

**Raja Rammohun Roy Library Foundation**  
**Block- DD-34, Sector - I, Salt Lake City, Kolkata- 700 064**

**SCHEME OF MATCHING ASSISTANCE TO PUBLIC LIBRARIES FOR MODERNISATION OF LIBRARY SERVICES**

**1. Title and Object :**

The object of this matching scheme is to render assistance to the libraries in order to equip them with technology and services required for modernization of library services and extending quality services to the readers.

This scheme is known as “**Scheme of Matching Assistance to Public Libraries for Modernisation of Library Services.**”

**2. Types of Institutions/Organisations Eligible for Assistance**

- a) Financial assistance/assistance in kind, under this scheme, will be available from the Matching Fund for all public libraries whether directly administered or aided or run by the State Government/U.T. Administrations (in case of non-government libraries, it must be registered under the Indian Societies Registration Act of 1860 or any other equivalent State Act or a public trust Registered under any law for the time being in force).
- b) The libraries recommended for assistance by the State Government/U.T. Administration under the scheme should have necessary facilities, resources, manpower and expertise to use those equipments for better service to the clientele.
- c) It is not run for profit to any individual or a body of individuals.
- d) It should have ordinarily been providing public library services to its clientele and satisfactory service reported by the Convener, State Library Committee of the respective state;
- e) It should be open to all without discrimination.
- f) It should have electricity facility or any power backup system.

**3. Scope of Assistance :**

Assistance under this scheme will be available for purchase/up-gradation, as the case may be, for either of the following items.

- i) One TV set with accessories together with CD Player/DVD Player/ CDs /DVD, Audio/Video System, Virtual Learning materials for educational purposes.
- ii) Computer system as per requirement and on the basis of Feasibility Report consisting of one Server, Clients, Data Backup equipments, Power Cabling, Generator, UPS, Printer, System Software, Application Software development including SRS, RDBMS, Anti-virus, Net-work equipment and other accessories, Scanner, Bar Code Reader / Printer and related equipment, RFID System, equipments for Automated Circulation System and other items required for modernization of library services.

- iii) Library management software supporting MARC 21 Format or any other International Format (Preferably free and open source software like KOHA, e-Granthalaya etc.
- iv) LAN / Networking, WiFi facilities and related items for Public Library Networking and resource sharing. Cost of installation of power cable for Computerisation etc.
- v) Retro-conversion (Database should be created using MARC 21 Format or any other International Format)
- vi) Close circuit TV and surveillance system including Web camera
- vii) Design, development of Web services, content creation with online catalogue and host for Website of the library. However, the content and design of the Website should be in the format approved by the Foundation and hosting must be done on server managed by Government organization like NIC etc.
- viii) Computer furniture
- ix) Eco friendly Generator/ Power backup system
- x) Video Conferencing equipment, LCD Projector with accessories will be provided only to State Central Libraries and District Libraries on the recommendation of SLC/SLPC.
- xi) Library Website must be hosted and registered in **GOV.IN or NIC.IN** domains.
- xii) Cost towards supervision charges or in its any other name claimed by the National Informatics Centre (NIC) / State Regional Informatics Centre approved by the concerned State Government by order or equivalent organization or committee set up by the concerned State Government for its advice in this regard.
- xiii) Cost of freight, insurance, installation, and all other ancillary & incidental expenses, one time Warranty/Annual Maintenance Contract for three years and Govt. taxes as applicable (these charges should generally be included in the cost at the time of ordering of items.)

Any other related items for implementation of the Scheme will also be considered.

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

#### **4. Extent of Assistance**

- a) Assistance for Modernisation, Networking, Supervision charges, related items etc. as mentioned at **Clause 3** above would be provided at prevailing market rate fixed through competitive bidding as per Govt. rules or may be

procured as per DGS & D/NICSI rate contract prices or any other similar approved Govt. rate contract prices and through enlisted vendors.

- b) Cost of Retro Conversion (including validation) Charges at the prevailing market rate would be limited to Rs. 25 lakhs for State Central Library and Rs. 15 lakhs for other libraries.
- c) Cost for Design, development of Web services and content creation for Web-Site and similar other purpose to the maximum extent of Rs. 8.00 lakh for State Central Libraries and Rs.5.00 lakhs for District and other libraries. Cost of Upgradation of Website once in every two years Rs. 4.00 lakh for State Central Libraries and Rs. 2.00 Lakh for District and other Libraries.

