview etc)
- Frequency of data collection
- Responsible person, and who will be integrated and their participation
- Products (reports / publications etc... and periods referring to the baseline)

Budget

- Sections
- Serial number / code
- Item description/s
- Quantity
- Unit
- Unit Rate
- Amount
- Total amount/s
- Contributions (who and what)
- Controlling method (how)
- Responsibility (who)

Work Plane / Implementation schedule

- Sections
- Serial number / code
- Activities / actions
- Responsible person
- Frequency
- Resource/s
- Time frame
- Remarks
- Alteration/s

Appraisal and Approvals

- Who proposed
- Who prepared
- Who appraised or agreed (technically)
- Who cleared
- Who approved
- All processes need to be dated and signed by respective officials

Annexure (Based on the requirements)

- Relevant checklist
- Photographs
- Terms of references
- Approvals
- Other relevant documents

Annex 6: Reporting Format

Noolaham Foundation
Reporting Format

Basic Data:

Project title	
Project number	
Project location (District/s, Division/s, Village/s)	
Sector	
Implementing agency and contribution	
Grant Agency and Contribution	
Total Budget and Expenditue	
Start and End date	
Responsible Stakeholder/s	

Summary:

It should provide enough detail to give a good idea of what passed, and what the key conclusions were, without having to read the entire report, Should be concise, informative, and able to stand alone from the report.

Introduction and Background:

It should cover: The topic under investigation, the purpose of the report, the method (how the information was gathered and conclusions reached), the source of information, a brief background to the subject under investigation. It should provide brief answers to the 5 W's and H: namely 1. who, 2. what, 3. when, 4. where, 5. why, and 6. how?

Objective/s and Achievements or Results:

All the facts and details, and provides an account of the discussions which lead to the final outcomes, divided into sub-sections under descriptive headings, could include cases, brief graph, table, and factual image etc..., outlines the main findings of the investigation /project, should not present any new information

Constrains / Challenges:

Briefing on the key / potential challenges / constrain encountered during the reporting period, factors / linkage between the process, and how it influenced the project

Suggestion and Recommendation:

Recommendations should flow naturally from the conclusions as suggestions for addressing problems identified in the conclusion, should be noted in full detail, and where relevant, include details of deadlines and timeframes

Case Stories / Quotes etc...

Positive or negative case story which is collected during the period of reporting, or any quotes provided by beneficiaries / stakeholders/ or relevant parties. It should include contactable information from a real person / party

Relevant Attachment:

Photo or any other relevant documents

Annexure7 :NoolahamInternship

- Noolaham Foundation shall offer Internships to a small group of school leavers, school and university students to acquire direct exposure on Noolaham's work.
- Internship program is designed to promote the objective of Noolaham Foundation amongst the next generation while providing space for them to enhance their competencies.
- Internship assignments vary in length according to the availability and academic requirements of the intern, as well as the needs of Noolaham Foundation.
- Assignments are available on a part-time and full-time basis. With affiliating with an organization, Internship shall be offered. The purpose of internships is not to lead to further employment with Noolaham Foundation.

Eligibility Criteria

- Interns shall be selected on a competitive basis.
- Demonstrated interest in the field related to Noolaham vision and mission
- Language skills: Tamil and or English
- Respect for the principles of Noolaham Foundation

Financial Consideration

The costs associated with Noolaham Activities will be borne by Noolaham Foundation. It is not a salaried position.

Annexure 8 :Noolaham Research Grant and Fellowship Schemes

The Noolaham Foundation offers Fellowship for volunteers, students, and professionals to work with the Noolaham Foundation on targeted projects with well-defined scope and time frame.

Eligibility Criteria

1. The research should beneficial to both Noolaham Foundation and the candidate

2. The importance of the proposed research/ value addition should be related to the vision and mission of Noolaham Foundation.

Noolaham Foundation shall offer two types of fellowship;

1. Collaboration with Research Institute or tertiary institute
2. Research managed by Noolaham Foundation, for that Noolaham Foundation shall appoint experts for supervision or quality assurance

Fellowship Stipends

Fellowship stipend shall be determined by the Board of Directors based on the Recommendation by the Noolaham Foundation Fellowship Committee which shall be nominated by BOD as and when required.

In 1998, the first Tamil digitizing effort, "Project Madurai "was started. Project Madurai followed the Project Gutenberg approach of volunteer contributions. Digitizing of Sri Lankan Tamil texts began in 1999 when R. Pathmanabalyer began to type Sri Lankan Tamil writers' books for Project Madurai. He digitized about 40 books, and 13 of them were added into Project Madurai following proofreading. Certain other individuals including KanagaSritharan typed some books and made them accessible online as well.

