

Government of West Bengal
Department of Mass Education Extension & Library Services,
Bikash Bhawan, 5th Floor, Salt Lake, Kolkata – 700091

No.: 852-MEE/Seckt.
EM/O/5L-111/10

Dated, Kolkata, the 3rd September, 2010

From : The Joint Secretary to the Govt. of West Bengal,
Department of Mass Education Extension & Library Services
To : The Director of Library Services, West Bengal.

Sub. : Guidelines, Conditions and Procedures to be followed for conversion of an existing Non-Government Non-Sponsored Public Library into a Govt. Sponsored Primary Unit / Rural / Town / Sub-divisional Library or setting up of a new Govt. / Govt. Sponsored Public Library & Upgradation of an existing Government Sponsored Rural / Primary Unit / Area Public library into a Govt. Sponsored Town / Sub-divisional Library.

Ref.: His Office Memo No. 529/LS, dated 06.04.10

In the perspective of publication of different amendments of West Bengal Public Libraries Act, 1979 and West Bengal Sponsored Public Libraries Management Rule, 2005, publication of an order regarding i) conversion of an existing Non-Government Non-Sponsored Public Library into a Govt. Sponsored Primary Unit / Rural / Town / Sub-divisional Library or setting up of a new Govt. / Govt. Sponsored Public Library and ii) Upgradation of an existing Government Sponsored Rural / Primary Unit / Area Public library into a Govt. Sponsored Town / Sub-divisional Library, was under active consideration of Govt. for sometime past.

Now, after careful consideration of the matter, the Governor is pleased to make the following guidelines, conditions, procedures (as annexed herewith) for i) conversion of an existing Non-Government Non-Sponsored Public Library into a Govt. Sponsored Primary Unit / Rural / Town / Sub-divisional Library or setting up of a new Govt. / Govt. Sponsored Public Library and ii) Upgradation of an existing Government Sponsored Rural / Primary Unit / Area Public library into a Govt. Sponsored Town / Sub-divisional Library. The terms in this order carry the same meaning as defined in the West Bengal Public Libraries Act, 1979(as amended from time to time).

This order takes effect from the date of publication of this order.

This supersedes all earlier orders issued in this regard.

All concerned are being informed.

Sd/-R.P.Biswas, I.A.S

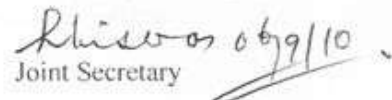
Joint Secretary

No. 852/1(43)-MEE/Seckt.

Dated, Kolkata, the 3rd September, 2010

Copy forwarded for information and necessary action to the :

1. The Principal Accountant General (A & E), West Bengal, Treasury Building, Kolkata-700001.
2. Finance Dept. (Gr.-P Service) of this Govt.
3. The District Magistrate and Chairman, Local Library Authority, _____.
4. The District Library Officer, _____.
5. The Deputy Director of Library Services, West Bengal.
6. The Asstt. Director of Library Services, West Bengal.
7. P.S. to the MOS in Charge, Deptt. of Mass Education Extension and Library Services.
8. P.S. to the Principal Secretary, Deptt. of Mass Education Extension and Library Services.
9. Guard File.


Joint Secretary

Guidelines, Conditions and Procedures to be followed for conversion of an existing Non-Government Non-Sponsored Public Library into a Govt. Sponsored Primary Unit / Rural / Town / Sub-divisional Library or setting up of a new Govt. / Govt. Sponsored Public Library & Upgradation of an existing Government Sponsored Rural / Primary Unit / Area Public library into a Govt. Sponsored Town / Sub-divisional Library:-

A. Guidelines, Conditions, and Procedures to be followed for conversion of an existing Non-Government Non-Sponsored Public Library into a Govt. Sponsored Primary Unit / Rural / Town / Sub-divisional Library or setting up of a new Govt. / Govt. Sponsored Public Library :-