**NB: Provided that the maximum amount may be revised upwards with the concurrence of the State.**

d) **Installment Ratio:**

- 1) For projects having financial implication of Rs 1.00 crore (Rupees one crore) & above, the sanctioned amount will be released in two installments (50% as first installment and 50% as 2nd installment).
- 2) For other projects having financial implication less than Rs 1.00 crore (Rupees one crore), the assistance will be released in two installments in 75%: 25% ratio i.e. 75% as the first installment and 25% as the 2nd installment after completion of work.
- 3) In case of procurement through GeM or through Government Agencies, both for Government / Non-Government Libraries, the sanctioned amount of assistance will be released to the Library authorities in one installment.

Director General may relax the installment payment in respect of Govt. libraries / organization on receipt of request from the State/U.T/District Library Authority or Government Library with justification.

## **5. Conditions of Grant for Retro Conversion Work**

Payment of sanctioned grant of Rs 20.00 lakhs and above may be released in two(2) installments

- a) First instalment will be released with the sanction of the Retro-conversion work subject to submission of accepted terms and conditions and documents laid down in the sanction order.
- b) Second installment will be released on receipt of the following documents :
  - i) Utilisation Certificate in the prescribed format and statement of expenditure under the seal and signature of the Authorised signatory.
  - ii) Statements of work done with the 1<sup>st</sup> installment of grant by the librarian/entrusted agency towards the complete entry of the number of books in different languages and certification by the concerned librarian with office seal.
  - iii) Photo copy of the money receipt from the entrusted Agency.

- c) After completion of the retro conversion works following documents are required to be submitted for settlement of the grants:
- i) Declaration of completion of Retro conversion work by the entrusted agency towards complete entry of the entire books of different languages in stock of the concerned library followed by verification and certification by the concerned Librarian/ In-Charge of the library and countersigned by the Convener of the State.
  - ii) All data retro converted under the project has to be submitted to RRRLF in DVD preferably in MARC 21 format.
  - iii) Photo copy of the money receipt from the entrusted Agency.

## 6. Guidelines for Structure of Website of the Library

<b>Menu</b>	<b>Content Type</b>
Home	Photographs, Timings of the library, Closed days, News & Events organized by the library etc.
OPAC	Searching facility for books, journals, Latest Arrivals etc.
Recent Arrivals	Latest Arrivals of books, journals, magazines etc.
About the Library	Brief History, Year of Establishment, Staff details, Organisational Structure, Total collection of books, rare books, manuscripts, journals, newspapers, How to reach the library etc.
Function	Activities of the Library
Library Committee	Library Committee details
Library Facilities	Services provided by the library like lending, Internet, E-Library, Text Book Section, Children Section, Women/Senior Citizen Section, Reading Room etc.
Library Membership	Membership rule & fees, Application Form for membership
Member Login	Member Login Facility / online requisition facility
OPAC	Online searchable Catalogue of the Library.
Book Recommendations	Facility for recommendation of books / journals etc.
Rules & Forms	Provision for downloading rules & forms under RRRLF Schemes & State Govt. Schemes
RTI	Right to Information Act
Photo Gallery	Photographs of different Sections of the library
Contact Us	Library Address, Telephone No., Email ID etc
Useful Links	RRRLF & other Important websites related to library/ E-Books /E-Journals /Government Sites

**Note :** The above mentioned menu structure is indicative. The library may reorganize the above mentioned menu structure according to their preference.

**Note 1:** Provision for modification/addition of existing/new menu and content.

**Note 2:** Provision for uploading catalogues of new books.

**Note 3:** Provision for uploading news and events organized by the library.

**Note 4:** The website must comply with the security requirements and Security Clearance Certificate should be obtained before publishing of the website.

**Note 5:** Recurring Expenditure regarding maintenance of website should be borne by the Organisation.

## **7. Procedure for Submission of Application**

- a) The Convener of the State Library Committee (SLC)/State Library Planning Committee (SLPC) shall select suo moto the name of the library in chronological order i.e. State Central Library, Divisional Library, Regional Library and District Library, Sub-Divisional Library, Other libraries e.g Taluka/Rural Library etc. according to its pattern for modernisation under this Matching Scheme after being satisfied himself about the availability of the Space required for such installation.
- b) In case of project for a particular library costing Rs 20 lakhs and above, the Convener shall prepare a feasibility report for the project from National Informatics Centre(NIC)/State Regional Informatics Centre, approved by the concerned State Govt. or equivalent organization or committee set up by the State Government, as the case may be together. The feasibility report shall contain – (a) configuration with item-wise estimate, quantity etc;
- c) Librarian/In-charge of Library of selected library shall submit the application in the prescribed format duly filled in all respect together with the documents and feasibility report to the Convener for consideration.
- d) The Convener shall submit the following documents to the RRRLF after getting approved from SLC/SLPC for consideration :
  - i. Application form, duly filled in, with recommendation under seal and signature
  - ii. Feasibility report from the NIC or any other Agency approved by the concerned State Government or committee set up by the concerned State Government.
  - iii. Item wise estimates on the basis of best Market price, specification, quantity, Govt Tax, terms of payment etc for all goods & services;
  - iv. Copy of the Minutes of the SLC/SLPC;
- e) The Convener/individual library shall place order to the vendor(s) for installation of the LAN and power cabling and purchase of computer system on being received authorization from the RRRLF keeping in view the following points :
  - i. Order letter shall contain detailed configuration of the items proposed to be purchased/upgraded and installed together with the item-wise price value;
  - ii. Period of supply shall not exceed six (6) weeks from the date of receipt of the money ;
  - iii. Transport costs and installation charges, if any ;