During 2004, Eelanool, the first ever project solely for Sri Lankan Tamil digitization was started by M. Mauran and T. Kopinath. Later in the same year, E-Suvadi, Sri Lankan Tamil archive project was started by U. Jeyatheepan, T. Thavaruban and M. Mauran.

Duplication of an ebook and the scarcity of resources urged radical changes in the approach. The need for collective effort was felt. ThusEelanool was discontinued and Project Noolaham was started in January 2005 by T. Kopinath and M. Mauran. Server space of SEDOTwas utilized. Project Noolaham emphasized collective and voluntary efforts. The earlier digitized documents were added to the Noolaham archive and openness was vigorously promoted. S. Thevaraja, K. T. Pratheepa, P. Eelanathan, R. Pathmanabalyer, K. Raminitharan, MathyKandasamy, L. Natkeeran, KanagaSritharan and many others joined in the project. Eelanathan bought the first own server for Noolaham. Once Pathmanabalyer joined as a volunteer and the advisor of the project, the Noolaham Foundation efforts soared to new heights.

During 2005 and 2006, most input was voluntary contribution through typing of books. This approach yielded only a few hundred books. Even though Kopinath introduced scanning by the end of 2006, the volunteer centered approach was insufficient to accelerate the proceedings.

During 2006, Pathamanabalyer, with the help of A. Srikanthalakshmy, began utilizing funds to accelerate digitization. Thus the first funded project commenced in 2006. From 2007, direct monetary donations were accepted and utilized for digitization. P. Piratheepan organized the first fund raising activity. V. Jasikaran arranged for an office space and equipment and they were utilized during the first half of 2007.

During the first two-and-a-half years, the website of Project Noolaham was a manually created one with HTML pages and links. By June 2007, Joomla was selected as the content management system and P. Piratheepan created pages for the site. After a couple of monthsMediawiki software was installed and the site was once again transformed. M. Mauran, who advocated openness, was instrumental in selecting this content management system. The structure of the wiki site was formed by Kopinath and many other volunteers including Piratheepan and Mathubhashini began contributing to it. VinodhRajan's technical contribution integrated various web tools to the site. N. Selvarajah not only gave permission to add details about books from his Nooltheddam volumes at the wiki, but also extracted relevant information and sent them to volunteers.

In July 2007, G. Shaseevan took over as the project coordinator and began revamping the Project Noolaham. in order to increase efficiency and effectiveness, Project Noolaham was modified from a volunteer-centered

approach to a project-centered approach. Thus Project Noolaham was able to carry out bigger digitizing projects. Mr. Teliwatte Joseph offered his vast collection of magazines for digitization Furthermore documents sent by many others were digitized as well. The first collaborative digitization began in 2007. The Women's Education and Research Center (WERC) and Project Noolaham joined hands in a milestone project to digitize the publications of WERC. Dr. SelvyThiruchandran's contribution was notable in that project, and details are attached as an appendix to this annual report. The digitizing method was also modified by Shaseevan to include editing. Scanning impurities were removed and readers presented with a cleaned version of the scanned images. Completeness of the documents was emphasized and digitizing all documents related to each other was given priority. Ithazhagam was a pioneer project in that it happened to be a 'complete' digital library. Editors of magazines including T. Gnanasekaran and DomincJeeva contributed to this effort. Shaseevan also sought to include all kinds of printed material into the project. Thus newspapers were added as well. Smaller books and publications were classified as a separate set of documents. Research papers too found their way into Project Noolaham even when not published. They were included with permission as appropriate.

By October 2008, PollachiNasan of www.thamizham.net started digitizing his vast collection giving priority to the digitization of Sri Lankan Tamil related documents. His participation is an example of the synergy effect on Tamil digitizing projects. By the end of 2008, the use of Project Noolaham had increased significantly and the server was insufficient for the site. Mr. Mugunth of the Thamizha organization donated another server to Project Noolaham. The changes implemented later evolved into the model Foundation for Project Noolaham. Representatives from all over the world were invited to interact with patrons and scholars of varied educational backgrounds to guide the project.

Project Noolaham receives contributions in various ways from individuals, organizations and dedicated volunteers. Their direct participation in digitization, their monetary donations, wiki contribution and coordination of projects are the most obvious ones. Other than the Foundation and volunteers, many other organizations work closely with Project Noolaham. Publishers like Kalachuvadu, ThesiyaKalaillakkiyapPeravai, Tamiliyal, Vaikarai, ChinthanaiVaddam, Oodaru and Gnanam   kept their work at Noolaham.   Project Noolaham also collaborates with other organizations in similar projects. The WERC and Thamizham digitization projects are examples of such collaborations.

