

Scheme Of Matching Assistance To Public Libraries To Acquire Computer With Accessories For Library Application And Tv, Cd Player, Dvd Player For Educational Purposes

TITLE AND OBJECT:

1. The matching scheme is intended to modernize the public library with modern technology and equip them with devices so as to satisfy the ever increasing thirst for information of the reading clientele.

This scheme is known as “SCHEME OF MATCHING ASSISTANCE TO PUBLIC LIBRARIES TO ACQUIRE COMPUTER WITH ACCESSORIES FOR LIBRARY APPLICATION AND TV, CD PLAYER, DVD PLAYER FOR EDUCATIONAL PURPOSES”.

TYPES OF INSTITUTIONS/ORGANISATIONS ELIGIBLE FOR ASSISTANCE

2. 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 Society Registration Act of 1860 or any other equivalent State Act or a public trust Registered under any law for time being in force).
3. The libraries recommended for assistance by the State Government/U.T. Administration under the scheme should have necessary facilities, resources, man-power and expertise to use those equipments for better service to the clientele.
4. It is not run for profit to any individual or a body of individuals.
5. It should have ordinarily been providing public library services for a minimum period of three (3) years prior to the request of the clientele under this scheme.
6. It should have minimum 10000 books, excluding journals, periodicals, magazines etc., on the date of application for purchase and up-gradation of computer system.
7. It should be open to all without discrimination
8. It should have electricity facility.

SCOPE OF ASSISTANCE:

8. Assistance under this scheme will be available for purchase/ up-gradation, as the case may be, for either of the following items, once in ten (10) years:

- I) One TV set with assessories together with CD Player/DVD Player/ CDs/ DVD for educational purposes.
- II) Computer system:
 - A. One Server (Pentium IV), 2.4 GHz or higher having for operating System Windows 2003 Server or higher.
 - B. Three (3) clients (Pentium 4 or higher) having Windows _ X.P. or higher (Nine (9) clients for State Central Library)
 - C. UPS in capacity range 0.5 KVA to KVA in adequate mixture as per requirement of Hardware to be installed, ensuring availability of on-line UPS power for Server (clients may be powered by off-line UPS)
 - D. Printer : One Laser Printer and one Dot matrix Printer (one Laser Printer, one Inkjet Printer and Two (2) Dot Matrix Printer for State Central Library);
 - E.
 - a) Library Software : Modern Library Management software supporting Unicode and the three common exchange format under ISO: 2709 namely, Marc 21, Unimarc and CCF and also Z 39.50 compatibility.
 - b) Anti-virus software;
 - c) SQL Server 2000 run time (enterprise for State Central Library)
 - F. Network equipments : Like Modem, HUB, UTP Cable, Switch. I/O Box, Patch chords etc.
 - G. Others:
 - a) One Web- Camera (Optional)
 - b) Two Bar code Reader
 - c) Two speakers
 - d) One CD-Writer
 - e) One Scanner (if using digital library services)
 - H. Cost of power cabling and installation of LAN (Local Area Network)
 - I. Computer Furniture
 - J. Cost of Retro Conversion of total Holdings (Books)
- III) LCD Projector with accessories will be provided only to State Central Libraries and District Libraries on the recommendation of SLC/ SLPC.

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.

EXTENT OF ASSISTANCE

9. I) Assistance will be rendered for purchase of equipment and up-gradation of computer system mentioned at item 8(i), 8(ii) and 8(iii) above at prevailing market rate.
- II) Assistance will also be rendered for the following purposes :
- a) Cost of installation of power cable and LAN ;
 - b) Cost of transportation, cost of installation and supervision charges or in 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.
 - c) Cost of Retro Conversion Charges at the prevailing market rate subject to maximum of Rs.10 lakhs (in case of State Central Library maximum of Rs.20 lakhs).

CONDITIONS OF GRANT:

10.A. Assistance will be rendered in single instalment for purchase of equipment or upgradation of computer system, including the cost of power cabling and LAN, but excluding the cost of Retro Conversion.

10.B. FOR RETRO CONVERSION WORK

The grant will be released in three (3) instalment (50% as first instalment, 40% as second instalment and 10% as third and final instalment)

- a) First instalment will be released after complete installation of the computer system mentioned at Clause 10 (A) above 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 instalment will be released on receipt of the following documents:
 - i) Statements of work done with the 1st instalment of grant by the entrusted firm towards the complete entry of the

number of books in different languages and certification by the concerned librarian of the library and certified by the convener of the concerned State with office seal.

- ii) Xerox copy of the money receipt towards receipt of the first instalment of the grant by the Agency.
- c) Third and final instalment of the grant will be released only as a reimbursement and receipt of the following documents.
 - i) Declaration of completion of Retro conversion work by the entrusted firm towards complete entry of the entire books of different languages in stock of the concerned library followed by verification and certification by the concerned library / In-Charge of the library and countersigned by the Convener of the State.
 - ii) Xerox copy of the money receipt towards receipt of the second instalment of the grant by the Agency.

