

**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  
ADMINISTRATIONS)

TO  
THE DIRECTOR  
RAJA RAMMOHUN ROY LIBRARY FOUNDATION  
BLOCK-DD-34, SECTOR – I, 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 II 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 utilized 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 and costs of stationary etc. for running the computer system;
- e) The purchased equipment/up gradation 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 his 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 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:  
State:
  
  - iii. Post Office :
  
  - iv. District :
  
  - v. Name of the nearest Railway Station :
  
  - vi. Pin Code No.: Telephone No.
  
  - vii. STD Code 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 :

III

ii. Village/Town  
:

Via:

iii. Post Office  
:

State:

iv. District :

v. Name of the nearest Railway  
Station  
:

Telephone No.

vi. Pin Code No.:

vii. STD Code 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:

**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 Centre (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 System Windows 2003 Server or higher.

c) Three (3) clients (Pentium-IV having W INDOWN-XP or higher {Nine (9) clients for State Central Library})

d) No. of 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 be attached)

18. i) Whether computer system has already been installed in the library.
- ii) Whether Internate 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. Books 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 [(i) 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 cost of the equipment, electricity charges, cost of stationery, back-up cost and day-to-day running cost shall be borne by the library from its own fund.

**Place:**

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

**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, Printer, 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 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/  
Sponsor-ship Certificate
- II. Memorandum of Association
- III. List of members of the Executive Committee having name, designation, qualification and occupation etc.

Place:

Signature of the Applicant  
with designation and official seal.

Date:

**RECOMMENDATION :**

This is to certify that the application of .....  
.....  
..., 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 letter No.F. ....  
dated .....

Place:

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

Date:

\* Strike out which is not applicable.