

**GUIDELINES FOR SELECTION & PROCUREMENT OF BOOKS**  
**Under the Matching Scheme of RRRLF**

1. The object of the Scheme of Central Selection of Books [ West Bengal ] is to support the public libraries as may be decided by the Implementation Committee / Book Selection Committee from time to time with suitable reading materials in Bengali , English ,Hindi , Urdu , Nepal , Alchiki and other books on regional languages.
2. Books shall be selected keeping in view the annual budget provision of the Implementation Committee under the scheme.
3. Since books in English and Hindi published in other States , are selected by the Central authority under Non - Matching scheme of the Foundation, so State Government of West Bengal [ through Implementation Committee] will select books in Bengali [ published in any State ] and books in English, Hindi, Urdu, Nepali , Alchiki and other books on regional languages etc. published and printed in the State of West Bengal under this scheme subject to the availability of funds. How ever books published by the learned bodies such as State govt. organisations , Publications Division, SahityaAkademi, National Book Trust, NCERT State / Sahitya / Granth Akademies ,Universities , various centenary celebration committee , memorial committee , Reports of State / National / International Commissions / Committees etc. may also be considered for selection.
4. The following categories of books shall not ordinarily be selected :
  - 1) foreign publication;
  - 2) text books;
  - 3) a book costing above Rs.1000/-
5. Selection should normally be restricted to the books published within the last three calendar years including the books received up to 30<sup>th</sup> June of the current year. However, in case of classics or books of exceptional merit or Publication of learned body, Government Organisation , Publications Division, Sahitya Akademi, National Book Trust, NCERT State / Sahitya / Granth Akademies etc. this may be relaxed by the members of the Book Selection Committee. Selection of books containing provocative references that may create political, communal and social tension should be avoided.
6. Books written, edited or published by the members or officials connected with the Implementation Committee / Book Selection Committee may not be ordinarily selected during their tenure. Under no circumstances a member or a subject expert of the Committee shall participate in the discussion while considering a book in which he/she is connected as author, editor or publisher.
7. Costly books and books of high level will be selected for District Libraries and selected libraries only [ as may be decided by the Implementation Committee ].

8. There will be a Team set up from amongst the members of the Book selection Committee for preliminary selection of books. Members of the Implementation committee , Book Selection Committee may select the books from amongst the specimen copies after judging the suitability to cater to the needs of the diverse reading clientele. External expertise in connection with books in Hindi, Urdu , Nepali, Alchiki and other books on regional languages language may be taken by the committee at the time of selection.

9. Normally books deposited , under P & R Act , through out the calendar year , in the office of the Registrar of Publications of West Bengal , will be considered for selection of books under the scheme . However an advertisement inviting books will be issued by the Librarian State Central Library & Convener Implementation Committee in the month of December in the leading news papers of West Bengal [through Information & Cultural Affairs Department , Government of West Bengal ] indicating the zone of consideration of purchase . Books published in Bengali within the same period in other States will also be considered for the purpose. One non-refundable copy of such book should be deposited at State Central library as specimen copy. Under any circumstances if it is not possible to get specimen copies, the selectors may take help from other book selection tools, such as, latest catalogues of reputed publishers, book reviews published in standard papers and journals. This procedure may be followed, if necessary for only learned bodies. A book list is to be prepared with available information from the books collected from the office of the Register of Press , W.B. and deposited directly at State Central library. The list so prepared will be distributed to the members of the Book Selection Committee and the books so received shall be available at State Central Library for consultation. Members shall submit their recommendations on the basis of the list.

After having all the recommendations , Committee will finalise the list of selection.

10 No charges in any form will be collected from the publishers, authors etc. to deposit the books for selection.

11. Ordinarily not more than 10 books of a Private publisher(s) and 20 books of Government / Semi Government publisher(s) , learned body publication and 2 title of an author per language shall be accepted for consideration in the meeting. Provision of last three(3) years publication will not be applicable to consider the books of Government / Semi Government publisher(s) , learned body publication. Specimen copies as received under this scheme will not be refunded in any case.

12. Books retained by the Implementation Committee shall be taken into stock of the State Central Library , Kolkata , West Bengal.

13. The price of the book must not be stamped/chipped/handwritten or changed by pasting of label or super-imposition of papers or by changing page/cover/jacket. Super imposition of title page will not be accepted.

14. Books should not be in damaged condition.

15. Photocopy of book [s] will not be eligible for consideration.

16. A book not selected a year will not normally be considered again. But new edition of a book whether selected or not selected earlier may be considered again.

17. The Implementation Committee while purchasing books from the publishers under the Central Selection Scheme will follow the following graded discount structure as given below

a) 1 to 100 copies 25% discount

18. As far as practicable books will be selected from various broad groups of subjects as given below:

- I. Generalities
- II. Philosophy
- III. Religion
- IV. Social Science
- V. Language
- VI. Science
- VII. Technology
- VIII. Arts & Culture
- XI. Literature
- X. Geography , History , Travel

Books for children and neo-literate may specially be considered. Need based books will be procured for Jangalmahal, Hill area and under developed area.

19. In preparing the list of books the requisite bibliographical details are to be recorded viz. name of title, name of author, editor name of publisher, year of publication , and price. Every page of the booklist should bear the signature of the Chairman of the book selection committee and convener of the Implementation Committee indicating the authenticity of the selected books.

Purchase will be made once in every year. Decisions of Book Selection Committee in connection with acceptance and rejection of book is final.

20. Various publishers associations as will be decided by the Implementation Committee time to time , will procure and disburse the books on behalf of the Implementation Committee and will place bill/ challans etc. to the convener of Implementation committee for verification and onward submission to Foundation for final payment. No short supply of books will be entertained.

21. Implementation committee on recommendation of / in consultation with the book selection committee and / or Foundation may frame such rules as may be deemed fit for the purpose of selection.