PROCEDURE FOR SUBMISSION ON APPLICATION:

11. 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 etc. according to its pattern for which computer systems or up-gradation of the computer system will be purchased and installed under this Matching Scheme after being satisfied himself about the availability of the Space required for such installation which will also satisfy the ever-increasing thirst for information of reading clientele of the proposed library.
12. The Convener shall forward the copy of the Rule of the scheme of RRRLF alongwith the format of the feasibility report together with the names and addresses of the selected libraries vide **Clause II** above and retro-conversion format for the library to the 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, and request them to inspect the concerned library where computer system will be purchased or upgraded and submit the Feasibility Report Keeping in view the following points and coverage of the Rules of the scheme of the RRRLF :
 - i) The feasibility report shall contain- (a) configuration with itemwise estimate; (b) length of the power cables and LAN with itemwise estimate; (c) type of library about Retro Conversion work in the format prescribed under the Rules of the Scheme. (two(2) copies of the feasibility report will be forwarded to the concerned library and one copy to the Convener.)

- ii) Name and address of the vendor for purchase and installation of the computer system or upgradation, including INTERNET ;
 - iii) Name and address of the vendor for installing LAN and power cable ;
 - iv) Name and address of the vendor for supplying UPS;
 - v) Name and address of the vendor for Retro Conversion Work :
13. 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.
14. The Convener Shall submit the following documents to the RRRLF after getting approved from SLC/SLPC for consideration :
- a) Application form, duly filled in, with recommendation under seal and signature;
 - b) Feasibility report from the NIC or State Regional Informatics Centre approved by the concerned State Government or organization or committee set up by the concerned State Government.
 - c) Quotation from the vendor for installation of LAN and power cabling of the selected library having terms of payment;
 - d) Quotation for purchase of or up gradation of equipment (HW and/ or SW) having terms of payment;
 - e) Quotation for purchase of UPS;
 - f) Copy of the Minutes of the SLC/SLPC;
- 15 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 :
- a) Order litter shall contain detailed configuration of the items proposed to be purchased/upgraded and installed together with the itemwise price value ;
 - b) Period of supply shall not exceed six (6) weeks from the date of receipt of the money ;
 - c) Transport cost and installation charges, if any ;

- d) Name and address of the library where the proposed purchased items will be installed ;
 - e) Guarantee and warranty period are required to be mentioned
 - f) Supply of spare parts during annual maintenance period for not less than seven(7) years;
 - g) Penalty clause for non-supply of ordered items in time;
16. Concerned vendor (s) shall submit the following documents through the concerned convener :
- a) Bill in duplicate having printed number containing order letter number with date to be drawn in favour of the RRRLF. Bill shall also contain item wise prices for the items mentioned in the order letter having taxes with separate identity;
 - b) Acceptance of the terms and conditions of the order letter ;
 - c) Terms of payment ;
17. RRRLF shall release the payment in favour of the the concerned vendor (s) through the Convener/library by Bank Draft on receipt of all the documents mentioned at Clause 14, 15 and 16 of the scheme.

CONDITIONS OF THE ASSISTANCE :

- 18. Maintenance charges, back-up costs and costs of stationery and running cost shall not be borne by the RRRLF.
- 19. Payment for Internet connection will be considered by the Foundation only if the applicant library possesses telephone connection
- 20. Proposal for purchase/upgradation of the computer system shall be for all the items mentioned at Clause-8 of the Scheme. Piecemeal proposal shall not be accepted.
- 21. Provision for the annual maintenance both for the hardware and software shall not be borne by the RRRLF;
- 22. Purchase/upgradation 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 vendors (s).
- 23. Library shall maintain record of all assets 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.

24. 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.
25. 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.

SUBMISSION OF DOCUMENTS AFTER UTILISATION OF THE GRANT TOWARDS PURCHASE OF EQUIPMENT/UPGRADATION OF THE COMPUTER SYSTEM

26. 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) Xerox 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;
27. 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 10(B) ;
 - e) Penalty clause for non-execution of the entrusted work.
28. The Convener/library shall forward the following documents to the RRRLF for release of the first instalment of assistance:

- a) 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.
29. RRRLF will release the payment as per Clause 10(B) of the scheme.

