

Government of West Bengal
Directorate of Library Services
Bikash Bhavan, 9th floor, North Block, Salt Lake,
Kolkata-91.

Manual as per clause iv(T)(B) of the RTI

The manuals for "Local Library Authority" which is the public authority are stated below:-

1. Particulars of the organizations, functions and duties of the Local Library Authority

There are 19 districts in West Bengal. For Darjeeling District 2 Local Library Authorities are there. One is for the Darjeeling District and another is for Siliguri Mahakuma Parishad. Therefore, all total 20 Local Library Authorities are there Under West Bengal Public Libraries Act, 1979. The functions and duties of the Local Library Authorities are stated below:-

- a. To provide suitable lands and buildings for Sponsored Public Libraries.
- b. To stock Sponsored Public Libraries with books and different kinds of documents.
- c. To maintain a register of the public libraries in districts and inspect or cause to be inspected of such libraries.
- d. To employ from time to time the staff of the Sponsored Public Libraries As per rule prescribed or directed by the Government.
- e. With the previous sanction of the Government, to close or discontinue any Sponsored Public Library organized or run by it or for which the site thereof
- f. To recommend to the Director for withdrawal of recognition or discontinuance of Govt. grant to any Sponsored Public Library,
- g.. To accept, with the previous sanction of the Director any gift of books Or with the previous sanction of the Govt. any other gift or endowment for any purpose connected with its activity.
- h. To implement the decisions of the Govt. and submit to the Govt. the annual report and other reports from time to time on the working of the public libraries and the public library system in the district.
- i. To provide lectures and seminars on typical subjects and the holding of classes.

- j. To advise the public libraries about different services to be rendered and implement the directions of the Govt. regarding standard of public Library Services.
- k. To develop and encourage public library system in the district through supervision, control and inter library cooperation programme and activities.
- l. To organize book fair, seminars, exhibitions and other similar programmes in different parts of the districts to popularise library services and to grow reading habits.
- m. To organize library services for neo-literates and children.
- n. In general, to do everything necessary to carry out the purposes of West Bengal Public Libraries Act.

2. The powers and duties of the officers and the employees of the Local Library Authority.

The Local Library Authority is a body corporate as per West Bengal Public Libraries Act, 1979.

The District Library Officer of a district is the Executive Officer so far as implementation of the decisions of the Local Library Authority. There are no officers and employees of the Local Library Authority itself.

3. The procedure followed in the decision making process including channels of supervision and accountability

The District Library Officer of a district is responsible for implementation of the decisions of the Local Library Authority of the particular district with the assistance of his/her staff members.

However, if at any time the Govt. is of the opinion that any regulation made under West Bengal Public Libraries Act, 1979 by a Local Library Authority should be cancelled or modified either wholly or in part, it should cause the reasons for such opinion to be communicated to such Local Library Authority and shall specify a reasonable period within which such Local Library Authority may make any representation with regard to thereto which it may think fit.

4. The norms set for discharge of the functions

The District Library Officer of a district discharges the functions so far as implementation of the decision of the Local Library Authority concerned.

5. The Rules, regulations, instructions, manuals and records used by the employees for discharging the functions.

The functions of the Local Library Authority are guided by West Bengal Public Libraries Act, 1979 (as amended from time to time).

6. Statement of the categories of documents that are held by the Local Library Authority
- a. Proceedings of the meetings of the Local Library Authority.
 - b. Files regarding implementation of decisions of the Local Library Authority
 - c. Accounts books.

7. The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of the policy of the Local Library Authority or administration thereof

In a particular Local Library Authority there are representatives by the members of the public from different categories. Namely, members to be nominated by Govt. from amongst the Commissioners of the Municipalities or Councilors of the Corporation within the district; one person to be nominated by Sabhadhipati from amongst the members of the Zila Parishad in the district or in the case of Kolkata to be nominated by the Mayor of Corporation from amongst the Councilors of the Corporation; 2 persons nominated by Govt. from amongst the members of the Panchayat Samities in the district or in the case of Kolkata from amongst the persons interested in Library Services; 4 persons representing the interest of education, social work, cultural, literary or artistic activity, literacy or science movement to be nominated by Government

8. Statement of the Board, Councils, Committees and other bodies consisting of 2 or more persons constituted as its parts or for the purpose of its advice, and as to whether meetings of these Boards, Councils, Committees and other Bodies are opened to public or the minutes of such meetings are accessible for public.

The minutes of meetings of the Local Library Authorities are not accessible for public. These are for purely administrative purposes.

9. The Directory of the Officers and the employees of the Local Library Authority.

A Local Library Authority has no Officer and employees of its own.

10. The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations.

Does not arise.

11. The budget allocated to each of its agency, indicating the amounts allocated and the details beneficiaries of such programmes.

For each Local Library Authority there is a Local Fund Account in the concerned treasury. The Govt. from time to time allots fund in favour of the District Library Officer for deposition in the Local Fund Account. The District Library Officer, in turn, makes expenditure from the Fund for running the Sponsored Public Libraries in the district.

12. The manner of execution of subsidy programmes including the amounts allocated and the details of beneficiaries of such programmes.

Does not arise.

13. The particulars of recipients of concessions, permits or authorities granted by it.

Does not arise.

14. Details in respect of information available or held by different register in a electronic form

Does not arise.

15. The particulars of facilities available to citizens for obtaining information including the working hours or reading room if maintained for public use.

The Sponsored Public Libraries of a particular district are looked after by the concerned Local Library Authority. Each Public Library is opened to all members of the public for reading and allied purposes. The opening hours of a public library is usually for 7 hours, the duration may be chosen from 11 a.m. to 8 p.m. as per convenient of the Sponsored Public Library.

16. The names, designation and other particulars of the Public Information Officers

The relevant order will be published soon

17. Such other information as may be prescribed

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