

Raja Rammohun Roy Library Foundation
Ministry of Culture, Government of India

Matching Scheme of Assistance towards Development of Library on Wheels Services

A. Title and Object

The object of the scheme is to take library services to the doorsteps of the disadvantaged sections of the society with the mission to make available quality reading resources and to develop reading habit among the masses without any discrimination of Age, Sex, Religion, Cast, Creed and educational attainment.

Selected reputed libraries are to serve as the base libraries from which books will be circulated to the citizens residing within a radius of at least ten (10) K.M.

The scheme will be run in a Public-Private-Partnership (PPP) mode with the mobile van being gifted by any Philanthropic organization, Corporate Bodies etc.

B. Types of Institutions/Organisations eligible for Assistance

1. Assistance under the scheme may be given from the central plan fund to the government public libraries willing to extend library services to citizens at their doorsteps using mobile services.

The library services have to extended to all citizens without discrimination.

2. The 'Base Library' must have the following:

- (i) A duly constituted Library Committee for planning, implementation and monitoring of the project.
- (ii) The library must have at least 1000 books, if located in Rural area and 3000 books if located in urban area.
- (iii) The library must have at least two full time staff.
- (iv) The library must maintain Asset Register / Stock Entry Register for items acquired or received under RRRLF scheme (separately), Cash Book, Accession Register for Books received /procured under RRRLF scheme, Membership Register, Visitor's Book, Circulation Register
- (v) The library has to maintain a Log book recording the operation of the Mobile Library Van, showing Date, Area(s) visited, Distance covered with Starting Miles and ending miles in Milometer, Name of the Driver and Accompanying Staff.
- (vi) The mobile library will maintain a separate Membership Register with Complete address and mobile no. of the users, Issue/return register (Hard copy + soft copy in Computer application /Excel), Mobile van log book for visits.

C. Operational Procedure:

- i. The State Library Authority will identify the Base Library.
- ii. The State Library Authority and/or the RRRLF will approach the parties (donor) for donation of the Mobile Van.
- iii. The Donor will officially express their intent to the State Library Authority or RRRLF for donation of the Mobile Van with customization of Book Racks and other fixtures.
- iv. The Mobile Van should be having GPS and the following features:
Registered in the name of the respective Base Library with 3/5 years warranty.

Item	
Fixed Seats	Two (02)
Book Racks / Shelving	Properly fixed Shelves with provision for a Minimum 200 books. One side along the length will be fitted with open book racks. There should be provision for Charging of Laptop.
Overall Length MIN	16-23 ft
Overall Width MIN	7 ft
Overall Height	Min 8 ft with clear standing height of 6 feet
Fuel Tank Capacity(L)	70 Liters
Emission Standard	BS IV
Fuel efficiency	Minimum 8 KMPL
Headlamp etc.	New style clear lens headlamp, tail lamps and blinkers
Body Structure	Safe Body Structure with provision for Rear Entry / Exit Doors
Warranty	Minimum Three/Five years
Charger point	Two
GPS System	The Mobile Van must have GPS system installed.
Model Library on Wheel	
	

- v. The Base Library should identify the localities, Days and Time of Visit for each of the locality and should make the citizens aware of the schedule.
- vi. The Library Service should be given 6 days a week with 8 hours per day.
- vii. Once the proposal is finalized in-principle, a bipartite agreement between the Donor and the donee i.e. the State Library Authority/Library will be signed, if required.
- viii. Application for each of the identified beneficiary library has to be submitted with a copy of the MoU and other required documents.
- ix. MoU should clearly mention that the Library/State Library Authority will maintain the Mobile Van in good condition and provide the Services to the Citizens for at least three years.
- x. In Case the Services are stopped due to any reason, the Mobile Van should be returned to the donor and other assets should either be returned or has to be disposed off in a manner to be decided with the prior approval of the RRRLF. As such, no parts of the asset should be disposed off without prior approval of the RRRLF.
- xi. A driver having, qualification minimum H.S. pass, less than 50 years of age, necessary valid driving license (HMV) and knowledge of handling computer etc. has to be engaged through an outsourced agency by the State Authority / Library.