Project Noolaham being a project driven by volunteers, there is a lot of background and foreground discussions on its activities. These discussions are not restricted and any interested individual can take part in them. This reinforces the open nature of the project. Discussions are held at the web site, Noolaham Google group, or Wiki contributor Google group. Visitors are encouraged to enter their comments in the guest book at the website. Two blog sites create awareness about Project Noolaham in the Tamil Blogosphere. On the internet various tools and sites such as Face book are used to promote Noolaham. Even though these efforts are not directly linked to Project Noolaham, they have contributed to creating public awareness. There have been quite a few introductions about Project Noolaham in print media such as Virakesari, Thinakkural, Mallikai, Theeranadhi and Dinamani, and in a few channels such as IBC and Netra TV. Introductions have been made by individuals who have been maintaining close contacts with Project Noolaham, like N. Selvarajah and A. Muttulingam.

In 2008, Pioneers of Project Noolaham with consultation with all the stakeholders formed Noolaham Foundation to sustain the digital archiving initiatives in Sri Lanka. In 2010 Noolaham Foundation was formally incorporated as a guaranteed company. Initiatives have been taken to form global chapters of Noolaham Foundation and streamline the operations.

In 2011, headed by Katheravelu Ramanaish and with contribution from various individuals, Strategic Plan 2012-2014 was created. The agreed strategic priorities are: Formulate strategic framework; Organization development; Resource Mobilization and Collaboration; Global Transformation; Observance of ethical and professional standards; and Advocacy and Communication. Roadmap 2020, a document to guide Foundation's future initiates was also created during the Strategy Planning. Operational Framework of the Foundation was revamped and the Regulatory Board was created to enable collective decision making. The number of digitized documents passed 10,000 during November 2011.

பணிஇலக்கு

இலங்கைத் தமிழ் பேசும் சமூகங்கள் தொடர்பான எல்லா வகையான அறிவுத் தொகுதிகள் சிறப்புக்கள் மற்றும் விழுமியங்களை ஆவணப்படுத்தி பாதுகாத்து அனைவருக்கும் கிடைக்கச் செய்தல் மற்றும் அறிவூருவாக்கத்திலும் கற்றலிலும் ஈடுபட சமுதாயங்களை வலுவூட்டல்.

நோக்கங்கள்

இலங்கைத் தமிழ்பேசும் சமூகங்கள் தொடர்பான எழுத்து, அச்சு, பல்லூடக, இலத்திரனியல் வளங்களை பாதுகாத்தல், ஆவணப்படுத்தல், எண்ணிமப்படுத்திப் பேணுதல், அவ்வகைச் செயற்பாடுகளுக்கு ஆதரவளித்தல்.

விளிம்புநிலை, மைய சமூகங்களினது இனவரைவியலையும் பேச்சுமொழிகள், நம்பிக்கைகள், தொன்மங்கள், சடங்குகள், நாட்டாரியல், விளையாட்டுக்கள், மருத்துவம், சட்டமுறைமைகள், நிர்வாகமுறைமைகள், தொழிற்கலைகள், கலைகள் போன்ற அறிவுத்தளங்களையும் ஆவணப்படுத்தல், பாதுகாத்தல், எண்ணிமப்படுத்திப் பேணுதல்.

அறிவு, தகவல் சேவைகளை கட்டற்ற திறந்த முறையில் வழங்கி இலங்கைத் தமிழ் பேசும் சமூகங்கள் தொடர்பான கல்வி, ஆய்வு, அபிவிருத்தி செயற்பாடுகளுக்கு ஆதரவளித்தல்.

ஆவணவியல், நூலகவியல் தகவல் அறிவியல் சீர்தரங்கள், தொழில்நுட்பங்கள், செயலாக்கங்கள், துறைசார் குழுமங்களை தொடர்பாடல் வலையமைப்பாக்கம் இணைந்து செயலாற்றுதல் மூலம் கட்டமைத்தலும்

நெறிகள்

ஒருமைப்பாடு

நூலக நிறுவகத்தின் கூறுகள் பல்வேறு புவியியல் சட்ட மற்றும் அரசியல் எல்லைகளில் அமையும். அது அதன் வியூகச்சட்டகம், அமைப்பு, நிகழ்ச்சித்திட்டம், பாதீடு மற்றும் தொடர்பாடலில் தனி ஒரு நிறுவனமாகச் செயற்படும்.

