

Government of West Bengal  
Mass Education Extension & Library Services Department  
Bikash Bhavan Salt Lake, Kolkata -700091

No.014 –MEE/SECTT  
EM/O/5S-29/17

Dated : 05.01.2018

**NOTIFICATION**

WHEREAS the public libraries seek to expand their service bouquet to their user, providing internet access has been one of the typical ways to expand it. One of the key rationale has been to ensure a degree of internet literacy and online access to segment of the society with libraries subscribing more and more to online resources in the shape of e-books and e-journals, online access is the only way to ensure these resources is optimally utilized by all. A corner in the name of "CYBER CORNER" will be set up in public libraries having internet facilities.

AND WHEREAS we have introduced Library Networking in West Bengal for long. At present we have 196 Libraries having internet connection in our State. Digitization of libraries is a continuous process and thus steps are being taken to ensure such digitization. The Government of India has also encouraged library networking and adopted some resources sharing policies through National Mission on Libraries. Online resources should be brought to the rich people through public libraries to cope up with present days need, but at the same time Libraries are not Cyber Café. Therefore, policy regarding use of internet at public libraries need to be framed.

AND WHEREAS this Policy applies to all users of the Public Libraries that are to the Members of Libraries, Managing Committee Members and Library Personnel of all these 196 Libraries. It may be extended to all other Libraries to disseminate information through internet, within next three years or as the case may be. An agency selected by the Government in the Mass Education Extension & Libraries Services Department will act as the Central Monitoring Agency in this Project.

AND WHEREAS this policy will be effective on and from the date of its Notification and or on and from such other date as may be notified.

AND WHEREAS

- Policy is for fixed personal computer based terminal, for mobile devices and laptop;
- Access through internet will be available to all users who are (a) regular members of the library with a Membership Card or (b) random walk-ins through wired internet and WiFi;
- It has two folds i.e. Cyber Corner Users Manual and Cyber Corner Internal Policy

AND WHEREAS Use of this section is meant for academic purpose only. Following rules should be followed by the users :

1. User will not be allowed to access the internet without the permission of librarian for any other purposes save and except for the purpose of reading books;
2. User will not be able to install or uninstall any programme or service in any computer;
3. If any device of the computer is not working, User is not allowed to fix it. They have to report at the reference desk or to the person in charge;

4. User will be allowed to use the computer for a time allocated by the library staff. If needed they can be asked by the Library authority to give others opportunity to use the computers;
5. User will not be allowed for printing. If necessary they have to contact the Library Authority;
6. USB ports will be disabled. If necessary, they have to contact the Library Authority.

**1. Registration of Users:**

- a. Users including wireless users will get a password form the Security Authority(Librarian, State Central Library) for Wi-Fi access only;
- b. For internet access, the user should take permission from Library Authority and will get temporary user ID and Password from the Monitoring cell maintained by Central Monitoring Agency.
- c. Identification of User is mandatory. The intending user may establish his photo identity by producing any one document in original which shall identify the users to the satisfaction of the cyber corner namely: -
  - i. Photo Identity Card issued against Library Membership of the concerned library;
  - ii. Photo Identity Card issued by any school or college (Valid for current year);
  - iii. Photo Credit card or Debit Card issued by Bank or Post Office;
  - iv. Passport;
  - v. Election Photo Identity Card
  - vi. PAN Card;
  - vii. Photo Identity card issued by Government;
  - viii. Driving Licence;
  - ix. ADHAR Card.

2. Time will be synchronized across all the Personal Computers.
3. Internet Logg-in will be given through a separate terminal so that it will not be tampered by the user and or Admin., who are handling the day to day operation;
4. All the mobile devices across the users will be registered as per Point No.1.
5. The user may use the internet for a specific time slot.
6. All the wireless devices across the users will be registered as per Point No.1.
7. Time of the terminal will be logged for each user.
8. Time out policy for no internet or computer activity should be introduced. A time out of 10 minutes may be considered.

Library shall keep a record of user for a period of at least 1(one) year or till it is audited.

The Log Register shall contain the following details of the users –

- i. Name
- ii. Address with PIN
- iii. Gender
- iv. Contact Number
- v. Type and details of Photo Identification Document
- vi. SL No. of the Photo ID.
- vii. Date
- viii. Computer Terminal Identification
- ix. Log in time
- x. Log out time

Scanned Photo ID card should be preserved properly by-

- i. Central Monitoring Agency at State Central Library
- ii. Library Authority in other Libraries.

Central Monitoring Agency shall prepare a monthly report of the register showing date wise details on the usage of the computer resources of all libraries and submit soft copy of the same to the State Central Library, West Bengal by the 5<sup>th</sup> day of the next month.

Central Monitoring Cell shall be responsible for storing and maintaining backups of following log records for each access or log-in by any user of its computer for at least 1(one) year for all libraries or till audited.

- i. History of website accessed using computer resource;
- ii. Logs of proxy server installed at cyber corner of State Central Library, West Bengal and other Libraries

Central Monitoring Cell may refer to “Guidelines for auditing and logging-CISG-2008-01” prepare and update from time to time by Indian Computer Emergency Response Team (CERT-In) for any assistance related to logs, if deemed fit.

- ❖ Partition of Cubicles built or installed if any inside the Library shall not exceed four and half feet in height from the floor level,
- ❖ The screen of all computers installed shall face ‘outward’,
- ❖ All time clocks of the computer system and servers installed in the Cyber Corner shall be synchronised with the Indian Standard time,
- ❖ Central Monitoring Cell shall take sufficient precaution to ensure that the computer resources are not utilised for any illegal and immoral activities
- ❖ Cyber Corner shall display a board, clearly visible to the users, prohibiting them for viewing all sites as well as copying or downloading information without the permission of the Librarian.

These Rules are framed for the use of Cyber Corner only. It is not meant for administrative use of Libraries.

It is the responsibility of the librarian to give permission to the users to use the corner by introducing log register and preserve the record as stated. He/ She shall ensure that all the computers are registered with IP address with central monitoring cell.

Central Monitoring Agency will also perform the role of technical advisor in the system and will take care of cyber safety.

They will be responsible to keep the log centrally for all libraries and monitor the system as stated. They are also accountable to introduce the cyber access control centrally which is befitting with the public libraries

Financial Sanction for the purpose, in favour of Central Monitoring Agency, will be provided by the Directorate of Library Services time to time.

It is mandatory to preserve all documents as stated i.e. Log Register at Library, System Log at Central Monitoring Cell etc. for the time period as mentioned and may be inspected by Government at any time.

All problems/ complaints should be lodged with the Central Monitoring Cell [ over telephone or through computer system] by the concerned librarian and docket number should be obtained, if the problem still persists after three working days, Librarian, State Central Library should be contacted.

This policy will be reviewed by the High Power Committee within six months of the introduction and thereafter, it may be reviewed yearly or any time period as desired by the Director of Library Services, West Bengal and the authority reserves its right to prescribe any modification, amendments of this policy subject to further approval.

Central Monitoring Agency will prepare the list of components with version reference and will submit the same to the High Power Committee.

In case of any change in version or up-gradation of the system that should be approved by the High Power Committee.

Central Monitoring Agency	As appointed by the MEE&LS Department, Government of West Bengal
Central Monitoring Cell	Managed by Central Monitoring Agency at State Central Library;
Cyber Corner	Getting online access through specific computers of libraries;
Library	All Government and Government Sponsored and aided libraries of West Bengal.

By order of the Governor

Sd/

(Anoop Kumar Agrawal)  
Principal Secretary to the  
Govt. of West Bengal