

NOTICE

Please send the Book Donation request form with self-attested library registration certificate to the following address by post/email:

Address:-

**Raja Rammohun Roy Library Foundation
Ministry of Culture, Government of India,
Block – DD- 34, Sector -1, Salt Lake City,
Kolkata – 700 064, West Bengal, India**

Email – rrrlf-wb@nic.in

BOOK DONATION REQUEST FORM

1.	Name of the Library :	
POSTAL ADDRESS		
2	(i) Premises No./Street	
	(ii) Village/Town/City	
	(iii) Post Office	
	(iv) District	
	(v) State	
	(vi) Pin Code	
	(vii) Contact/Mobile No of the applicant	
	(viii) Whether the library located at	(i) Urban (ii) Rural
	(ix) E-mail Id	
3.	Nearest Railway Station/Bus Stop	
4.	Nearest Landmark	
LIBRARY DETAILS		
5.	Date of establishment of the library : (Photocopy of the Society Registration Certificate/Govt. Order, if any)	
6.	Status of the Library (Tick the appropriate)	SCL / Divisional / Sub-Divisional/ Mondal/District/City/Central/Town /Municipal / Taluk / Tehsil / Branch / Rural/ Other (please specify)
7.	Nature of Library (Tick the appropriate)	Govt./Sponsored/Aided/Run by Local Body or LLA/Notified Area Authority/NGO or Trust run Library.
8.	(i) Total Nos. of Registered Members: (ii) Average no. of readers per day :	(i) (ii)
9.	The total no. of books and magazines available in the library:	a) Books : b) Magazines : c) Other items : d) Books received from RRRLF :
10	Whether Library is Automated with Library automation software?	Yes/ No
11.	If Yes, How many Computers are available for users?	
12.	Availability of Internet Connection	
13.	Stock of Reading Room Furniture	a) No. of Almirahs:

		b) No. of Racks: c) Table: d) Chairs: e) Furniture received from RRRLF:
14.	Whether any grant/ book is received from RRRLF.	Yes / No
15.	If yes, brief detail of grant received from RRRLF	
BOOKS REQUIRED FOR LIBRARY		
16.	Total Books Required:	
	Hindi:	
	English:	

Declaration

On behalf of the institution/organization, I solemnly declare that the particulars furnished above are true. I declare that book received under RRRLF Book Donation Scheme will solely be used for Library not for other use. I also declare that no document is pending for submission to RRRLF against previous assistance received by this library.

Place:

Name of the applicant

Designation

Date:

(In Block Letters)

Signature with Office Seal