- iv. Name and address of the library where the proposed purchased items will be installed ;
  - v. Warranty/AMC period are required to be mentioned
  - vi. Supply of spare parts during annual maintenance period for not less than seven (7) years ;
  - vii. Penalty clause for non-supply of ordered items in time ;
- f) Concerned vendor (s) shall submit the following documents through the concerned convener :
- i. Proforma Invoice/Bill in duplicate **having printed number** containing order letter number with date to be drawn in favour of the Raja Rammohun Roy Library Foundation, Kolkata. Proforma Invoice /Bill shall also contain item wise prices for the items mentioned in the order letter having taxes with separate identity; **In case of any Service Charge/ Consultancy charge bill should be drawn separately.**
  - ii. Acceptance of the terms and conditions of the order letter ;
  - iii. Terms of payment ;
- g) Raja Rammohun Roy Library Foundation, Kolkata shall release the payment in favour of the concerned vendor (s) through the Convener/ library by **Bank Draft/ through ECS** on receipt of all the documents mentioned at **Clause 7 (d), (e) and (f) of the scheme.**

## **8. Conditions of the Assistance**

- a) Maintenance charges, back-up costs and costs of stationery and running cost **shall not be borne by the RRRLF.**
- b) Payment for Internet connection will be considered by the Raja Rammohun Roy Library Foundation, Kolkata only if the applicant library possesses telephone connection
- c) Proposal for purchase/up gradation of the computer system shall be for all the items mentioned at **Clause 3** of the Scheme. Piecemeal proposal shall not be accepted.
- d) *Provision for the annual maintenance both for the hardware and software* **shall not be borne by the RRRLF;**
- e) Purchase/up gradation of the computer system including, LAN, power cabling and internet shall be completed within six (6) months from the date of the receipt of the money by the concerned vendor (s).
- f) Library shall maintain record of all assets acquired wholly or substantially out of the RRRLF's assistance. The assets so created shall not be disposed of without prior approval of the Foundation. Should the library ceased to exist at any time, the properties acquired with the grant shall be vested with the RRRLF.

- g) The institutions/organizations/libraries on receipt of the assistance shall be open for inspection by an officer deputed by the RRRLF or by the State Government/Union Territory Administrations.
- h) Decision of the RRRLF in respect of approval of the project and amount of assistance shall be final and binding on the grantee institution in all cases.

#### **9. Submission of Documents after Utilisation of Grant**

- A. The Convener/library shall submit the following documents **within Nine (9) months from the date of the receipt of the grant money** :
  - a) Installation certificate from the concerned vendor (s) about the LAN, hardware and software ;
  - b) Photo copy of the money receipt from the concerned vendor(s)
  - c) Performance report from the recipient library duly countersigned by the convener particularly about the LAN and individual equipment purchased, including INTERNET ;
  - d) Acknowledgement of purchased items containing Stock Entry Certificate from the concerned recipient library ;
  - e) Quotation for the retro conversion work from the firm containing the terms of payment ;
- B. The Convener/library shall place the order containing the following points to the firm for Retro Conversion work on receipt of the authorization from the RRRLF :
  - a) Quantity of data to be retro converted by the firm ;
  - b) Period for completion of retro conversion work ;
  - c) Rate per book containing language ;
  - d) Terms of payment vide **Clause 8** ;
  - e) Penalty clause for non-execution of the entrusted work.
- C. The Convener/library shall forward the following documents to the RRRLF for release of the first installment of assistance :
  - a) Proforma Invoice /Bill for the entire order value, in duplicate, having printed number containing order number with date of the firm to be drawn in favour of RRRLF, Kolkata;
  - b) Acceptance of the terms and conditions of the order ;
  - c) Payment terms, if any.
- D. RRRLF will release the payment as per **Clause 8** of the scheme. **Final bill from the supplier** has to be submitted within six months from the date of release of the payment.