SCHEME OF MATCHING ASSISTANCE TO PUBLIC LIBRARIES TO ACQUIRE COMPUTER WITH ACCESSORIES FOR LIBRARY APPLICATION AND TV, CD PLAYER, DVD PLAYER FOR EDUCATIONAL PURPOSES

From :

(TO BE ROUTED THROUGH THE CONVENER, STATE LIBRARY COMMITTEE OF THE CONCERNED STATE GOVERNMENT/UNION TERRITORY ADMINISTRATION)

To
The Director
Raja Rammohun Roy Library Foundation
Block-DD-34, Sector-1, Salt Lake City
Kolkata-700 064

SUBJECT : SCHEME OF MATCHING ASSISTANCE TO PUBLIC LIBRARIES TO ACQUIRE COMPUTER WITH ACCESSORIES FOR LIBRARY APPLICATION AND TV, CD PLAYER, DVD PLAYER FOR EDUCATIONAL PURPOSES

Sir,

I submit herewith an application form containing Annexure-I and III under the above mentioned scheme, I have read the rules and regulations of the scheme and I undertake to abide by them. On behalf of the organization, I further agree to the following conditions:-

- a) All assets acquired wholly or substantially out of the RRRLF Matching grant shall exhibit in the Assets Register of the organization with its value and the same shall not be encumbered or disposed of or utilize for the purposes other than that for which grant is given;
- b) Should the library cease to exist at any time such property shall revert to the RRRLF, Kolkata;
- c) Equipment will be used only for betterment of the public library services;
- d) Library will bear maintenance charges, back-up costs of stationary etc. for running the computer system;
- e) The organization undertakes to meet the balance of the estimated expenditure of the project cost in case the project proposal exceeds the maximum admissible limits (s);
- f) The purchased equipment/upgradation will always be opened to check by an officer deputed by the Foundation or the State Government/Union Territory Administration.

Yours faithfully,

Signature of the applicant
With designation and office seal

Date:
Place:

(ALL THE COLUMNS ARE TO BE FILLED UP PROPERLY BY THE APPLICANT IN ENGLISH OR ENGLISH OR HINDI (OFFICIAL LANGUAGE) IN CAPITAL LETTERS PREFERABLY TYPING)

1. Name of the Applicant :
(As per Society Registration
Certificate in case of NGOs)

2. Postal Address of the applicant
 - i. Name of the Street/Road/
Lane with premises no.,
If any :
 - ii. Village/Town : Via :
 - iii. Post Office : State :
 - iv. District :
 - v. Name of the nearest Railway
Station :
 - vi. Pin Code No. :
 - vii. STD Code No. : Telephone No.

(Route direction to reach the organization to be attached in separate sheet)

3. Name of the Library for :
which assistance is sought for

4. Postal Address of the applicant

- i. Name of the
Street/Road/Lane with premises
no., if any :
- ii. Village/Town :
- iii. Post Office : Via :
- iv. District :
- v. Name of the nearest
Railway station : State:
- vi. Pin Code No. :
- vii. STD Code No. :

Telephone No.

(Route direction to reach the organization to be attached in separate sheet)

5. Date of establishment of the Library :

6. Status of the Library :
(Government/State Autonomous/ State Undertaking/ Government Aided/ Government Sponsored/ Private Library run by the registered NGOs)

7. i. Whether registered as a Society or Trust :

ii. Date of Registration

iii. Act under which it was registered :

(Xerox copy of the Society Registration Certificate/ Sponsorship Certificate, Memorandum of Association, List of Members of the Executive Committee be attached).

8. i) Whether the library is located in its own building **OR** rented Building **OR** rent free accommodation).

ii) Carpet area, floor-wise of the library building be mentioned

iii) Whether the library building is RCC construction

iv) Whether the library has reading room facility, if so, carpet area be mentioned

9. Total number of Manuscripts, books, (including children books), journals, Magazines, periodicals etc., available in the library

- i) Manuscripts:
- ii) Books:
- iii) Journals:
- iv) Magazine:
- v) Periodicals:
- vi) Others, if any:

10.
 - i) Total number of registered members of the library;
 - ii) Average number of readers per month
 - iii) Average number of borrowers per month
11. Particulars of the staff with designation, educational qualification and computer literacy i.e. operating computer system in WINDOWS mode and knowledge of word processing like MS-WORD/WORDSTAR, Spreadsheet like MS-EXCEL, MS-OFFICE be attached in a separate sheet.
12. Average monthly expenditure
13.
 - i) Whether library has facility of electricity.
 - ii) Whether the library has telephone facility for operating Internet
 - iii) Whether space is available for installation of the proposed equipment
14. A statement of furniture, equipment already available in the library, giving details, item-wise, such as quantity whether made of wooden/steel and prices.

