

**BOOKS FOR
THE MILLIONS
AT THEIR
DOORSTEPS**

INFORMATION MANUAL



RAJA RAMMOHUN ROY
LIBRARY FOUNDATION

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LIBRARY FOUNDATION**

**110, JODHPUR PARK
CALCUTTA-700068**

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I. Establishment of the Foundation

The year 1972 witnessed a convergence of quite a few meaningful events. First, it was the 25th Anniversary of India's Independence. The year was also being celebrated throughout the world as the International Book Year, reminding us that books constituted one of the most powerful instruments for removing ignorance, opening the windows of the mind to new knowledge, and effecting social change. And it was the bi-centenary year of the birth of Raja Rammohun Roy, universally recognised as the Father of modern India.

It was, therefore, but natural that the National Committee for the bi-centenary celebration of Raja Rammohun Roy, which met on March 28, 1972 under the Chairmanship of the Prime Minister, should decide that the most appropriate way of celebrating this great man's memory would be to establish a network of library services which would carry books and the reading habit to the remotest parts of the country. The Raja Rammohun Roy Library Foundation was established in May 1972, under the sponsorship of the Government of India. It was registered as an autonomous body under the West Bengal Societies Registration Act, 1961, with its headquarters in Calcutta.

II. Objective

The main objective of the Foundation is to promote and support public library movement in country by providing adequate library services and by developing reading habits all over the country. This objective is proposed to be achieved with the active co-operation of State Governments and Governments of Union Territories and of voluntary organisations operating in the field of library services, literacy campaigns, adult education and the like.

The Memorandum of Association has listed a number of

other objectives too, including for instance, (1) enunciation of a national library policy and working towards its adoption by the Central and State Government and persuading them to enact library legislation where such legislation does not exist ; (2) helping build up a national library system by integrating the services of National Libraries, State Central Libraries, District Libraries and other types of libraries, for instance, through an inter-library lending system ; (3) providing financial assistance to libraries, to regional and national library associations and to other organisations engaged or interested in the promotion of library development ; (4) acting as a clearing house for ideas and information on library development ; (5) promoting research in problems of library development ; and (6) taking all such measures as may be found necessary to promote library development and its utilisation in the country.

Obviously, the Foundation cannot work towards the fulfilment of these objectives all at once because of financial and other constraints. Besides library and library services being a State subject, willing participation and co-operation of the States will also have to be enlisted patiently and stage by stage. Then, there is the paucity of the right type of books in some of the Indian languages relating to our country and technology suitable for the general reader. Another great limitation is the unavailability of trained personnel who should be prepared to work with missionary zeal and involvement in the ideal of service to the masses.

III. Finance of the Foundation

The Foundation is fully financed by the Government of India which gives it annual grants based on the estimated expenditure and the programme of activities planned for the year. In addition, the Foundation also receives voluntary contributions from the State Governments and Governments of the Union Territories.

IV. Members of the Foundation

The Foundation consists of the following members :—

- (1) Minister, Department of Culture, Government of India, or his nominee is the Chairman ;
- (2) Secretary, Department of Culture, Government of India, or his nominee ;
- (3) Thirteen persons nominated by the Government of India, four of whom are eminent librarians and nine educationists ;
- (4) One representative each of the following organisations ;
 - (a) Indian Library Association
 - (b) Sahitya Akademi
 - (c) National Book Trust, India.
- (5) Three persons nominated by the Government of India to represent, respectively, the Department of Education, the Department of Social Welfare, and the Ministry of Finance ; and
- (6) Member Secretary.

The Foundation is a policy-making body. The administrative work is under the control of an administrative Committee.

V. Members of the Administrative Committee

- (a) Chairman or his nominee ;
- (b) Financial Adviser ;
- (c) Five to Seven members appointed annually by the Foundation ;
- (d) Representative of the Department of Culture ;
- (e) Member Secretary ;

The Member Secretary exercises the power of the Head of the Department under the general control of the Chairman.

VI. Programmes and Schemes of the Foundation

For achieving the objectives the Foundation has taken up the following schemes for implementation :

- (1) Assistance towards building up of adequate stock of books and reading and visual materials.

- (2) Assistance towards development of rural book deposit centres and mobile library services.
- (3) Assistance towards binding and preservation of out-of-print and rare books and journals and of rare manuscripts.
- (4) Assistance towards the organisation of library workshops, seminars and book exhibitions.
- (5) Assistance towards storage of books.

VII. Rules and Procedures for the Schemes of Assistance

The Foundation renders matching assistance to support and promote public library services in the States and Union Territories in accordance with rules given below :

A. General Rules and Procedures of Matching Assistance

1. Assistance shall be rendered on a matching basis, the share being 50 : 50 between the Foundation and a State Government or a Union Territory Administration. The Administrative Committee of the Foundation may, however, vary the share of matching assistance in deserving cases.
2. To avail assistance from the Foundation each State Govt. or Union Territory Administration is required to contribute funds to the Foundation. The extent of contribution and assistance will be regulated by the Foundation from time to time.
3. If a State or Union Territory making a contribution to the Foundation fails to utilise, within two financial years of such contribution, the grant due to it from the Foundation, the matching grant from the Foundation in respect of that State or the Union Territory should lapse.
4. Each State Government or Union Territory Administration will set up a Library Committee consisting of the following members :
 - (i) Chairman—Secretary/Director or Officer-in-charge of the Department controlling library service.

- (ii) Director or Officer-in-charge of the Department, if he is not the Chairman.
 - (iii) Member-Secretary of the Foundation or his representative.
 - (iv) A member of the Foundation or a nominee of the Chairman of the Foundation.
 - (v) President or the Secretary of the State Library Association.
 - (vi) A representative of the Education Department, if library service is controlled by a separate department.
 - (vii) Librarian of the State Central Library or any other public library nominated by the State Government shall be the Convener of the State Library Committee.
 - (viii) An educationist or an author or a person representing the State level organisation connected with book production to be nominated by the State Government.
5. In a State where there is a State Library Council/Committee, a separate Library Committee shall be set up.
6. The Library Committee shall meet at least twice a year.
7. The functions of the Library Committee shall be—
- (i) to prepare perspective and annual plan of library services in the State with particular reference to the assistance programme of the Foundation ;
 - (ii) to ensure payment of State Government contribution and availing of the matching grant from the Foundation ;
 - (iii) to select books according to the felt-need of the community and in conformity with the guidelines prescribed by the Foundation ;
 - (iv) to scrutinise and recommend proposals for other schemes of assistance to the Foundation ;
 - (v) to ensure proper utilisation of assistance by the Foundation ;
 - (vi) to perform any other activity conducive to the

development of library movement in the State or Union Territory ;

8. Assistance will be rendered in kind or in cash—in the shape of books or other library materials under the two schemes specified in VI(1) and VI(2) and in cash under the three schemes specified in VI(3), VI(4) and VI(5).

