

0 New Building for Noolaham Foundation

Introduction - Noolaham Foundation:

Noolaham Foundation is a non-profit, charitable organization (GA 2390) 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 programmes, 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. The free Internet library [www.noolaham.org] and Archive [www.aavanaham.org] maintained by the Foundation serves as a learning center incorporating local knowledge and 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 participate in the activities of Noolaham globally and have established Noolaham chapters in their respective countries to achieve the mission of the Foundation.

Purpose

The proposal stresses the need of having an office for the Noolaham Foundation. At the same time, it will discuss the organization's existing concerns and challenges, as well as the kind of amenities that should be considered while building an office for the Noolaham Foundation. Previous experience and current knowledge will be used to improve the Noolaham Foundation's buildings.

Apart from that, the organization/Foundation has to think about the sustainability of the building which is about a building which can function as a body which generates revenue for itself.

The Noolaham Foundation's new building cannot seek financial support from other sources since raising finances to maintain the organization would be challenging. If the new building has some of the features and qualities that may assist in producing cash

while also being self-sufficient in terms of maintenance, the office and building will be maintained continuously. Therefore,

The challenges Faced by Noolaham Foundation

The Noolaham Foundation has been facing numerous challenges because of not having its own building. The Noolaham Foundation has always hired office space to carry out its operations. The organization has experienced several obstacles since 2005 as a result of its lack of an office facility. Compared to any other organization or NGO, it needs its own space to develop and function effectively. The Noolaham Foundation's operations and services distinguish it from other Non Governmental Organizations. It is like managing a physical library as well as a digital library.

Staying in a rented place as a digital library caused numerous obstacles while shifting the office when the contract ends or being unable to renew the agreement. The organization had a past experience where the Noolaham Foundation shifted the office to a new rented office place. A whole month, all the staff were assisted to shift the office. The entire time, the office work got interrupted.

- Inadequate work space
- Challenges to handle physical repositories
- There is insufficient space for job-specific tasks: for example Noolaham Foundation does not have a Scanning Room, Conference Hall to conduct meetings and conferences, Cleaning Rooms for old documents and manuscripts.

Importance of New Building For Noolaham Foundation

The rented office space cannot meet the requirements of a certain company simply because it is not designed for the organization's needs. Organizations such as the Noolaham Foundation require a well-designed workplace to assist them meet their diverse demands. The Noolaham Foundation is more than just a digital library platform; it has enormous potential as a research center. The Noolaham Foundation's work is clear,

and it ensures that the organization will attain that position with persistent effort. For that aim/goal having its own office space with various facilities is important.

Objectives

The objectives are to ensure that the Noolaham Foundation's future building benefits society and acts as a key volunteer organization for Sri Lankan Tamils and others in the digital library sector.

- To operate more efficiently and methodically.
- To Establish Noolaham as a research organization.
- To Establish a physical library for people.
- To organize numerous conferences and seminars.

Noolaham foundation has listed out needs and facilities which should be met in the future office building.

1. Adequate Space for running the office
2. Adequate space for maintain the physical repository
3. Conference Hall
4. Rooms for accommodation

1. Adequate space for efficient work follow

- Effect on the work Follow

The management tried its maximum to get a clear structure where the staff could work efficiently. Anyhow, the limited space often disturbs the workflow. At the present time, organizations separate the staff according to their sectors and their occupation. Anyhow, when the new staff join a training session to accommodate them or find a place for them is one regular obstacle faced by Noolaham office management.

- Physical Library

The Noolaham Foundation primarily worries about a lack of appropriate space for efficient operation. The main reason for this is that the organization requires a significant amount of room to keep its physical repositories, as well as other issues about the organization's smooth operation.

Despite being a digital library platform, the Noolaham Foundation gets a large quantity of books, manuscripts, and other materials on an annual basis. The organization faces a significant problem in keeping books and materials safe and physically intact. With that significant amount of books and documents, there is a lot of potential for a library if Noolaham has the space to properly keep them.

Well designed rooms space

Noolaham Foundation is not only merely a digital library platform but also it runs lots of projects which help develop to document the history, literature, social and cultural changes in the Sri Lankan Tamil community. For example EAP initiative where Noolaham Foundation and British Library join hands to preserve rare and endangered documents from Sri Lanka.

- **Multimedia Room**

The multimedia room is an integral aspect of the Noolaham Foundation's operations. The audiobooks, oral histories, and audio-related events are held in the multimedia room. Currently Noolaham Foundation has a well equipped Multimedia Room. Anyhow, it has some obstacles that affect the quality of the outcomes. We are now working in a house that was built to be a living place rather than an office. As a result, the organization will have challenges in arranging or establishing a studio or multimedia setup. A well designed Multimedia room will be sound proof. Anyhow, creating such a room in the current office was challenging. Therefore, a well-designed multimedia room and unit will help produce more quality work which can help the society.