- i) In order to be eligible for getting sponsorship from the Govt. a non-Government non-Sponsored library should ordinarily possess the following characteristics:
 - a) It must be registered under the Society Registration Act, 1860 or equivalent State Act.
 - b) It should have been in existence for a minimum period of three years and its working should have been reported satisfactory by the Certificate from any public representative, e.g., local MP / MLA / G.P.Pradhan / Chairman of the Municipality / Mayor-in-Councillor or by the State Government.
 - c) It should be open to all without discrimination.
 - d) It should have a properly constituted managing body.
 - e) It should have adequate land of its own for further vertical and horizontal growth of the library. If at the time of establishment of the library, the library is situated in a rented house, it must be shifted to a permanent accommodation of its own before getting declared to be a sponsored library. To be a Rural Library it must have at least 2 katthas of land (so that plan may be sanctioned by the competent authority), to be a Primary Unit Library it must have either at least 1&1/2 katthas of land (so that plan may be sanctioned by the competent authority) or at least 1100 sq. ft. carpet area (for only in urban area), to be a Town / Sub-divisional Library it must have either at least 4 katthas of land or at least 2200 sq. ft. of carpet area (for only in urban area) of its own. The Library may have a lease land for at least 99 years. In selecting the site of the Library the site accessible from all parts of the locality may be selected. It also should be easily accessible for water, electricity, transportation etc.
 - f) To be a Rural / Primary Unit Library it must have at least 2000 books and 100 members and of generally three years' old and to be a Town Library it must have at least 10,000 books and 300 members and of generally 10 years' old.
- ii) In case of extending sponsorship to the aforesaid library in an area, Panchayat / Block / Municipality Ward (as the case may be) having no Rural / Primary Unit / Area Library as yet should be preferred.
- iii) While selecting villages for Rural Library in districts, villages having approximate population of 2,000 or more should be covered.

- iv) Generally two Sponsored Rural / Primary Unit / Area / Town / Sub-divisional Libraries should not be established within the radius of three kilometers from each other.
- v) In case of conversion of an existing non-Government non-Sponsored library into a Govt. Sponsored Rural / Primary Unit / Town / Sub-divisional Library, Govt. may invite applications following the method as would be decided by the Govt.
- vi) The individual non-Government non-Sponsored public library may also apply for conversion into a Govt. Sponsored Public Library to the concerned District Library Officer.
- vii) The Committee of a Community Library cum Information Centre (CLIC) may also apply for conversion into a Govt. Sponsored Public Library to the concerned District Library Officer. In that case, the same procedure for setting up of a new Govt. Sponsored Public Library would be followed.
- viii) The concerned District Library Officer should place the application in the meeting of the Local Library Authority(LLA) for a decision. If considered, the District Library Officer shall send the application with the recommendation of the LLA to the Directorate of Library Services by properly examining the application in the light of the criteria described in this order. Recommendation of the concerned Local Library Authority is essential for conversion of an existing non-Government non-Sponsored library into a Govt. Sponsored Rural / Primary Unit / Town / Sub-divisional Library.
- ix) For public managed library, the library authority shall have to come to a legitimate valid agreement with the concerned Local Library Authority to the effect that, a) they shall abide by all the relevant rules and regulations, provisions of the West Bengal Public Libraries Act, Govt. orders and other Orders issued by the Govt. / Directorate of Library Services / LLA as are existing and as will be published from time to time, b) The managing committee should be constituted as per "West Bengal Sponsored Public Management Rule,2005" and as will be amended from time to time, c) No existing staff or member of the library shall claim for appointment in the created posts. Recruitment will be made in the created posts as per prescribed existing Recruitment Rules, d) The Managing Committee of the respective library will have no right to dispose of any property movable or immovable of the library while applying for conversion to a sponsored library without specific prior approval of the Government.
- x) Terms and conditions of appointment / service to the required posts shall be guided as per prescribed existing Recruitment Rules and other relevant rules issued in this regard. Prior to this sponsorship, if any person works / worked in this library either on regular or casual or contract basis, in no situation he / she will claim for appointment to this library either on regular or casual or contract basis after getting sponsorship.
- xi) The existing constitution of a non-Government non-Sponsored library shall be treated as cancelled in case it is converted into a Govt. Sponsored Library.
- xii) All properties of this library, movable or immovable, acquired or held for the purpose of sponsored public library declared as under section 16A of the West Bengal Public Libraries Act 1979 (as amended from time to time), shall be vested in the name of the concerned Local Library Authority, without any liabilities.
- xiii) The Directorate of Library Services or Department of Mass Education Extension & Library Services will have the right to enquire, inspect and institute special audit in case of any sponsored library in any respect.