9. Assistance will be available for all categories of public libraries viz. State Central Libraries, Regional/Divisional Libraries, District Central Libraries, Sub-Divisional Libraries, Tehsil Libraries, Taluka Libraries, Block Libraries, Branch Libraries, Municipal Libraries, Town Libraries, Rural Libraries, Panchayat Libraries, Village Libraries etc. directly maintained or aided or recognised by the State Government. The numbers of different categories of public libraries are to be selected by the Library Committee each year for assistance under different schemes of the Foundation within the limitation of funds available.

10. The State authorities shall maintain necessary records regarding utilisation of assistance and furnish any information connected therewith whenever required by the Foundation.

11. The authorised officials or members of the Foundation will have the right to inspect any library/institution receiving assistance from the Foundation. The right will be exercised by sending individual or team of officials for test check of the libraries wherever considered necessary.

12. The library/institution shall maintain a record of all **assets created** wholly or substantially out of the Foundation's **assistance**.

13. The State authorities shall evolve suitable machinery for **inspecting and supervising** the libraries/institutions receiving assistance from the Foundation to ensure proper utilisation of funds and shall take suitable measures against the erring library/institution.

B. Rules and Procedures for the Scheme of Assistance Towards Building up of Adequate Stock of Books and Reading and Visual Materials

Books and readers constitute the two vital elements of library service. The Foundation therefore renders major portion of its assistance to increase and replenish the book stock of libraries.

Assistance under the scheme is given from two sources :

(1) matching source and (2) central source. When assistance is rendered from the matching source, the responsibility for selection, purchase and distribution of books is vested in the State authority ; and when assistance is rendered from the central sources, the Foundation is responsible for selection and supply of the books.

(1) Procedure of Selection, Purchase and Distribution of Books under the Matching Programme.

The following procedures are laid down for book assistance on matching basis :

- (i) In the beginning of each year the Foundation will intimate the amount of assistance available to each State and Union Territory on the basis of contribution already received and likely to be received during the year.
- (ii) The Foundation will also issue detailed guidelines regarding selection of books including preparation of a bibliography of books purchased and distributed so far under the scheme of the Foundation together with some assessment of the benefit conferred upon the target groups. (For guidelines see Appendix I).
- (iii) On receiving the intimation the Library Committee will prepare the action plan for utilisation of funds under different schemes after assessing the progress of work of the previous year.
- (iv) The Library Committee shall particularly decide about the number and categories of libraries for assistance under

different schemes, preparation of one common list of books for each category of libraries, proportion of books to be selected under different subject headings viz. (i) literature (ii) social sciences, (iii) philosophy, art and religion, (iv) science, (v) general and reference books, collection of books through advertisement for physical verification and other related matters.

(v) The Library Committee shall approve the lists of books, the list of libraries and other proposals for financial assistance at the second meeting. The mode of purchase, rate of discount and distribution of books will also be decided at this stage taking into consideration the guidelines of the Foundation in this regard.

(vi) Selection of books and libraries shall be the responsibility of the State Library Committee and no prior approval of the Foundation will be necessary provided the cost of books selected and proposed to be acquired for the libraries remains within the limit of funds approved by the Foundation. Proposals for other financial assistance will, however, be submitted to the Foundation for approval and sanction.

(vii) The Convener or any other authorised officer of the State Government shall place orders for the purchase of books specifically mentioning that the orders are placed on behalf of the Foundation.

(viii) Copies of purchase orders along with list of libraries to which the books are to be distributed should be sent to the Foundation.

The Foundation also gives assistance to centrally sponsored libraries and centrally recognised/recommended voluntary organisations in a limited scale : Nehru Yuvak Kendras and Jawahar Bal Bhavans are the principal beneficiaries under this programme. In case of Nehru Yuvak Kendras (NYK), the Foundation insists on the selection, purchase and distribution of books by the Controlling Officer of NYKs in each State; and in case of Jawahar Bal Bhavans and others, the individual centre is authorised to select and purchase the books.

C. Rule for Scheme of Assistance Towards Development of Rural Book Deposit Centres and Mobile Library Services

This scheme envisages the setting up book deposit centres and development of mobile library services for the benefit of both urban and rural reading public. District Libraries, Nehru Yubak Kendras and other selected libraries are to serve as the base libraries from which books will be circulated to the book deposit centres or book delivery stations. Books are carried in bags by cycle vendors or volunteers from the base libraries to book deposit centres where steel trunks are kept to contain books. The object of the scheme is to take library services to small towns and villages and to develop reading habits among the people.

Types of Institutions/Organisations Eligible for Assistance

1. Assistance under the scheme may be given to government libraries, aided libraries and voluntary organisations conducting or planning to conduct mobile library services.

2. In order to be eligible for financial assistance under the scheme a non-Government institution or a voluntary organisation should possess the following characteristics :

- (i) It should have the necessary facilities, resources, personnel etc. to initiate the scheme for which the grant is required.
- (ii) Its working should have been reported as satisfactory by the State Government ; and
- (iii) It is not run for profit to any individual or a body of individuals.

Scope of Assistance

3. Assistance under the scheme may be given for
- (a) Bicycles, rickshaw vans or other inexpensive vehicles
 - (b) Steel trunks or any other storage-cum-carriage equipments
 - (c) Bags
 - (d) Books for circulation.

4. Normally no assistance will be given if the project for which the grant is applied for is covered under any scheme of the Central Government or State/Union Territory Government.

Extent of Assistance

5. Assistance will be given on sharing basis, the Foundation's share being limited to 50% of the non-recurring expenditure for purchase of bicycles/rickshaws, steel trunks, bags, books etc. subject to a maximum of Rs. 10,000/- per project,

6. The institution/organisation shall maintain a record of all assets created wholly or substantially out of the Foundation's assistance. The asset so created shall not be disposed of without the prior approval of the Foundation.

7. The grantee institution/organisation shall submit an annual report regarding the working of the project to the Foundation.

8. The project is subject to inspection by an official deputed by the Foundation and State Government or test check by Comptroller and Auditor General of India at his discretion.

9. When the Foundation/Government have reasons to believe that the sanctioned money is not being utilised for approved purposes, the payment of assistance shall be stopped and the earlier assistance recovered.

10. If the Foundation requires clarification on any point not contained in the statements, the library shall supply it within the time specified by the Foundation failing which the application will not be considered. For application form see appendix III.

