

**Government of West Bengal**  
**Department of Mass Education Extension & Library Services,**  
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No.: 684-MEE/Sectt.  
EM/O/SL-119/10(Pt.-I)

Dated, Kolkata, the 19<sup>th</sup> October, 2011

**MEMORANDUM**

The undersigned is directed to say that there are three tier of Library System in every District of West Bengal namely, (i) District Library or Libraries of District Library status, (ii) Town or Sub Divisional Libraries and (iii) Rural or Area or Primary Unit Libraries. Besides there are Uttarpara Joykrishna Public Library which is of special status and Kolkata Metropolitan Library which is the District Library of Kolkata. State Central Library is at the apex of the Library System of the State.

Government in the Mass Education Extension and Library Services Department was contemplating for quite some years to spell out the functions of different types of Libraries as expressed under Section 5 of the West Bengal Public Libraries Act, 1979.

Now, after careful consideration of the matter the Governor is pleased to prescribe the functions of different types of Libraries as stated below:

**(1) Functions of State Central Library**

- (i) To maintain a representative collection of books and journals, State Govt. publications and other publications acquired through purchase, exchange, gift and under law.
- (ii) Processing of all documents received by the library.
- (iii) To take stock of the library periodically.
- (iv) To provide Reading Room Service.
- (v) To provide Lending Service to the readers.
- (vi) To provide Reference and Bibliographic Service as per requirement of the readers, district libraries and other libraries.
- (vii) To provide Text Book Service and Career Guidance Service to all levels of people.
- (viii) To provide Newspaper & Periodical Service.
- (ix) To provide Service to Children.
- (x) To provide Service to Neo-literate Readers.
- (xi) To provide Service to Visually Impaired Persons.
- (xii) To provide Inter-Library Loan Service to District / Town / Sub-divisional / Rural / Primary Unit / Area Libraries and other Libraries.
- (xiii) To provide Mobile Library Services.
- (xiv) To provide 'Document Delivery Service' through xerox machine.
- (xv) To provide information service on life and livelihood to the people.
- (xvi) To collect & organize information on the State and to make them available to people and institutions.
- (xvii) To maintain & compile library statistics.
- (xviii) To publish bibliography of books received through P.R. Act annually.
- (xix) To organize different training programmes and workshops for library personnel.
- (xx) To publicise library services and activities of the Directorate of Library Services in different ways.
- (xxi) Implementation of different programmes under the matching scheme of RRRLF and State Govt.
- (xxii) To undertake different project works relating to library services.
- (xxiii) To organize different extension activities.

- (xxiv) To guide District / Town / Sub-divisional / Rural / Primary Unit / Area libraries in different ways. †
- (xxv) To interact with other academic & special libraries, different State Central Libraries of India, National Library, other National Libraries of the world, other national & international information centres for collection of information, exchange of publications, providing of information to readers etc.
- (xxvi) To build-up and maintain computerized Wide Area Network with Govt. and Govt. Sponsored District Libraries and other Govt. and Govt. Sponsored Town / Sub-divisional / Rural / Primary Unit / Area Libraries of lower levels to achieve the goal of establishment of an Integrated Public Library Network in the State for the purpose of Bibliographical Data Exchange, Professional Interactions, Digitization of Rare Books in the holdings of its own, different Public Libraries of the State, integration of services of all types of Public Libraries mentioned above services and also to provide Integrated Community Information Services and to lead Computerized Public Library Services in the State.
- (xxvii) Any other activity considered fit in accordance with different orders of the Government. Besides those activity notwithstanding anything contained in the orders, but considered fit for development of public library services of its own, of the district as well as of the state.