- xiv) In the interest of better library services, the Govt. will have the right to take over the sponsored library as Govt. Library as and when required and in that case land and all other properties of the library shall be vested to the Govt.
- xv) Working hours of the library shall be determined as per provisions laid down under Memo No. 165/LS., dated 21.12.92. and holidays may be observed as per holiday list issued every year from the office of the Director of Library Services, West Bengal.
- xvi) A Govt. / Govt. Sponsored Rural / Primary Unit / Town Library may be created by establishing and constructing a new library in vested land or land donated to the library or to the Govt. for this purpose or land purchased or procured under lease for 99 years by the library or by the Govt. but in this case the above-said guidelines will be followed.
- xvii) With the application for Sponsorship following information will have to be submitted :-
- Whether any other Govt. Sponsored Public Library is situated within the radius of three kilometers area of the proposed library.
 - The number of population in the local body in which the library is situated.
 - The transport facility in the area.
 - Documentary proof of ownership of the land & building.
 - Last 3 years audit report.
 - Number of books and number of readers, number of members of the library.
 - Declaration as stated in 'A(ix)'.
- xviii) In case there is no application from a particular area where there is need of library services as considered by the Govt. / Directorate of Library Services / Local Library Authority, the Govt. / Directorate of Library Services / Local Library Authority may consider a suitable proposal of its own for establishment of a new library in the area.

B. Guidelines, Conditions and procedures to be followed for Upgradation of an existing Government Sponsored Rural / Primary Unit / Area Public library into a Govt. Sponsored Town / Sub-divisional Library :-

- For conversion of an existing Govt. Sponsored Rural / Primary Unit / Area Library into a Sponsored Town / Sub-divisional Library, it can be assumed that the existing Sponsored Rural / Primary Unit / Area Library has been established following the norms as stated above in A.
- For conversion of an existing Sponsored Primary Unit / Rural Library into a Sponsored Town / Sub-divisional Library, there should be provision for giving option of the existing employees regarding their designation when a Govt. Sponsored Rural / Primary Unit / Area Library will be upgraded into a Govt. Sponsored Town / Sub-divisional Library.
- All Municipal Towns having more than two lakh population may have one Town / Sub-divisional library for the present.
- All the Municipal Towns under Notified Area Authorities, proposed Municipal Towns and Sub-divisional headquarter should have one Town Library if there is no Town / Sub-divisional / District Library.


Assistant Secretary

Deed of Acceptance

We the undersigned members of the Executive / Managing Committee and office bearers of Library, P.O..... in the District of....., do hereby declare that the Executive / Managing Committee / Governing Body / Etc. (as the case may be) of the Library in the district of are ready to abide by and to accept the terms and conditions laid down under appropriate G.O.s of Dept. of Mass Education Extension and Library Services, Govt. of West Bengal, towards Sanction of Sponsorship to Library in the district of

We are also hereby declare that if our Library, namely Library gets the order of Sponsorship, then from the date of receiving the final order regarding sponsorship of the said library :

i) all properties of this library, movable or immovable, acquired or held for the purpose of sponsored public library declared as under section 16A of the West Bengal Public Libraries Act 1979 (as amended from time to time), shall be vested in the name of the Local Library Authority, North 24 Pgs. without any liabilities. We have no objection regarding this.

ii) For public managed library, a) we shall abide by all the relevant rules and regulations, provisions of the West Bengal Public Libraries Act, Govt. orders and other Orders issued by the Govt. / Directorate of Library Services / LLA as are existing and as will be published from time to time, b) The managing committee should be constituted as per "West Bengal Sponsored Public Management Rule,2005" and as will be amended from time to time, c) No existing staff or member of the library shall claim for appointment in the created posts. Recruitment will be made in the created posts as per prescribed existing Recruitment Rules, d) The Managing Committee of the respective library will have no right to dispose of any property movable or immovable of the library while applying for conversion to a sponsored library without specific prior approval of the Government.

iii) Terms and conditions of appointment / service to the required posts shall be guided as per prescribed existing Recruitment Rules and other relevant rules issued in this regard. Prior to this sponsorship, if any person works / worked in this library either on regular or casual or contract basis, in no situation he / she will claim for appointment to this library either on regular or casual or contract basis after getting sponsorship.

We also agree to run the Library as per Govt. orders and to utilise the Govt. money for proper functioning of the Library for which it is meant.

Signature of the Members of the Executive / Managing Committee / Governing Body / Etc. (as the case may be) and the office bearers with Date of Execution :

<u>Sl. No.</u>	<u>Name</u>	<u>Designation</u>	<u>Signature with date</u>
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