

Ministry of Education, Higher Education and Vocational Education

Educational Publications Advisory Board

Approval of School Library Books

If it is a printed copy, 03 copies thereof must be submitted and if it is a hand written manuscript 02 copies thereof must be submitted in order to obtain the approval by the Educational Publications Advisory Board.

The survey fees charged for this are as follows.

| | Book Type | Size of the book | For the first 100 pages | For each page exceeding the total number of 100 pages |
|---|--|---|--------------------------------|--|
| 1 | Printed General books (Over 49 pages) | Demy 1/8 inch or larger (8.5 x 5.5 inches or larger) | Rs. 1500 /- | Rs. 15/- |
| 2 | Printed General books (Over 49 pages) | Less than 1/8 inch of Demy (less than 8.5 x 5.5 inches) | Rs. 1500 /- | Rs. 15/- |
| 3 | Manuscripts (Over 49 pages) | Must not be exceeded A4 size. | Rs. 1200 /- | Rs. 15/- |
| 4 | Children's books (Over 16 pages) | Crown ¼ or larger (9.5 X 7 inches or larger) | Rs. 1200 /- | Rs. 10/- |
| 5 | Children's books (Over 16 pages) | Less than ¼ crown (less than 9.5 x 7 inches) | Rs. 1200 /- | Rs. 10/- |
| 6 | Children (Manuscripts) (Over 16 pages) | Must not be exceeded A4 size. | Rs. 1200 /- | Rs. 10/- |
| 7 | Magazines / Journals | Must be A4 size or larger. | Rs. 900/- | Rs. 6 /- |
| 8 | Magazines / Journals | Must be smaller than A4 size. | Rs. 900/- | Rs. 6 /- |
| 9 | Printed booklets / manuscripts (Between pages 5-48) | Less than 8.5 X 5.5 inches | Rs. 450/- | Rs. 6 /- |

Please note that this survey fee can be paid by a money order (Payable office, Isurupaya) or in cash at the Ministry as stated in the application.

Instructions

Procedure that must be followed when books are presented for Surveys by the Educational Publications Advisory Board.

- Application on the books presented should be signed by the author. In case of the rights of the relevant book has been transferred to the publisher, it can also be signed by him/her.
- Children's book should be consisted with Minimum 16 Pages. A general book should not be consisting with lesser than 49 (According to the UNESCO standard)
- If it is a translation,
 - A copy of original book should also be submitted.
 - A copy of the written approval received for translation .
- Irrespective of the language (Sinhala, Tamil or English), there should be no grammatical errors. The language should be accurate. If not, the license shall be refused.
- You should ensure that the manuscripts have been proofread.
- Survey Reports are not given to the authors. However, in the event of deciding to grant the license with the amendments, it shall be stated in terms of the survey reports as to what should be amended in respect of the books for which the licenses are to be given.
- Names of the Surveyors shall not be revealed.
- No appeals are undertaken on the Books for which granting the license have been refused.
- All Manuscripts presented to obtain the license, must be submitted as a complete Computerized book (including the back cover).
- Handwritten manuscript shall not be accepted to grant the license.
- Time being spent to make decisions in relation to the books presented.
It must be concerned that usually a period of 2 ½ - 3 months are taken to give licenses for a book.

Important

- Books written by the children under 18 years old,
 - Books written in parallel to the books published by the Department of Educational Publications in accordance with the school syllabus,
 - Question and Answer Books (Grade 5 Scholarship / G.C.E. (Ordinary Level) / G.C.E. (Advanced Level)
 - Workbooks (Primary and other)
 - Picture Dictionary
- Shall not be accepted for giving school library license.**

After being fulfilled the above facts,

- Printed books of proper quality or manuscripts intended for printing may be submitted to the Board for review. It is preferable to submit manuscripts intending to be published .

Secretary

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