D. Scope and Extent of Assistance

3. Assistance will be given for purchase of the following items:

i. Customized Mobile Library Van with book shelves:

The library has to avail the customized Mobile Van as a gift (including cost of Vehicle Insurance and Road tax) from any Philanthropic Organisation, Corporate House etc with full or part financing as approved by the respective State Library Authority.

ii. Remuneration of the Mobile Librarian cum driver: Limited to Rs 1.80 lakhs per year.

8 hours a day X 6 days a week (to be engaged on contract basis through a reputed outsourced agency for one year term): Rs. 15000/- inclusive of all Taxes and Services charges. Remuneration of the Mobile Librarian

cum Driver cum has to be released to bank account of the outsourced Agency through Electronic Mode at the end of each month by the Base Library.

The remuneration should be given for the days works performed on no work no pay basis, however no deduction in remuneration should be done for closed holidays of the Base Library.

It is preferable to have the driver of the mobile library also performing the duty of a library staff in providing library services on board. If this is not feasible, then professional / semi-professional library staffs, from base / static libraries may be engaged for the purpose.

iii. **Fuel Charges:**

Limited Rs 1.00 lakhs per year (Assumption Rs 340/- per day, Rs. 7-8/KMPL with Rs 80/- for an average drive of 30 kms per day for 300 days per year)

iv. **Contingency expenses including Maintenance cost of the Mobile Van: Rs 8000/- per year:**

(Remuneration and Maintenance payment will be released to the library Bi-Annually in advance on submission of Pro-Forma Bill for the First installment and Second Installment will be released after receipt of Certified bill, U.C., Project implementation report etc for the First installment and other required documents.)

v. **Computer with library automation software installed:**

- a. One laptop Maximum Rs. 40,000/- with at least three years onsite warranty to be procured through GeM.
- b. Library application software to be arranged/installed by the library at their own cost.

vi. The Library on Wheel will be equipped with internet connectivity. **Portable WiFi Router Cost Rs.2000/-, Internet Service charge Rs. 2500/- (12 months).**

vii. **Table and Chair:** Small Portable Table – 1, Chairs 2 (folding). Rs. 3500/-.

viii. Any other related essential item for successful functioning of the project may also be considered with the approval of SLC, subject to acceptance by the RRRLF.

NB:

- a) In the initial year the non-recurring assistance for Computer, Furniture and other expected support will be given with an extent of assistance upto a maximum limit of Rs. 3,63,500.00 (Rupees three lakh sixty three thousand five hundred).
- b) For the next consecutive two years (after first year) from the receipt of first assistance, an additional incentive assistance upto a maximum limit of total Rs. 3,18,000/- (Rupees three lakh eighteen thousand) will be provided, on half yearly basis (Rs. 1,59,000/- each), subject to successful operation of the 'Library on Wheels Services'.
- c) **Provided that the maximum amount may be revised upwards with the concurrence of the State/U.T authority, if deemed reasonable by the RRRLF Authority.**

E. Procedure of Submission of Applications

1. Applications will have to be received only through the Convener of State Library Committee/State Library Planning Committee and with its recommendations. The State Library Committee should generally approve the project for three years in respect of any base library.
2. The proposal(s) should be submitted to the State Library Committee/State Library Planning Committee for approval.
3. The Convener of the State Library Committee/State Library Planning Committee will scrutinize the application and will forward it with such recommendation as they may deem fit, in the prescribed form with complete set of documents.
4. Each application should be accompanied by the following documents/ information.