- Climate-controlled storage rooms for digitization and preservation of rare documents

The Noolaham Foundation works with numerous groups to conserve and digitize rare and endangered documents. The partnership with the British Library is one of the activities in which the Noolaham Foundation records rare documents with financial support from the EAP program. The Evelyn Rutnam Institute for Inter-Cultural Studies documentation is another documentation where we digitized vast amounts of books and manuscripts. It is critical to have a room temperature area, which allows for the most careful digitization of documents. It also helps to secure the preservation of endangered manuscripts and records.

The Noolaham Foundation now preserves palm manuscripts and Uthayan newspapers at its Jaffna office. The institution worked hard to preserve them. However, it cannot guarantee that it is the best method for preserving endangered documents. To preserve them, we need a climate-controlled storage place. Having such an area will greatly benefit the organization. It will assure the preservation of the precious documents. One of the most significant benefits is that in the future, we may be able to save some of the rare publications that are in danger.

In the future, Noolaham Foundation is planning to buy high technology scanners which help to digitize the document with speed and accuracy. These high technology scanners also need the climate control rooms for the longer usage.

3. Conference Hall

A conference hall is an integral component of an office setting. Any professional organization will understand the importance of a conference hall. It is a place where management personnel may discuss and analyze their aims and objectives. We can refer to it as an office development space. The present office does not have such a room. Monthly meetings and other training events are held at the office's living area.

The conference hall that we aim to develop at the Noolaham Foundation will serve not only as an office space, but also as a place for raising funds for office building upkeep. We want to rent out the space for communities to hold seminars, events, and training sessions. The Noolaham Foundation has a strong network of other government and non-government institutions, interested groups, and volunteer organizations that can use this conference space.

4. Rooms for accommodation

The Noolaham Foundation has staff and volunteers who work in several parts of Sri Lanka. Apart from that, the Noolaham Foundation maintains an office in Batticaloa. The staff frequently attracted volunteers and personnel from outside Jaffna. We rent out rooms for them. The organization incurred huge financial costs. Having rooms in the future building will assist to provide free accommodation for workers and volunteers.

Aside from that, the rooms have the potential to generate money. Literary figures, facilitators, artists, and social workers regularly visit Jaffna. They are always hunting for low-cost accommodations. The Noolaham Foundation maintains strong relationships with such organizations and individuals. Renting rooms for them will help the Noolaham Foundation to generate money.

The Building Plan for Noolaham Foundation

The Noolaham Foundation is a promising institution that not only aims to help organizations grow but also contributes to the intellectual development of society. Therefore, an office space's design entails significantly more than just workstations and conference spaces. It is a purposeful, well-thought-out approach to designing a workplace that impacts employee productivity, work culture, and overall office operations.

An effective workplace design maximizes space use. Through precise design and layout, every square foot may be properly utilized to support the essential workers and processes without creating a tight environment.

The Noolaham Foundation intends to construct a four-story structure equipped with all of the amenities requested by the institution.

1. **First Floor:** The first floor of the building will be dedicated to Noolaham Foundation operational work and office work. The space will have divided areas which are job specific and sector specific. They are

- CEO office
- Administrative/Finance Unit
- The digital preservation/Scanning hall
- Quality assurance Unit
- Metadata team Unit
- Climate Control Room
- Multimedia Room
- Common Room with Kitchen Facility
- Rest Room

2. **Second Floor:** Physical Library/ Physical Resporarory

The whole second floor will be dedicated to the physical library of the Noolaham Foundation. As already mentioned in the proposal, the Noolaham Foundation has a vast amount of books and documents that have been given to it as donations or gifts. These books will be arranged and set up in a library system, allowing the public to access them. The Noolaham Foundation will act as a research library for scholars, academics, and the general public.

The floor will be well furnished and equipped for the library phase. The Noolaham Foundation has some rare collections that need to be well preserved for their longevity.

- Library Reception and Administration Room
- Library
- Reading Room for Scholars and academics
- Restroom

3. **Third Floor:** Conference Room and Hall

The conference Room and Hall is one of the essential attributes of any organization setup. The conference hall will be constructed with proper hall setup which will ensure to accommodate a large number of people.

- Conference Room for Office meetings
- ConferenceThe Noolaham Foundation is planning to install solar panels to the future building. The solar panels will take care of the electricity needs of the office building. There are numerous advantages to installing solar panels. They are Hall
- Kitchen area
- Restrooms

4. **Fourth Floor :** Rooms for accommodation

The fourth floor will be dedicated to building rooms for accommodation purposes.

- Reception and Administration HallRooms
- Kitchen
- Restrooms

5. **Terrace**

The Noolaham Foundation intends to place solar panels on the future building. Solar panels will provide the office building's electrical demands. There are various benefits to installing solar panels. They are

- Solar energy is clean & green energy

- Not dependent on other sources of Energy
- Low maintenance
- Renewable Energy
- Electricity Bill Reduction