D. Rule for Scheme of Assistance Towards Binding and Preservation of Rare Books and Manuscripts :

Some of old and well established libraries of the country both Government and non-Government, are in possession of put-of-print and rare books and journals, and a few of them, of important manuscripts even. The Foundation gives assistance to such libraries for lamination, fumigation, repair, binding and preservation of rare books, journals and manuscripts.

Types of Libraries/Organisations Eligible for Assistance

1. Financial assistance under the scheme may be given to the old and well-established public libraries run by State Government/Local Bodies and Registered Societies/Trusts.

2. In order to be eligible for financial assistance under the scheme a library should possess the following characteristics :

- (i) It should necessary have facilities, resources, personnel and experience to initiate the scheme for which the grant is required ;
- (ii) Its working should have been reported as satisfactory by the State Govt. ; and
- (iii) It is not run for profit to any individual or a body of individuals.

To begin with and for the present, assistance under this scheme maybe limited to old and well-established libraries which have been in existence for not less than 10 years, preference being given to those with a sizable collection of manuscripts and rare books.

Extent of Assistance

3. Financial assistance will be given to a library on matching basis subject to a maximum of Rs. 10,000/- per request. If a library has already received or is expecting to receive a grant from some other financial sources for this project, the assessment of financial grant will be made after taking into

consideration the grant received/likely to be received from other sources.

Scope of Assistance

4. Financial assistance will be available for
 - (i) Binding (Ordinary or special)
 - (ii) Preservation (Fumigation etc.)

Procedure for Submission of Applications

5. Application will be received through the State Govt. or the Convener of State Library Committee and with their recommendations.
6. Applications in the prescribed form complete in all respects should be submitted in duplicate to the State Govt. or State Library Committee.
7. The State Govt. or State Library Committee will scrutinise the application and will forward it with such recommendations as they may deem fit, in the prescribed form.
8. Each application should be accompanied by the following documents :
 - (a) In case of a Govt. department/institution, the designation of Head of the Department/Head of Office sponsoring the project,
 - (b) In case of a private institution/voluntary organisation, Constitution/Memorandum of Association of the organisation and a copy of the latest available annual report and audited annual accounts.
 - (c) A detailed description of the project for which assistance is requested.
 - (d) Financial statement of the project giving itemwise details of expenditure and the sources from which counterpart funds will be obtained.
 - (e) Information relating to grants received, promised or the requests thereof made, if any, to other bodies.

Conditions for Assistance

9. Assistance will be paid in two instalments.
10. The first instalment will be released with the sanction of the project. On receipt of utilisation certificate and a statement of expenditure of the first instalment supported by a certificate of audited accounts, the second instalment will be released.
11. A library in receipt of financial assistance shall be open to inspection by an officer deputed by the Foundation or the State Education Department or test check by the Comptroller and Auditor General of India at his discretion.
12. The accounts of the project shall be maintained properly and separately and submitted as and when required. They shall always be open to check by an officer deputed by the Foundation or the State Government. They shall also be open to a test check by the Comptroller and Auditor General of India at his discretion.
13. The library shall maintain a record of all assets acquired wholly or substantially out of the Foundation's assistance. The assets so created shall not be disposed of without prior approval of the Foundation.
14. When the Foundation/Government of India have reasons to believe that the sanctioned money is not being utilised for approved purposes, the payment of assistance shall be stopped and the earlier assistance recovered.
15. The library must exercise reasonable economy in the working of the approved project.
16. The library must be open to all citizens of India without distinction of religion, race, caste, language etc.

17. No capitation or other similar fees shall be charged from persons belonging to States other than the one in which the library is situated.

18. The grantee library shall furnish to the Foundation quarterly progress reports of the project, indicating in detail both the physical and financial achievement on each of the approved items. Such reports shall continue to be furnished until the project is completed to the satisfaction of the Foundation.

19. If the Foundation requires clarification on any point not contained in the statements, the library shall supply it within the time specified by the Foundation failing which the application will not be considered. For Application form see appendix IV.

E. Rules for Scheme of Assistance Towards Organisation of Seminars, Workshops, Training Courses, Book Exhibition etc.

The Foundation has recognised the fact that the content and quality of library service needs regular evaluation and improvement with the changing needs of the society. To cater to this requirement the Foundation has adopted the above noted scheme.

Types of Institutions/Organisations Eligible for Assistance

1. Financial assistance under this scheme may be given to the State Government Department/Directorate in charge of library services, the State Central Library, Library Associations and the institutions imparting training in library science.

2. In order to be eligible for financial assistance under the scheme a non-Government institution or a voluntary organisation should possess the following characteristics :

(i) It should have the necessary facilities, resources, personnel and experience to initiate the scheme for which the grant is required.

- (ii) Its working should have been reported as satisfactory by the State Government ; and
- (iii) It is not run for profit to any individual or a body of individuals.

Scope

3. Assistance may be given for performing the following types of activities :

- (a) Holding of seminars and workshops
- (b) Running of training courses
- (c) Organisation of book exhibitions

4. Normally no assistance will be given if the project for which the grant is applied for is covered under any scheme of the Central Government or State/Union Territory Government.

Extent of Assistance

5. Financial assistance will be given on sharing basis, the Foundation's share being limited to the extent of 50% of the approved estimated expenditure on any of the items subject to a maximum of Rs. 10,000/- per scheme.

Procedure for Submission of Applications

6. Applications will be received through the State Government or the Convener of State Library Committee and with their recommendations.

7. Applications in the prescribed form complete in all respects should be submitted in duplicate to the State Government or the Library Committee.

8. The State Government or State Library Committee will scrutinise the application and will forward it with such recommendation as they may deem fit, in the prescribed form.

9. All India Library Organisations/Associations may submit applications direct to the Foundation.

10. Each application should be accompanied by the following documents :

- (i) In case of a Government Department/Institution, the designation of Head of the Department/Head of Office sponsoring the project.
- (ii) In case of a private institution/Library Association, Constitution of the organisation/Memorandum of Association and copy of the latest available annual report and audited annual accounts.
- (iii) A detailed description of the project for which assistance is requested along with its duration and qualification and experience of the staff to be employed.
- (iv) Financial statement of the project giving itemwise details of expenditure and the sources from which counterpart funds will be obtained.
- (v) Information relating to the grants received, promised or the requests thereof made, if any, to other bodies.

12. Once the plans and estimates have been approved and grant assessed on the basis of these estimates they shall not be modified by the organisation without the prior approval of the Foundation.

Release of Grants

13. Grants will be released in suitable instalments. Assistance below Rs. 5,001/- may be released in a single instalment if it is considered necessary to organise a seminar or workshop or exhibition.

14. The first instalment will be released with the sanction of the project. On receipt of utilisation certificate and a statement of expenditure of the first instalment supported by a certificate of audited accounts, the second, instalment will be released.