- (i) In case of Government Department/ Institution/ Organisation, the designation of Head of the Department/ Head of Office sponsoring the project.
 - (ii) A detailed description of the project for which assistance is requested along with its duration and qualification and experience of the staff to be employed.
 - (iii) Financial statement of the project giving item-wise details of specifications as per GeM rates for fixed assets and estimated expenditure for other items.
 - (iv) Copy of the SLPC Minutes and Tripartite MoU signed among State Library Authority, The Mobile Van Donor and the RRRLF.
 - (v) Information relating to the assistances received, promised or the requests thereof made, if any, from other bodies for the same purpose.
 - (vi) The State/UT authority will have to provide an undertaking to continue 'Library on Wheels Services' after successful operation of three years.
5. RRRLF will issue administrative approval for a period of One year (1st year) initially in favour of the base library with the approval of the Convener.

The Base library will apply for continuation of the project three (03) months prior to the completion of one year tenure of the Sanction Order, through the Convener. RRRLF, subject to successful running of the project will issue continuation Sanction Order for 2nd and 3rd year.

F. Conditions for Assistance:

6. Once the project/proposal and estimates have been approved and assistance assessed on the basis of these estimates they shall not be modified by the organization without prior approval of the RRRLF.
7. Every article purchased with the assistance from the RRRLF should bear the inscription **“Purchased with the assistance from Raja Rammohun Roy Library Foundation.”**
8. Proper asset register has to be maintained for items procured including the Mobile Van with source of receipt.
9. The Mobile van should prominently display that “< Name of the Base Library> Library on Wheel Service provided with the assistance of Raja Rammohun Roy Library Foundation in collaboration with <Name of the Organisation donating the Mobile Van>”. **Logo of the Organisations are also to be displayed on the Mobile Van.**
10. The institution/organization shall maintain a record of all assets created wholly or substantially out of the RRRLF's assistance. The asset so created shall not be disposed of without the prior approval of the RRRLF. Should the library cease to exist at any time, the properties acquired with this assistance shall be vested with the RRRLF and RRRLF may return the Mobile Van to Organisation donating the asset.
11. The assistance will be released in favour of the grantee institution.
12. The project is subject to inspection of the RRRLF and/or the State Government/U.T. Administration.
13. The RRRLF/Government have the right to stop release of assistance and to recover the earlier assistance when the sanctioned money is not utilized for approved purposes.
14. The assistance is required to be utilized within the stipulated date as specified in the sanction order for each component.
15. Expenditure prior to receipt of the sanction order will not be computed towards utilization of the assistance.
16. Decision of the RRRLF in respect of approval of the project/proposal and the amount of assistance shall be final and binding on the grantee institution in all cases.

G. Monitoring of functioning of the project:

24. A separate attendance register has to be maintained for the Mobile Librarian cum driver engaged.
25. A Library Visit Register has to be maintained to record the daily visits of the mobile van mentioning the Date, each place of visit (signature with mobile no. of at least two local users should be recorded in the register for each place of visit), Starting record and ending record in Milometer with total Kilometer of run for each day.
26. The Base Library / Grantee Organisation will submit Quarterly report regarding the project with No. of Members Registered, No. of Books issued & returned, Total no. of localities served, total K.M. travelled

by the Mobile Van, Photocopy of the Mobile Van Log duly certified with signature & Seal, Photographs of the Mobile Van visiting various localities with users, Challenges faced etc

27. One Officer from the State Government will monitor the project on a monthly basis.
28. On the basis of pre-submitted plan of the Services of the Library of Wheel, RRRLF can randomly check the functioning through any official deputed for the same.

H. Submission of Document after Utilisation of Assistance:

29. The grantee institution/organization shall submit a bi-annual report regarding the working of the project to the RRRLF. The Partner Organisation may also request for Quarterly, Bi-Annual and Annual report regarding the services provided.
30. The grantee organization shall submit to the RRRLF utilization certificate in the prescribed format along with copy of the purchase voucher, statement of expenditure duly signed by the Librarian / Drawing and Disbursing Officer.
31. In case of failure to submit requisite documents in utilizing the assistance within a reasonable time without valid reason the grantee institution is liable to refund the entire amount of the assistance to the RRRLF.