கட்டற்றதன்மை

நூலக நிறுவகத்தின் செயற்பாட்டின் அடிநாதமாக இருப்பவை, கட்டற்றதரவு, கட்டற்ற அணுக்கம் மற்றும் கட்டற்ற அறிவு என்பவையே என்பதால் நூலக மன்றத்தின் பயனாளிகளிடம் அது பணம் அறவிடாது பயனாளிகள் இச்சேவையை தமது தனிப்பட்ட அல்லது நிறுவனத்தின் பொருளாதார நோக்கத்துக்கு பயன்படுத்தலாகாது.

வெளிப்படைதன்மை

நூலகத்தின் அனைத்து செயற்பாடுகளிலும் வெளிப்படைத்தன்மை பேணப்படும் விபரமான கணக்கு அறிக்கையிடல், ஆட்சிமுறைமை, நிகழ்ச்சித்திட்டம், அடைவுகள் பற்றியவிபரமான தகவல்பரப்புரை, கேள்விகளுக்கு வகை சொல்லுமாற்றல் என்பவற்றை இது உள்ளடக்கும்.

பக்கம் சாராமை

நூலக நிறுவனமானது பக்கம்சாரா அமைப்பாகும். அது பல்வேறு அரசியல் கருத்து நிலையைச் சார்ந்த, கட்சிகளைச் சார்ந்த, பலநிலைபாடுகளை உடைய தொண்டர்களுடன் தொடர்ந்து பணியாற்றும் அதேவேளை தொண்டர்கள் நூலக நிறுவகத்தை தமது தனிப்பட்ட அரசியல் செயற்பாட்டுக்கும் தனிப்பட்ட அரசியல் நலனுக்கும் பயன்படுத்துவதை அனுமதியாது. நிறுவகமானது அரசியல் மயப்படுத்தப்படுவதை அல்லது முத்திரை குத்தப்படுவதை தடுக்கும் வழிமுறைகளை மேற்கொள்ளும்.

தன்னார்வச்செயற்பாடு

நூலக நிறுவகத்தின் செயற்பாட்டுக்கு உந்துசக்தியாக இருப்பது தொண்டர்களின் தன்னார்வச் செயற்பாடு. நிறுவகத்தின் செலவுகளைக் குறைத்தல், ஒவ்வொரு குழுவினதும் இலக்குகள் என்பவற்றுக்கு முக்கிய இடம் தந்தே தனது ஆண்டுத் திட்டத்தை வகுக்கும்.

இணைந்துசெயலாற்றுதல்

எண்ணிமப் பேணுதல் மற்றும் ஆவணப்படுத்தல் துறையில் ஈடுபடும் நிறுவனங்கள் ஒரே வேலையை மீளச் செய்வதையும் திரும்பத் திரும்பச் செய்வதையும் தவிர்த்து, அவற்றோடு சேர்ந்தியங்குவதற்கு நூலகம் முக்கியம் தரும். அத்தகுநிறுவனங்களுக்கு ஆதரவளிப்பதன் மூலம் உற்பத்தித்திறனை மேம்படுத்தக்கூடும் எனின், அச்செயற்பாடுகளை மேற்கொள்ள அந்நிறுவனங்களுக்கு ஆதரவளிக்கும். அதேபோன்று, அந்நிறுவனங்களின் அதரவைப்பெற்று செயல்திட்டங்களை மேற்கொள்ளும்.

பங்கேற்பு

ஆர்வலர்களின் பங்கேற்பை பரவலாக்குவதையும் வலுப்படுத்துவதையும் மையப்படுத்தியதாக நூலக நிறுவகத்தின் பணிச்சூழல் அமையும். நூலக நிறுவகத்தின் தீர்மானங்களையும் கொள்கைகளையும் வகுக்கவும் மீளாய்வு செய்யவும் அனைத்து ஆர்வலர்களதும் ஆலோசனைகள் பெறப்படும். ஆர்வலர்களின் செயல்திறன் மிக்க பங்கேற்பை உறுதி செய்வதற்குரிய குழுக்களின் ஊக்க நிலையை பேணுவதற்குரிய புத்தாக்கங்களுக்கு உயர் இடம் கொடுப்பதற்குரிய உன்னதபணிகளை கௌரவிப்பதற்குரிய பொறிமுறைகளையும் முறைமைகளையும் அறிமுகம்செய்யும்.