Conditions for Assistance

15. An institution/organisation in receipt of financial assistance shall be open to inspection by an officer deputed by

the Foundation or the State Education Department or test check by the Comptroller and Auditor General of India at his discretion.

16. The accounts of the project shall be maintained properly and separately and submitted as and when required.

17. The grantee organisation/institution shall submit to the Foundation utilisation certificate immediately after the completion of the project e.g., seminar, workshops, exhibition etc. An audited statement of accounts shall be furnished within three months after the submission of full utilisation certificate.

18. When the Foundation/Government have reasons to believe that the sanctioned money is not being utilised for approved purposes, the payment of assistance shall be stopped and the earlier assistance recovered.

19. The institution/organisation organising a seminar, workshop, conference, refresher course etc. under the scheme shall not invite foreign delegates without obtaining the prior approval of the Ministry of Home Affairs. An application for such approval shall be routed through the Foundation and the Ministry of Education.

20. The institution/organisation must exercise reasonable economy in the working of the approved project.

21. The Foundation may depute an observer to witness the proceeding of the seminar, workshops etc.

22. In case of a project of long duration the grantee institution/organisation shall submit periodical progress reports till the project is completed.

23. If the Foundation requires clarification on any point not contained in the statements, the institution/organisation

shall supply it within the time the time specified by the Foundation failing which the application will not be considered. Application form may be seen at Appendix V.

F. Rules for Scheme of Assistance Towards Storage of Books

It is felt that rural libraries below the District level need some assistance for storing the books received from the Foundation and other quarters.

Types of Institutions/Organisations Eligible for Assistance

1. Assistance under this scheme will be given to public libraries below the District level whether run or aided by the State Government, local bodies or voluntary organisations.
2. In order to be eligible for financial assistance a non-Government institution should possess the following characteristics :
 - (i) It should have adequate facilities, resources, personnel etc. to run the library.
 - (ii) Its working should have been reported satisfactory by the State Government.
 - (iii) It is not run for profit to any individual or body of individuals.
 - (iv) The library should be open to all without discrimination.

Scope of Assistance

3. Assistance under the scheme may be given for
 - (a) Purchase of racks or almirahs where necessary because of the fact that the library building is being used for other purposes also.
4. Normally no assistance will be given if the project applying for the grant is covered under any scheme of the Central Government or State/Union Territory Government.

Extent of Assistance

5. Assistance will be given on sharing basis, the Foundation's share being limited to 50%.
6. Not more than two racks and/or almirahs shall be supplied to any library in one year.

Procedure for Submission of Application

7. The Foundation will not receive direct applications for assistance under the scheme. Assistance will be given on the recommendation of the State Library Committee. Libraries desirous of receiving assistance will approach the Convener for inclusion of their names in the list of recommended libraries.

Conditions for Assistance

8. Grants will be given in cash.
9. The Convener of State Library Committee will prepare annually a list of libraries and pass it to the Foundation with his recommendation in each individual case within the matching formula.
10. Grant will be sent to library under intimation to the Convener of the State Library Committee.
11. The cost of carriage from the place of purchase to the individual libraries shall be borne by the library concerned or the State Government.
12. The Convener will send to the Foundation a certificate that the grant has been utilised for purchase of the stipulated furniture.
13. The institution/organisation shall maintain a record of all assets created wholly or substantially out of the Foundation's assistance.

14. The project is subject to inspection by an official deputed by the Foundation and/or State Government or test check by Comptroller and Auditor General of India at his discretion.

15. If the Foundation requires clarification on any point not contained in the statements, the library shall supply it within the time specified by the Foundation failing which the application will not be considered.

Application form may be seen at appendix VI.

VIII. State Library Committees

At the instance of the Foundation the State and Union Territory Governments set up State Library Committees in their respective States/Territories. The Convener of State Library Committee is the authorised agent of the State/Union Territory Governments with whom negotiations are usually carried on by the Foundation. For constitution and functions of State Library Committees para 4 to 7 of VII(A) may be seen.

IX. Mode of Assistance

Except for assistance to centrally sponsored libraries and assistance by means of central selection of books, assistance under all other schemes is rendered generally on a matching basis, i.e., by sanctioning Foundation's assistance equivalent to the contribution of the concerned State Government.

X. Achievements

The Foundation does not set up any library on its own ; it is the responsibility of the Government of the States and Union Territories and of voluntary organisations. When the libraries are set up, the Foundation comes forward to strengthen the stock of books and reading materials in these libraries and thereby help the local community to continue their education. The library service is a part of non-formal education. The library service is a part of non-formal

education which never ceases in life. There is an awakening in all the States and Union Territories to set up new libraries and take advantage of the different programmes of the Foundation.

XI. How to get Assistance from the Foundation

Libraries and voluntary organisation willing to get assistance from the Foundation should approach the Convener of respective State Library Committees to include their names in the list of approved libraries. The Foundation renders book and other assistance only on recommendation from the Library Committees. A list of the Conveners is attached at Appendix VII.

For central selection of a title, an application with a copy of the book is to be sent to the Member Secretary or to the subject expert of the Foundation the particulars of whom will be available from the Member Secretary. The extent of selection depends on the budget provision on the item.

In order to make correspondence with the Foundation, letters should be sent to the following address :

Member Secretary
Raja Rammohun Roy Library Foundation
110, Jodhpur Park
Calcutta-700 068
Phone : 42-1134
42-6801

APPENDICES

GUIDELINES FOR SELECTION OF BOOKS AND RECIPIENT LIBRARIES IN THE STATES

1. The main objective of the Foundation is to spread the library movement in small towns and villages and to develop reading habit among the people. The objective should be kept in view in selecting libraries and books for assistance.

2. The Foundation does not prescribe any fixed norm for the selection of books from different subject groups for all the States and Union Territories since the objective conditions (viz. availability of literature in different subjects in regional languages, extent of literacy, development of library service and reading habits of the people) differ from State to State. However, the following proportion is suggested for guidance.

1. Literature	25%
2. Social Sciences and history	20%
3. Philosophy, religion and art	15%
4. General and reference books	20%
5. Popular Science	15%
6. Children's literature	10%

3. Books in English will mainly be selected centrally by the Administrative Committee of this Foundation. Books in regional languages will be selected in the States. It is desired that at least 20% of books should be selected from the publications in Hindi, English and in regional languages other than the major regional language of the State in the interest of national integration. On the same consideration translations of award-winning books of other regional language, viz. Adan Pradan series being published by National Book Trust, should find place in the list of selected books.

4. Since many Central and State Government organisations are engaged in the production of good literature, it is

expected that some percentage of books will be selected from the publications of Government and semi-Government organisations viz. Publications Division, Sahitya Akademi, National Book Trust, NCERT, State Sahitya/Granth Akademies etc.

