

APPLICATION UNDER THE “NON-MATCHING SCHEME OF FINANCIAL ASSISTANCE FOR DIGITIZATION OF MANUSCRIPTS, RARE BOOKS, OLD AND RARE DOCUMENTS, JOURNALS, RECORD OF HISTORY OF STATE CENTRAL LIBRARIES, DISTRICT LIBRARIES, AND OTHER PUBLIC LIBRARIES.”

**To
The Director General
Raja Rammohun Roy Library Foundation
Block-DD-34, Sector-I, Salt Lake City,
Kolkata – 700 064.**

Subject: Assistance for Digitization of State Central Libraries / District Libraries / Other Public Libraries.

Sir,

I submit herewith an application vide Annexure - I and Annexure – II for financial assistance under the “NON-MATCHING SCHEME OF FINANCIAL ASSISTANCE FOR DIGITIZATION OF MANUSCRIPTS, RARE BOOKS, OLD AND RARE DOCUMENTS, RECORD OF HISTORY OF STATE CENTRAL LIBRARIES / DISTRICT LIBRARIES / OTHER PUBLIC LIBRARIES”. I certify that I have read the rules and regulations of the scheme and I undertake to abide by them.

Yours faithfully

Place :

Date :

**Signature of the applicant
with designation and office seal**

Annexure – I

(All the columns are to be filled up properly by the applicant in English or Hindi (official language) in Capital letters)

1.	Name of the Library :			
2.	Postal address of the applicant :			
	(i) Premises No./Street			
	(ii) Village/Town			
	(iii) Post Office			
	(iv) District			
	(v) State with Pin Code			
	(vi) Contact/Mobile No of the applicant			
	(vii) Whether the library located at	(i) Urban or (ii) Rural Area		
	(viii) E-Mail ID			
3.	Nearest Railway Station/Bus Stop/ Land Mark			
4.	Unique ID No.* (For Non-Governmental Organization / Library)			
5.	Date of establishment of the library : (Photocopy of the Society Registration Certificate/order for adopting the library under sponsorship scheme be attached, if any)			
6.	Status of the Library (Tick the appropriate)	Central Govt. Library/SCL / Divisional / Sub-Divisional/ Mondal /District / City Central/Town /Municipal / Taluk / Tehsil /other libraries run by Govt. or estd. by the Public Library Act.		
7.	<u>In case of Government Libraries:</u> Designation & postal address of the Head of the Department			
8.	Details of manuscripts, rare books, old and rare documents, record of history and holdings.	Total Number of Books:		
	Please provide the details in the following format for the books/documents to be digitized in a separate sheet.	Total Number of pages:		
	Title of the document/book / Author	No. of Pages	Year of Publication	Whether copyright free

9.	Audit accounts for the last year along with copies of balance sheet and latest copy of Annual Report	Please attached as an annexure
10.	A statement giving details of financial assistance received during the last five years from the Central / State Government of any other source for digitization purpose.	Whether financial assistance received (Yes / No) If yes, provide details in a separate sheet with signature and seal
11.	Details of the Project for which assistance is sought	Please attached as an annexure
12.	Estimated cost of the Project with item-wise details of financial assistance sought. (Details of items with specification to be attached)	(in Rs.) a) For Digitization: b) For Computer and other items: _____ (in Rs.) Total:
13.	Concerned State Library Committee Recommendation to be attached with the application	Please attached as an annexure
14.	Whether Computer System has already been installed in the library.	
	Whether Internet facilities available in the library.	
	If yes, whether Internet facility is available for users.	
15.	Whether server is available for preservation / conservation of digitized contents	
16.	Whether any grant is received from RRRLF. If yes, particulars of the grant be furnished :	

Declaration

On behalf of the institution/organization 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.

Name of the applicant:

Place:

Designation:

Date :

(In Block Letters)

Signature with Office Seal

* NGOs should register themselves on <https://ngodarpan.gov.in> and get the unique Id no.

N.B: Incomplete application or application received after the prescribed date will not be considered.

Annexure – II

APPLICATION UNDER THE “SCHEME OF FINANCIAL ASSISTANCE FOR DIGITIZATION OF MANUSCRIPTS, RARE BOOKS, OLD AND RARE DOCUMENTS, JOURNALS, RECORD OF HISTORY OF STATE CENTRAL LIBRARIES, DISTRICT LIBRARIES, AND OTHER PUBLIC LIBRARIES”

RECOMMENDATION OF THE DIRECTORATE OF LIBRARY SERVICES / CONVENER, STATE LIBRARY AUTHORITY

The application of _____ is forwarded duly recommended.

A Senior Officer of the Department has visited the Library / Institution / Organization and found the functioning of the Library / Institution / Organization satisfactory.

The application has been examined and that is found to be covered under the Scheme and the library deserves assistance for digitization of copyright free manuscripts, rare books, rare documents, old journals, record of history and other materials.

Recommendation of State Library Committee on the project for which grant is sought.

Sr. No.	Detail of Item(s)	Amount Recommended (in Rs.)
1	Digitization Of manuscripts, rare books, old And rare documents, journals and record Of history and other materials	
2	Procurement of associated hardware for preservation of data	

Place :

Signature :

Date:

Name :

Designation :

Office Stamp :

Note:- The Officer signing this certificate should be of or above the rank of an Under Secretary to the State Government.

Annexure – III

UNDERTAKING REGARDING IPR

The library / institution warrants that the use of the archival material or the articles and documents or any part thereof, provided under this scheme is not infringing any Copyright or any other relevant Intellectual property right of any third party. The library / institution further undertakes that if any material provided under this scheme becomes the subject matter of any claim/suit/proceeding for infringement of Copyright or any other right, the Library / Institution shall pay all the damages/costs/expenses incurred by RRRLF including but not limited to Attorney fees/cost of proceedings/etc.

Authorized Designators of Library

Name:

Designation:

Office Seal

**Check List for Digitization of Manuscripts, Rare Books, Old and Rare Documents,
Journals and Record of History**

Sl. No.	Particulars	Check (Tick)
1	Forwarding Letter	
2	Application	
3	Constitution/Memorandum of Association of the organization	
4	Copy of the Society Registration Certificate	
5	Copy of the Latest available Annual Report	
6	Audited Receipts & Payments A/Cs, Income & Expenditure A/C and Balance Sheet of the organization as a whole of the preceding year duly signed by the Chartered Accountant.	
7	List of Executive Members	
8	Original four(4) quotations along with comparative statement for procurement of associated hardware for preservation of data with description, specification, quantity & price etc.	
9	Original four(4) quotations for Digitization Of Manuscripts, Rare Books, Old And Rare Documents, Journals and Record Of History	
10	An Undertaking Regarding Intellectual Property Right (IPR)	
11	Recommendation of the Directorate of the Library Services / Convener, State Library Authority	

Signature with Office Seal

Place:

Date :