## **(2) Functions of Uttarpara Joykrishna Public Library**

- (i) To maintain a representative collection of books and journals, State Govt. publications and other publications acquired through purchase, exchange, gift and under law.
- (ii) Processing of all documents received by the Library.
- (iii) To take stock of the library periodically.
- (iv) To provide Reading Room Service.
- (v) To provide Lending Service to the readers.
- (vi) To provide Reference and Bibliographic Service as per requirement of the readers and other libraries.
- (vii) To provide Text Book Service and Career Guidance Service to all levels of people.
- (viii) To provide Newspaper & Periodical Service.
- (ix) To provide Service to Children.
- (x) To provide special Service to Researchers.
- (xi) To provide Service to Neo-literate Readers.
- (xii) To provide Service to Visually Impaired Persons.
- (xiii) To provide Inter-Library Loan Service to District / Town / Sub-divisional / Rural / Primary Unit / Area Libraries and other Libraries.
- (xiv) To provide Mobile Library Services.
- (xv) To provide 'Document Delivery Service' through xerox machine.
- (xvi) To provide information service on life and livelihood to the people.
- (xvii) To collect & organize information on the State, on local history and also on the district of Hooghly, to make them available to people and institutions.
- (xviii) To maintain & compile library statistics.
- (xix) To organize different extension activities.
- (xx) To guide District / Town / Sub-divisional / Rural / Primary Unit / Area libraries of Hooghly district in different ways.
- (xxi) To participate in the computerized Wide Area Network with Govt. and Govt. Sponsored District Libraries and other Govt. and Govt. Sponsored Town / Sub-divisional / Rural / Primary Unit / Area Libraries of lower levels to achieve the goal of establishment of an Integrated Public Library Network in the State for the purpose

of Bibliographical Data Exchange, Professional Interactions, Digitization of huge Rare Books and manuscripts in the holdings of its own and services thereof, and also to provide Integrated Community Information Services to lead Computerized Public Library Services in the State.

- (xxii) Any other activity considered fit in accordance with different orders of the Government. Besides those activity notwithstanding anything contained in the orders, but considered fit for development of public library services of its own, of the district as well as of the state.

**(3) Functions of Kolkata Metropolitan Library**

- i) To maintain a representative collection of books and journals, State Govt. publications and other publications acquired through purchase, exchange, gift and under law.
- ii) To make adequate arrangement for pursuing 'Urban Studies'.
- iii) Processing of all documents received by the Library.
- iv) To take stock of the library periodically.
- v) To provide Reading Room Service.
- vi) To provide Lending Service to the readers.
- vii) To provide Reference and Bibliographic Service as per requirement of the readers and other libraries.
- viii) To provide Text Book Service and Career Guidance Service to all levels of people.
- ix) To provide Newspaper & Periodical Service.
- x) To provide Service to Children.
- xi) To provide special Service to Researchers.
- xii) To provide Service to Neo-literate Readers.
- xiii) To provide Service to Visually Impaired Persons.
- xiv) To provide Inter-Library Loan Service to District / Town / Sub-divisional / Rural / Primary Unit / Area Libraries and other Libraries.
- xv) To provide Mobile Library Services.
- xvi) To provide 'Document Delivery Service' through xerox machine.
- xvii) To provide information service on life and livelihood to the people.
- xviii) To collect & organize information on the State, on local history and also on Kolkata, to make them available to people and institutions.
- xix) To maintain & compile library statistics.
- xx) To organize different extension activities.
- xxi) To guide Town / Sub-divisional / Rural / Primary Unit / Area libraries of Kolkata in different ways.
- xxii) To interact with other Libraries and Institution of the country and the world particularly for collection of documents and information on Urban Studies.
- xxiii) To participate in the computerized Wide Area Network with Govt. and Govt. Sponsored District Libraries and other Govt. and Govt. Sponsored Town / Sub-divisional / Rural / Primary Unit / Area Libraries of lower levels to achieve the goal of establishment of an Integrated Public Library Network in the State for the purpose of Bibliographical Data Exchange, Professional Interactions, Digitization of Rare Books in the holdings of its own and services thereof, and also to provide Integrated Community Information Services to lead Computerized Public Library Services in the State.
- xxiv) Any other activity as may be considered fit for development of public library services of its own, of the district as well as of the state.