5. Since rural public libraries are required to cater to the needs of neoliterates and people with limited education, some books should also be selected for them.

6. Keeping the above guidelines in view the selection of books and of recipient libraries will be made by the State Library Committees. If considered necessary the S.L.C. may set up a Sub-Committee to be known as Book Selection Committee. Subject experts may be co-opted in the committee or the sub-committee as the case may be. It is desirable to consult the librarians as far as practicable in selecting books.

7. Books should be selected after physical verification and the selected books should be kept as specimen copies to settle disputes that may arise in future. 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.

8. While issuing advertisements in newspapers for submission of books it should be ensured that wider publicity is given. A copy of the advertisement may also be sent to the concerned Publishers and Booksellers Association(s). Sufficient time should be given for the submission of books. To avoid dispute about postal delay it would be advisable to give a period of grace in cases of postal submission of books by outstation publishers.

9. Books received for selection should be entered in a register. The Book Selection Register should contain columns showing the detailed bibliographical description of the book,

party submitting the book, date of submission, result of selection, remarks etc.

10. Ordinarily not more than 20 books of a publisher shall be accepted for selection.

11. As far as practicable the selection of books should be done in one long sitting of the State Library Committee/Book Selection Committee. Books selected by the Book Selection Committee or sub-committee should be formally approved by the State Library Committee. At least 15 days' notice should be given to the members for attending a meeting of the State Library Committee.

12. Books written, edited or published by the members of the State Library Committee or the Book Selection Committee may not be ordinarily selected during their tenure. Under no circumstances a member of the said committee or committees shall participate in the discussion while considering a book in which he/she is interested as author, editor or publisher.

13. Text books, costly books and foreign publications should not ordinarily be selected. Preference should be given to the books published in the recent years, that is, within the last three calendar years including the year of selection.

14. Great care should be taken in considering the price of a book. In the notification or the advertisement calling for submission of books it should be clearly mentioned that the printed price of the book will be accepted as correct price and will remain valid for one year from the date of submission. No claim for increased price will be normally entertained after the selection. Books without printed price and books whose prices have been altered by pasting slip or rubber stamp shall not be selected. A tendency, has developed in some quarters to inflate the price of a book at the time of submission for selection under a scheme of bulk purchase. To check this unhealthy development it is suggested that the

price of a book as existing before selection, should be taken into consideration. A popular book need not be necessarily selected if it is considered that the book is priced very high. The maxim "the best reading for the largest number at the least cost" should continue to be the guiding principle of the book selectors.

15. The Foundation buys books at a graded rate of discount as mentioned below :

1 to 10 copies	10% discount
11 to 25 copies	15% discount
26 to 100 copies	20% discount
101 to 200 copies	25% discount
201 to 500 copies	30% discount
501 to above	35% discount

Special considerations are made if it can be proved by the concerned institutions or concerns that due to their pricing policy they do not give more than a prescribed rate of discount to any other party. The rate of discount should be kept in view while preparing the list of books. A list in proportion to the fund available or earmarked should be prepared. Separate lists are to be prepared in bi-lingual and multi-lingual states within the availability of funds.

16. In preparing the list of books the requisite bibliographical details are to be recorded viz. name of title, name of author, name and address of publisher, subject, year of publication, edition (paper back or hard cover) and price. Every page of the booklist should bear the signature of the selectors indicating the authenticity of the selected books.

17. In selecting town and rural libraries care should be taken to ensure that the selected libraries are actually functioning. The selection of unregistered libraries should generally be avoided. The list should contain the full name and addresses of the selected libraries.

18. The result of selection should be intimated to the parties submitting the books as early as possible after the final selection.

19. The State Library authority shall bring out a bibliography of books supplied by the Foundation from time to time. This will also serve as a guide for book selection.

20. The State Library Committee may modify the above norms of book selection with adequate justifications and prescribe new norms relating to the issues not covered by these guidelines. Such norms should be conveyed to this Foundation.

GUIDELINES FOR CENTRAL SELECTION OF BOOKS

1. The object of the scheme is to support the State Central Libraries, District Libraries and such other public libraries as may be decided by the Foundation from time to time with suitable reading materials that are not ordinarily procured by them.
2. Books will be selected in proportion to the funds available under the scheme.
3. Since books in Hindi and regional languages are selected by the State authorities under another scheme of the Foundation and books written in English seldom find place in the lists prepared by the State Governments, the Foundation will mainly select books in English under this scheme. Exception may, however, be made in case of very useful books published in Hindi and other regional languages by Government and semi-Government bodies subject to the availability of funds.
4. Books published in foreign countries, text books and costly books above Rs. 100/- shall not ordinarily be selected.
5. Selection should normally be restricted to the books published in the recent years, that is, within three calendar years including the year of selection.
6. Books written, edited or published by the members or officials connected with the Foundation may not be ordinarily selected during their tenure. Under no circumstances a member or a subject expert of the Foundation shall participate in the discussion while considering a book in which he/she is interested as author, editor or publisher.
7. Costly books and books of high standard will be selected

for State Central Libraries only, and low priced books of general interest will be selected for District Libraries. A book may, however, be selected for a special group of libraries, if considered necessary by the Administrative Committee.

8. Books will be selected by the Administrative Committee. The Chairman may set up a panel of subject experts in consultation with the members of the Administrative Committee. The members of the Foundation and the panelists may recommend books for selection provided that not more than 5 books should be recommended by any member or panelist for one selection.

9. Since most of the publishers are aware of this scheme, no advertisement inviting books will be issued by the Foundation. Publishers may submit books to a member of the Administrative Committee/expert interested in a subject, the particulars of whom will be available from the office of the Foundation or of the Member-Secretary.

10. Books will be normally selected after physical verification. When a member or subject expert of the Foundation or an official of the Central Government recommends any title without physical verification, he will either advise the publisher concerned to submit the title or furnish full bibliographical details of the book. The office may also try to get a copy of the book from the publisher for the purpose of selection.

11. Books received in the office for selection will be sent to the members of the Administrative Committee or subject experts. If there is more than one member/expert on any subject, books will be distributed equitably. Whenever a member or subject expert recommends any title for selection out of the offered books he shall place the book before the Administrative Committee while considering selection of books. A member/subject expert should not normally take more than three months for assessing a book.

12. Ordinarily not more than 5 books of a publisher shall be accepted at any time for consideration in one meeting. Books will be received as specimen copies. The Foundation will not take any responsibility for returning the books offered for selection.

13. Books retained in the office shall either be taken into stock of the office library or be donated to some public libraries with the approval of Chairman.