(If necessary, separate sheet be attached)
15.
 - a) Whether any grant has been received from any other

source for the said purpose, if so, give particulars year-wise

b) Details of the grant, if any, received under the scheme from RRRLF since 1987-88 be mentioned

16. Whether organization has received grant under this scheme from RRRLF since 1987-88 in any other changed name or addresses or both, if so, particulars thereof

17. i) Particulars of TV set accessories CD Player/DVD Player/CDs for Educational purposes, proposed to be purchased with cost be mentioned

(Original quotation containing make, model no. price etc., be attached)

ii) Particulars of the computer system proposed to be purchased/ up-graded based on feasibility report of National Informatics center (NIC)/State Regional Informatics center approved by the State Government/ equivalent organization or committee set up by the concerned State Government with item-wise details

a) Cost of installation of LAN and Power Cabling ;

(quotation in original be attached)

b) One Server (Pentium IV), 2.4 GHz or higher having for operating Windows 2003 Server or higher.

c) Three (3) clients (Pentium-IV having WINDOW-NXP or

higher {Nine (9) clients for State Central Library}

- d) No. UPS with 30 minutes Back up having power
- e) Printers with name and quantity with prices
- f) Modern Library Management software supporting UNICODE and the three common exchange format under ISO: 2709 NAMELY, marc 21, Unimarc and CCF and also Z 39.50 Compatibility along with the anti-virus software and SQL Server Software.
- g) Modem, HUB, UTP Cable, Switch, I/O Box, Patch chords etc.
- h) Others with cost
 - i) One Web Camera
 - ii) Two Bar Code Reader
 - iii) Two Speaker
 - iv) One CD Writer
 - v) One Scanner (if using digital library service)
 - vi) Cost of carriage, if any
 - vii) Cost of installation, if any
 - viii) Cost of supervision charges, If any
- i) Cost of computer furniture
- j) Cost of LCD Projector with accessories:

(for State Central Libraries
and District Libraries). Total : Rs.....

(Original quotation for all the items together with the feasibility report of the NIC or State Regional Informatics Centre approved by the State Government or equivalent organization or committee set up by the concerned State Government by attached)

18. i) Whether computer system has already been installed in the library.
- ii) Whether Internet facilities available in the library.
- iii) If yes, whether Internet facility is available for users

(Brief report about computer system already installed with particulars of users be furnished in a separate sheet)

19. Book at stock mentioned vide column 9(ii) be allocated language wise, if necessary, separate sheet be attached

20. The following information language-wise be furnished for determination of the cost of Retro conversion work

- i) No. of books having no Catalogue cards
- ii) No. of books having incomplete catalogue cards
- iii) No. of books having complete catalogue cards
- iv) No. of books having electronic (CCF standard) data

- v) No. of books with multi-lingual data having no catalogue cards

Total [ii to (v)]

21. DECLARATION

On behalf of the institution/organization/library, i solemnly declare that the particular furnished above are correct. i certify that i have read the rules and regulations of the scheme and i undertake to abide by them. i also certify that maintenance to cost of the equipment, electricity charges, cost of stationary, back-up cost and day-to-day running cost shall be borne by the library from its own fund.

Signature of the applicant
with designation and official seal

Place:

Date:

ANNEXURE-II

A. LIST OF ENCLOSURES ATTACHED (IN CASE OF ALL PUBLIC LIBRARIES, INCLUDING GOVERNMENT LIBRARIES, STATE AUTONOMOUS BODIES)

- I. Original quotation for purchase of TV-cum-VCP sets with five Educational audio cassettes/CDs/DVDs.
- II. Original quotation for installation of LAN and power cabling
- III. Original quotation for purchase/up-gradation of the computer System i.e. Hardware, Software, Prunter, UPS, Internet and others

- IV. Original quotation for RETRO-CONVESION work to Marc-21/Unimarc/CCF
- V. Copy of feasibility report of NIC/ State Regional Informatics Centre approved by the Government/ equivalent organization or committee setup by the concerned setup by the concerned State Government.
- VI. List of staff with details as per Column-11.
- VII. Statement of furniture, equipment, already available in the library vide Column-14.
- VIII. Stock of books language-wise vide Column-19.

B. LIST OF ENCLOSURES ATTACHED (IN CASE OF ALL PUBLIC LIBRARIES, EXCLUDING GOVERNMENT LIBRARIES/STATE AUTONOMOUS BODIES)

- I. Xerox copy of the Society Registration Certificate/Sponsorship Certificate
- II. Memorandum of Association
- III. List of members of the Executive Committee having name, designation, qualification and occupation etc.

Signature of the Applicant
with designation and official seal.

Place:
Date :

RECOMMENDATION:

This is to certify that the application of
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together with the enclosures 'A' and 'B' at Annexure-II has been scrutinized and the library is a public library of our State/UT Administrations and deserves assistance under this Scheme. The library is recommended for assistance from the matching fund. The proposal has been approved by the SLC/SLPC meeting held on The copy of the Minutes of the said SLC/SLPC meeting has been forwarded to the foundation under this office litter No.F dated.....

Signature
Name and Designation of the Convener
SL/SLPC with official seal

Place :
Date :

*Strike out which is not applicable.