#### **(4) Functions of District Library**

- (i) To maintain a representative collection of books and journals, State Govt. publications and other publications acquired through purchase, exchange, gift and under law.
- (ii) Processing of all documents received by the library.
- (iii) To take stock of the library periodically.
- (iv) To provide Reading Room Service.
- (v) To provide Lending Service to the readers.
- (vi) To provide Reference and Bibliographic Service as per requirement of the readers and other libraries.
- (vii) To provide Text Book Service and Career Guidance Service to all levels of people.
- (viii) To provide Newspaper & Periodical Service.
- (ix) To provide Service to Children.
- (x) To provide Service to Neo-literate Readers.
- (xi) To provide Service to Visually Impaired Persons.
- (xii) To provide Inter-Library Loan Service to other District / Town / Sub-divisional / Rural / Primary Unit / Area Libraries of the district and other Libraries.
- (xiii) To provide Mobile Library Services.
- (xiv) To provide 'Document Delivery Service' through xerox machine.
- (xv) To provide information service on life and livelihood to the people.
- (xvi) To collect & organize information on the State, on local history and also on the district, to make them available to people and institutions.
- (xvii) To maintain & compile library statistics.
- (xviii) To organize different training programmes and workshops for library personnel.
- (xix) To organize different extension activities in close co-operation with respective Zilla Parishad.
- (xx) To guide Town / Sub-divisional / Rural / Primary Unit / Area libraries of the district in different ways.
- (xxi) To participate in the computerized Wide Area Network with Govt. and Govt. Sponsored District Libraries and other Govt. and Govt. Sponsored Town / Sub-divisional / Rural / Primary Unit / Area Libraries of lower levels to achieve the goal of establishment of an Integrated Public Library Network in the State for the purpose of Bibliographical Data Exchange, Professional Interactions, Digitization of Rare Books in the holdings of its own, different Public Libraries of the State and services thereof, and also to provide Integrated Community Information Services to lead Computerized Public Library Services in the State.
- (xxii) Any other activity considered fit in accordance with the Act and the rules made thereunder or by the Authority. Besides those activity notwithstanding anything contained anywhere, but considered fit by the Managing Committee for development of public library services of its own, of the district as well as of the state under the purview of the Act and the rules made thereunder.

#### **(5) Functions of Town Library**

- i) To maintain a representative collection of books and journals, State Govt. publications and other publications acquired through purchase, exchange, gift and under law.
- ii) Processing of all documents received by the library.
- iii) To take stock of the library periodically.
- iv) To provide Reading Room Service.
- v) To provide Lending Service to the readers.

- vi) To provide Reference and Bibliographic Service as per requirement of the readers and other libraries.
- vii) To provide Text Book Service and Career Guidance Service to all levels of people.
- viii) To provide Newspaper & Periodical Service.
- ix) To provide Service to Children.
- x) To provide Service to Neo-literate Readers.
- xi) To provide Inter-Library Loan Service to District / Town / Sub-divisional / Rural / Primary Unit / Area Libraries of the district and other Libraries.
- xii) To provide information service on life and livelihood to the people.
- xiii) To maintain & compile library statistics.
- xiv) To organize different extension activities in close co-operation with respective Panchayat Samity.
- xv) To guide Rural / Primary Unit / Area libraries of the district in different ways.
- xvi) To participate in the computerized Wide Area Network in the State.
- xvii) Any other activity considered fit in accordance with the Act and the rules made thereunder or by the Authority. Besides those activity notwithstanding anything contained anywhere, but considered fit by the Managing Committee for development of public library services of its own, of the district as well as of the state under the purview of the Act and the rules made thereunder.

**(6) Functions of Rural / Primary Unit / Area Library**

- i) To maintain a representative collection of books and journals, State Govt. publications and other publications acquired through purchase, exchange, gift and under law.
- ii) Processing of all documents received by the library.
- iii) To take stock of the library periodically.
- iv) To provide Reading Room Service.
- v) To provide Lending Service to the readers.
- vi) To provide Text Book Service.
- vii) To provide Newspaper & Periodical Service.
- viii) To provide Service to Children.
- ix) To provide Service to Neo-literate Readers.
- x) To provide Inter-Library Loan Service to other Govt. / Govt. Sponsored Libraries of the district and other Libraries.
- xi) To provide information service on life and livelihood to the people.
- xii) To maintain & compile library statistics.
- xiii) To organize different extension activities in close co-operation with respective Gram Panchayat.
- xiv) Any other activity considered fit in accordance with the Act and the rules made thereunder or by the Authority. Besides those activity notwithstanding anything contained anywhere, but considered fit by the Managing Committee for development of public library services of its own, of the district as well as of the state, under the purview of the Act and the rules made thereunder.

All concerned are being informed accordingly.

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