14. A book not selected in one meeting shall not be reconsidered in two subsequent meetings.

15. As far as practicable books will be selected from various broad groups of subjects in the following proportions :

- | | |
|---|-----|
| 1. Literature (Essay, fiction, poetry, drama etc.) | 20% |
| 2. Social Sciences & history (Economics, statistics, political science, public administration, sociology, anthropology, geography etc. and history) | 35% |
| 3. Legal and information literature | 10% |
| 4. Philosophy, religion and art | 10% |
| 5. Sciences including technology, medicine agriculture etc. | 10% |
| 6. General books | 10% |
| 7. Reference books | 5% |

APPLICATION FOR ASSISTANCE TOWARDS DEVELOPMENT OF RURAL BOOK DEPOSIT CENTRES AND MOBILE LIBRARY SERVICES

1. Name and address of the institution/organisation sponsoring the project—
2. Nature of the institution/organisation (Government, aided, or private)—
3. If Government, give the name and address of Head of the Department and Head of office—
4. If aided, mention the source of aid and amount of recurring aid—
5. If a society or a trust, mention the place, number and date of registration—
(A copy of the constitution with particulars of present Members and a copy of the latest annual report are to be enclosed).
6. A description of the project :
 - (a) Objective
 - (b) Number of service points to be covered
 - (c) Number of approximate population to be covered
 - (d) Number of Book Deposit Centres with their addresses
 - (e) Name and address of the Central Library from where the mobiles will function or from where the book deposit centres are to be controlled
 - (f) Staffing pattern for the project
 - (g) Whether free service will be rendered ?
(In case of charging of fee the amount per person per year)
7. Whether list of books is attached—
(In preparing the list of books the names of titles, authors, publishers, price and number of copies required are to be mentioned)

8. Estimates of expenditures of the project (give itemwise details of expenditure)—

9. Whether the institution/organisation is in a position to meet the balance 50% expenditure. If so, mention the sources from which counterpart funds will be obtained.

10. Declaration

On behalf of the institution/organisation I solemnly declare that the particulars furnished above are true. I certify that I have read the rules and regulations of the scheme and I undertake to abide by them.

Place

Date

Name and designation
of the applicant.

11. Recommendation :

This is to certify that the project is useful for improvement of library services in the State and deserves assistance by the Foundation. The amount of assistance recommended is Rs....

Place

Date

Name and designation
of the Convener/State
Govt. official.

APPLICATION FOR ASSISTANCE TOWARDS BINDING AND
PRESERVATION OF OUT-OF-PRINT AND RARE BOOKS AND
OF RARE MANUSCRIPTS

1. Name of the Library with full address :
2. Date of Establishment :
3. Whether the library is located in its own building or in a rented house :
4. Nature of the library, Government or Private. If private, whether it is a registered body. Please quote the registration number and date :
5. Managing Committee-Names and addresses of the members :
6. Particulars of staff with designation and scales of pay :
7. Source of income-Grant from Governments (Central and State). Donation from public, subscription from members etc. :
8. Monthly expenditure (please submit an income and expenditure statement for the last year) :
9. Whether any grant is received for this specific purpose i.e., for binding and preservation of old and rare, out of print books, manuscripts and journals either from State Government or from Central Government :
10. Number of Readers/Members :
 - (a) Average number of readers per month :
 - (b) Average number of borrowers per month :

- 11. Stock of books and manuscripts :
 - (a) Total number of books :
 - (b) Total number of rare books :
 - (c) Total number of rare manuscripts :
 - (d) Total number of old journals :
 - 12. Number of books to be bound and preserved :
 - (a) Number of rare books :
 - (b) Number of rare manuscripts :
 - (c) Number of old journals :
 - 13. Quantum of assistance required :
 - (a) For Binding :
 - (b) For preservation :
- Total :

(Please furnish a detailed scheme in support of the application).

- 14. Additional information, if any :
 - Place : _____
 - Name : _____
 - Date : _____
 - Designation : _____

15. Comments :

The application has been scrutinised and an amount of Rs.....in recommended for assistance.

The Cheque for the grant may be drawn in favour of

Place : _____

Date : _____

Name and Designation
Convener
State Library Committee

APPLICATION FOR GRANTS UNDER THE SCHEME OF ASSISTANCE TOWARDS ORGANISATION OF SEMINARS, WORKSHOPS, TRAINING COURSES AND BOOK EXHIBITIONS.

1. Name and address of the institution/organisation sponsoring the project :
2. Nature of the institution/organisation sponsoring the project :
(Government, aided or private)
3. If Government, give the names and addresses of Head of the Department and Head of office :
4. If aided, mention the source of aid and amount of recurring aid :
5. If a society or a Trust, mention the place, number and date of registration :
(A copy of the constitution with particulars of present members and a copy of the latest annual report are to be enclosed)
6. For seminars, workshops, training courses and exhibition
 - (i) A description of the project (with the details of the place, time, subject, objectives, synopsis of syllabus, number of books to be displayed, as the case may be and number of beneficiaries) :
 - (ii) Duration of the seminar/workshop/training course/book exhibition :
 - (iii) Names and qualifications of resource personnel/guides/teachers ;

(iv) Number of delegates/participants :

(v) Whether T.A. and D.A. will be paid, If so, to whom and how many persons and at what rates :

7. Estimates of expenditure of the project (give itemwise details of expenditure) :

8. Whether the institution/organisation is in a position to meet the balance 50% expenditure. If so, mention the sources from which counterpart funds will be obtained :

9. Declaration :

On behalf of the institution/organisation I solemnly declare that the particulars furnished above are true. I certify that I have read the rules and regulations of the scheme and I undertake to abide by them.

Place :

Date :

Name and designation of the applicant.

10. Recommendation :

This is to certify that the project is useful for improvement of library services in the State and deserves assistance by the Foundation. The amount of assistance recommended is Rs.....Cheque may be drawn in favour of.....

Place :

Date :

Name and designation of the Convener/
State Government official.

**APPLICATION FOR ASSISTANCE TOWARDS
STORAGE OF BOOKS**

1. Name of the library with full address :
2. Whether the library is located in its own building/rented house/ other institution :
3. Nature of the library—Government or Private — whether it is a registered body (Please quote the Registration no. and date) :
4. Managing Committee — Names and address of the members :
5. Particulars of staff with designation :
6. Source of income—Grant from Govts. (Central & State) donation from public subscription from members etc. :
7. Average monthly expenditure :
8. Average no. of readers & borrowers per month :
9. Total no. of books & Periodicals :
10. Stock of Almirahs and Racks :
 - (i) No. of Almirahs :
 - (ii) No. of racks :
11. Whether any grant is received from any other source for the same purpose, if so, give particulars :
12. Particulars of furniture required :
 - (i) Type of Almirah/Rack (Steel or wooden) :
 - (ii) Size of Almirah / Rack (Length, breadth, height and no. of shelves) :

(iii) Estimated cost (Attach catalogue/quotation from standard firm/supplier) :

13. Declaration :

On behalf of the institution/organisation I solemnly declare that the particulars furnished above are true. I certify that I have read the rules and regulations of the scheme and I undertake to abide by them.

