

# Assistance towards building up of adequate stock of books and reading materials

## GUIDELINES FOR SELECTION OF BOOKS AND RECIPIENT LIBRARIES IN THE STATES / UNION TERRITORIES

- The main objective of the Foundation is to spread the library movement in small towns and villages and to develop reading habit among the people. This objective should be kept in view while selecting libraries and books for assistance.
- The Foundation does not prescribe any fixed norm for the selection of books from different subject groups for all the States and Union Territories since the objective conditions (viz. availability of literature in different subjects in regional languages, extent of literacy, development of library service and reading habits of the people) differ from State to State. However, the following proportion is laid down for guidance :

a)	Art & Literature	20%
b)	Social Science, History and Others	15%
c)	Philosophy and Religion	05%
d)	General and Reference books	20%
e)	Popular Science	20%
f)	Children's literature including literature for Neo Literates	20%

(The percentage indicated above, e & f in particular, should be flexible keeping in view the literature available in regional languages ).

- Books in English will mainly be selected centrally by the Central Book Selection Committee of the Foundation. Books in regional languages will be selected in the States / U.T. In the interest of the national integration States / U.T. should buy at least 30% of books from the publications in Hindi, English and other regional languages. On the same consideration translations of award winning books of other regional languages, viz. Adan Pradan series being published by National Book

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Trust should find place in the list of selected books. Regional Language books may be purchased at the price fixed as per the Government order/procedure already in place, if any.

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➤ Since many central and state govt. organisations are engaged in the production of good literature, it is expected that some percentage of books will be selected from the publications of govt. and semi-govt. organisations viz. Publications Division, Sahitya Akademi, National Book Trust, NCERT State / Sahitya / Granth Akademies etc.

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➤ Since rural public libraries are required to cater to the needs of neo-literates and people with limited education, some books should also be selected for them.

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➤ Keeping the above guidelines in view the selection of books and of recipient libraries will be made by the State Library Committee. If considered necessary, the SLC may set up a sub-committee to be known as Book Selection Committee. Subject experts and libraries may be associated in the committee or the sub-committee as the case may be.

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➤ Each book, preferably with ISBN number, should be selected after physical examination and retained as the specimen copy for price verification. If it is not possible to get specimen copies, the selectors may take help from other book selection tools, such as, latest catalogues of reputed publishers, book reviews published in standard papers and journals.

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➤ While issuing advertisement in newspapers for submission of books it should be ensured that wide publicity is given. A copy of the advertisement may also be sent to the concerned publishers and booksellers association(s).

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➤ Books received for selection should be entered in a register. The Book Selection register should contain columns showing the detailed bibliographical description of the book, party submitting the book, date of submission, result of selection, remarks etc.

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➤ Ordinarily not more than 20 books of a publisher shall be considered by the Book Selection Committee in one session.

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➤ Books selected by the Book Selection Committee or sub-committee should be formally approved by the State Library Committee. At least 15 days' notice should be given to the members for attending a meeting of the State Library Committee.

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➤ Books written, edited or published by the members of the State Library Committee or the book Selection Committee may not ordinarily be selected during their tenure. Under no circumstances a member of the said committee or committees shall participate in the discussion while considering a book he / she is interested in as author, editor or publisher.

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❑ Text books, costly books and foreign publications should not ordinarily be selected. Preference should be given to the books published in the recent years, that is within the last three calendar years including the year of selection

❑ Care should be taken in verifying the price of a book. In the notification or the advertisement calling for submission of books it should be clearly mentioned that the printed price of the book, unless a different price is quoted while offering it for selection, will be accepted as correct price and will remain valid for one year from the date of submission. No claim for increased price will normally be entertained after the selection. Books without printed price and books whose price have been altered by pasting slip or rubber stamp shall not be selected. The maxim "the best reading for the largest number of the least cost" should continue to be the guiding principle of the book selectors.

❑ The Foundation buys books at a graded rate of discount as mentioned below :

a)	1 to 10 copies	10% discount
b)	11 to 25 copies	15% discount
c)	26 to 100 copies	20% discount
d)	101 to 200 copies	25% discount
e)	201 to 500 copies	30% discount
f)	501 and above	35% discount

Special consideration are made if it can be proved by the concerned institutions or concerns that due to their pricing policy they do not give more than a prescribed rate of discount to any other party. The rate of discount should be kept in view while preparing the list of books. A list in proportion to the fund available or earmarked should be prepared. Separate lists are to be prepared in bi-lingual and multi-lingual states within the availability of funds.

❑ In preparing the list of books the requisite bibliographical details are to be recorded viz. name of title, name of author, name and address of publisher, subject, year of publication, edition (paper back or hard cover), ISBN number and price. Every page of the booklist should bear the signature of the selectors indicating the authenticity of the selected books.

❑ In selecting town and rural libraries, care should be taken to ensure that the selected libraries are actually functioning. The selection of unregistered libraries should generally be avoided. The list should contain full name and address of the selected libraries.

❖ **The result of selection should be intimated to the parties submitting the books as early as possible after the final selection.**

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❖ **Selection of books containing provocative references that may create political, communal and social tension should be avoided.**

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❖ **The State Library Committee which finds difficulty in implementing these guidelines may approach the Foundation with suggestions.**