Place :

Date :

Name and designation of the applicant.

14. Recommendation :

The application has been scrutinised. The library deserves assistance under this scheme. An amount of Rs.....
.....is recommended for purchasing
.....Almirahs/Racks.

If sanctioned, cheque may be drawn in favour of.....
.....

Place :

Date :

Name and designation of the Convener/State Government Official.

CURRENT LIST OF THE CONVENERS OF STATE LIBRARY PLANNING COMMITTEE

1. ANDHRA PRADESH
Director of Public Libraries
Hyderabad, Andhra Pradesh.
2. ASSAM
Librarian
State Central Library
Guahati, Assam.
3. BIHAR
Supt. of Libraries, Bihar
Sinha Library Road
Patna-1.
4. GUJARAT
Curator of Libraries
Gujarat State
Sector 21 (Near Gymkhana)
Gandhinagar 382121.
5. HARYANA
Director of Public
Instruction (Colleges)
Chandigarh.
6. HIMACHAL PRADESH
State Librarian
State Central Library, Solan,
Himachal Pradesh.
7. JAMMU & KASHMIR
Director
Archives & Museums
J & K Government
Old Secretariat
Srinagar
8. KARNATAKA
State Librarian & Head of the
Deptt. of public Libraries
Seshadri Iyer Memorial Hall
Cubbon Park
Bangalorn 560001.
9. KERALA
State Librarian
Trivandrum Public Library
Trivandrum 695001.
10. MADHYA PRADESH
Director of Tribal Welfare
Govt. of Madhya Pradesh
Bhopal, Madhya Pradesh
11. MAHARASHTRA
Director
Directorate of Libraries
Maharashtra State
Town Hall, Bombay.
12. MANIPUR
Chief Librarian
State Central Library
Manipur, Imphal.
13. MEGHALAYA
Director of Public Instructions
Shillong, Meghalaya.
14. NAGALAND
Director, Art & Culture
Kohima, Nagaland.
15. ORRISSA
Under Secretary to the Govern-
ment of Orissa
Deptt. of Tourism, Sports &
Culture, Bhubaneswar.
16. PUNJAB
Asstt. Director (Cultural Affairs)
Office of the Director of Public
Instruction (C) Punjab
S.C.O. No. 66-67, Sector 17-D
Chandigarh, Punjab
17. RAJASTHAN
Deputy Director
Social Education
Rajasthan, Bikaner.
18. SIKKIM
Officer-on-Sepecial Duty
Cultural Affairs
Community Centre Library
Gangtok 737101.
19. TAMIL NADU
Director of Public Libraries
Tamil Nadu, Egmore
Madras 600000
20. TRIPURA
State Librarian
Birchandra State Central Library
Government of Tripura
Agartala 799001.
21. UTTAR PRADESH
Officer-on-Special Duty (Librs.)
Governmen of Uttar Pradesh
Department of Education
38 Darbari Lal Sharma Marg
Secretariat Annexe
Vidhan Bhavan, Lucknow.
22. WEST BENGAL
Director of Library Services
Government of West Bengal
Writers' Buildings
Calcutta 700001.

UNION TERRITORIES

1. **ANDAMAN & NICOBAR ISLAND**
The Director of Education
Andaman & Nicobar Admn.
Port Blair, Andamans.
2. **ARUNACHAL PRADESH**
Librarian
Central Library
Govt. of Arunachal Pradesh
New Itanagar
Arunachal Pradesh
3. **CHANDIGARH**
Librarian
T.S. Central State Library
Chandigarh.
4. **DADRA & NAGAR HAVELI**
Head of the Education Deptt.
Office of the Administrator
Dadra & Nagar Haveli,
Silvasa.
5. **DELHI**
The Director of Education
Delhi Administration
Old Secretariat, Delhi.
6. **GOA, DAMAN & DIU**
Curator
Govt. of Goa, Daman Diu
Central Library, Panaji, Goa.
7. **LAKSHADWEEP**
Social Welfare Officer
Admn. of the Union Territories
of Lakwadweep, Deptt. of Social
Welfare and Culture, Kavaratti
(Via) H.P.O. Calicut.
8. **MIZORAM**
Dy. Director of Education
Aizwal, Mizoram.
9. **PONDICHERRY**
Director of Education
Pondicherry 605001.

MODEL ORDER LETTER

PLEASE QUOTE THE ORDER NO. AND DATE IN FUTURE CORRESPONDENCE, BILLS ETC.

ORDER NO.....
198 .

To

.....

Dear Sirs,

I am directed to inform you that the Raja Rammohun Roy Library Foundation has, on the recommendation of the Government of....., selected..... nos. of titles for purchase and distribution to..... nos. of libraries in.....

Order is hereby placed with you for the supply of the titles as per list enclosed in Annexure-I. Terms and conditions of supply are given below :—

1. Mode of Supply

- (a) *In case of direct supply to Library Centres.*
copy/copies of each of the titles shall be supplied to each library centre. List of libraries with addresses is enclosed in Annexure-II.
- (b) *In case of supply to Consignees.*
copy/copies of each of the titles shall be supplied to the consignee. Address of the consignee is given in Annexure-II.

If the publisher/supplier sends the consignments directly to the libraries by post where name of particular consignee is mentioned in the order/annexure to the order, he will do the same at his own risk and the postal charge in such cases, if any, will not be paid by the Foundation even if the consignment weighs less than 5 Kgs.

2. Rates of Discount

The approved rate of discount will be.....% or as mentioned against each of the titles in Annexure-I. The said rate is to be allowed by the Supplier/Publisher and is to be calculated on the number of copies of each title ordered.

3. Despatch Instruction

- (a) Packing, forwarding and delivery of books shall be free.
- (b) If consignment (comprising all the books ordered) weighing less than five Kgs. is sent by registered Book Post, payment for postal charges will be made by the Foundation on the production of postal receipt.
- (c) If consignment (comprising all the books ordered) weighing more than five Kgs is sent by post by the supplier/publisher, payment for postal charges will be made by the supplier/publisher.
- (d) If he breaks up the despatch (comprising all the books ordered) exceeding five Kgs. in weight into smaller consignments and sends them by post, it will be at the supplier's/publisher's risk and cost.

4. Condition of Articles to be Supplied

- (a) Get up, binding etc. of the books shall be of the same standard as those of the specimen copy submitted to the Foundation/respective S.L.C/State Authorities/being sold in the market.

- (b) No soiled or damaged books shall be accepted nor the price thereof paid.
- (c) If there is a shortage of any title or if any title be not available for supply, the fact shall be brought to the notice of the Foundation positively prior to supply and the consent of the Foundation be obtained for supply of the available titles.
- (d) In no case the substituted title shall be entertained, nor price thereof paid.

5. Price

- (a) The price charged shall be the published price of the books as printed on the specimen copy submitted for selection.
- (b) Increase of price by rubber stamping or pasting label or by superimposition of papers or by changing page/cover/jacket or otherwise shall not be allowed. Any such action will be treated as irregular and price of the title with such irregularities will be totally disallowed by the Foundation.
- (c) The Foundation shall not normally accept any proposal for increase in price for an ordered title. Request for approval of increased price may, however, be considered in exceptional cases absolutely on merit only if it is made with a specimen copy of the book prior to supply.

6. Marking/Labelling

Gift labels of the Foundation are sent herewith (vide Annexure III). One such label shall be pasted nicely on the inner side of the title page of each book before despatch. A rubber stamp of the gift label of the Foundation as per the gift label enclosed is to be prepared and stamped on the verso of the cover page and the verso of the title page before despatch.

7. Acknowledgements

- (a) Acknowledgement receipt forms in the proforma enclosed in Annexure-IV shall be forwarded (in triplicate) to each library/consignee. The libraries/consignees will be requested to acknowledge the receipts of the books after the books are delivered to his office and to send one copy of the said receipt to the supplier, one copy direct to the Foundation and the third copy will be retained by the libraries/consignees as their office copy. If the list of books in the acknowledgement receipt contains more than one page, the library/consignee shall be requested to sign on each page with office seal in token of receipt of the books.
- (b) Where the books are delivered to a specified consignee meant for a number of libraries as per stipulation in the order, the acknowledgement receipt will be obtained from that consignee in token of his receipt of all the books.

8. Preparation and Submission of bills

- (a) Bills in duplicate along with two copies of list of recipient libraries should be prepared in *Roman Script* and forwarded to the Foundation with proof of despatch of the books, such as, money receipt of railway consignment, receipt or photostat copies of R. R. or Postal Receipts etc. The serial number of the list of books in the bill should correspond to the serial numbers of the list of books enclosed with this order. In case of supply of titles of various publishers made by one supplier, the names of publishers against such titles should also be given. Language of titles should also be indicated against each title in the bill. Partial supply of an order with specific approval of the Foundation (vide Clause 4(c)) will be entertained and paid for only when separate list of titles not supplied with these order is of the same as per the list enclosed with these order is accompanied with the bill for such partial supply.

- (b) Bills in regional languages (other than English or Hindi) shall not be entertained in any case.
- (c) It is desirable that single bill should be prepared for supplies made against one and the same order. Supplies made against more than one order should not be mixed up and value thereof claimed in one bill, but separate bill should be prepared for each order.

9. Payment

- (a) The Foundation will pay 75% of the cost of books on receipt of bills together with the proof of despatch provided that the Foundation is satisfied with the said documents as also with the trustworthiness of the supplier.
- (b) The final payment (i. e. the rest 25%) will, however, be made only on receipt of the acknowledgements of the books from various consignees/libraries.
- (c) The Foundation reserves the right to inspect the supply before releasing either first or subsequent instalments of payments.

10. Period of supply

The supply of books shall be completed within a period of 45 days from the date of issue of this order. Specified approval of the Foundation is to be obtained in case where the period of delivery is to be extended.

11. General Condition

- (a) If the supply is not made in accordance with the terms and conditions of the order, the supplier shall be held responsible for the same and shall have to bear the cost of making good any omission or commission. The supplier shall also be held responsible for any short supply, damage, loss in transit or for any supply which is not in conformity with the order and shall be liable

to deduction from his bill for the said supply or from the bill for other supply for loss occurring on this account.

- (b) If any question, dispute or difference arises in connection with interpretation of the terms and conditions above, the decision of the Foundation shall be final and binding on the suppliers/publishers.
- (c) While sending the consignment it is to be mentioned clearly in the forwarding letter that the books have been supplied as gift from the Raja Rammohun Roy Library Foundation to the Libraries.

Kindly intimate your acceptance of the order in writing within *15 days* of the date of receipt of this order as per the proforma attached in Annexure-V. In case, you fail to take up the work immediately after acceptance of the order and make sufficient progress in the matter within a reasonable period, the Foundation may review the position and may make alternative arrangement for expeditious completion of the supply at your risk and cost.

Enclosure

- (1) List of books (Annexure-I)
- (2) List of libraries and or consignees (Annexure-II).
- (3) Gift labels (nos.) (Annexure-III).
- (4) Ack. receipt form (Annexure-IV).
- (5) Proforma for acceptance of Order. (Annexure-V).

SIGNATURE OF
COMPETENT OFFICER

From :

.....

Reg RAJA RAMMOHUN ROY LIBRARY FOUNDATION'S

Order Number.....

Received with thanks the following book(s) sent by
 M/s.....
 on behalf of the Raja Rammohun Roy Library Foundation in
 execution of the Foundation order No.....
 dated..... Certified that the books sent by the
 Foundation as recorded below have been duly received in
 good condition and taken into stock. *The prices of the books
 as mentioned in the Challan have been verified with those
 printed on the books and no difference was found. Prices
 have not been increased by rubber stamping, by pasting slips
 or by superimposition of papers or otherwise.*

LIST OF BOOKS

Sl. No.	Name of books	Name of Author	Price
1.			
2.			
3.			
4.			

Sl. No.	Name of books	Name of Author	Price
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			

20./and so on

Book(s) at Sl. No.....

is/are also covered by plastic jacket.

Signature.....

Name & address of centre.....

.....

Official Seal.....

Date.....

Note : Each page of the acknowledgement receipts/booklist should be signed with date and official seal.

PROFORMA FOR ACCEPTANCE OF ORDER

No.....

Date.....

To

.....
.....
.....
.....
.....

Subject : Acceptance of order.

Ref. : Your Order No.....Dt.

Dear Sir,

1. I/we accept your above order and undertake to execute the same as per the terms and conditions specified therein.
2. The books are in stock/some of the books are out of stock. The list of non-available titles is enclosed/will be sent.
3. The prices of books mentioned in the list tallies with the actual printed prices/there is difference in the listed price and the printed price in some cases. The list is enclosed. The cases will be sent separately for approval as per the procedure suggested.
4. I/we can execute the order within the specified date/the time limit be extended by.....days.

Yours faithfully,

*Strike off whichever is not applicable.