

**Raja Rammohun Roy Library Foundation**  
**Block- DD-34, Sector - I, Salt Lake City, Kolkata- 700 064**

**MATCHING SCHEME FOR FINANCIAL ASSISTANCE FOR DIGITIZATION OF  
COPYRIGHT FREE MANUSCRIPTS, RARE BOOKS, RARE DOCUMENTS, OLD  
JOURNALS, RECORD OF HISTORY AND OTHER MATERIALS**

**1. Title**

The scheme is known as “**Matching Scheme for financial assistance for digitization of copyright free manuscripts, rare books, rare documents, old journals, record of history and other materials**”

**2. Scope / Objective**

The object of the scheme is to assist to digitization of copyright free manuscripts, rare books, rare documents, old journals, record of history and other materials and to preserve and conserve those data of Central Libraries, State Central Libraries, District Libraries, Other Public Libraries and Other reputed organizations / trust / societies etc.

**The financial assistance will be given for:-**

**A. Digitization of documents:**

- Digitization and preservation/conservation of copyright free manuscripts, rare books, rare documents, old journals, record of history and other materials
- Metadata creation
- Cleaning and cropping operation of all the digitized objects, as well as installation of digitized images in the provided server.

**B. Creation of local Digital Object Repository-cum-Retrieval System based on Open Source Platform.**

**C. Procurement of Associated Hardware for preservation of data (One Time) :**

One server, two desktop computer(s), a small LAN setup, one printer, One Portable external backup device, UPS, electrical installation etc. for preservation and conservation of those data, if found essential for undertaking the digitization work.

**D. Any other related item required for undertaking the project, if considered essential by the Competent authority.**

**Only those documents which are either free of any form of copyright or the Library / Organization has an exclusive right would be covered for digitization under the scheme. A declaration from the competent authority is to be submitted along with the application.**

### **3. Types of Libraries / Institutions Eligible for Assistance**

Financial assistance under this scheme will be available for Central Libraries, State Central Libraries, District Libraries, Other Public Libraries and Other Reputed Organisations. In case of Non-Government libraries, it must be registered under the Indian Societies Registration Act of 1860 or any other equivalent State Act or a public trust Registered under any law for the time being in force.

### **4. Extent of Financial Assistance**

#### **A. Digitization**

<b>Type of Library</b>	<b>Maximum Limit/ per year</b>	<b>Repetition</b>
State Central Libraries	Rs.3.00 lakhs	<b>As per decision of the SLC/SLPC and RRRLF.</b>
District Libraries	Rs.2.00 lakhs	
Other Public Libraries recommended by State Library Directorate	Rs.2.00 lakhs	
Non-Government Libraries	Rs. 2.00 lakhs	

**N.B.: However, the quantum of assistance would be decided by the SLC/SLPC and RRRLF in consideration of the proposal and may recommend for additional grant.**

#### **The Uniform Rates per page for Digitization:**

<b>Size</b>	<b>Rate per page for Digitization</b>
A4 / A2 Depending upon condition of materials	Within Rs.2.50-Rs.4.00 per page (without OCR) and Rs.4.00 to Rs.6.00 (with OCR) including metadata creation.

Subject to the decision of the SLC/SLPC depending on the bulk of records to be digitized and location of the library / Institution, the Rates may be fixed through competitive bidding by the recipient organization as per quality and standards specified by the RRRLF for the digitization work including metadata creation.

Sanctioned amount for digitization will be released in suitable installments depending on the progress of works and 25% of the total project cost will be released after completion of the approved project on submission of documents after utilization.

The financial assistance would be released directly to the Library / Institution or the Directorate of Library Services or to the agencies in case the project is assigned to any agency by inviting open tenders/quotations, if requested by the organization as per GFR 2017 or State Govt. approved procedures.

Normally no assistance will be given if the project for which the financial assistance applied is covered under any other scheme of the Central Government or State Government / Union Territory Administration.

#### **4. Procedure for Submission of Application**

a) The State Library Committee/State Library Planning Committee should recommend allocation of matching fund for providing assistance to the library(s) under this scheme.

b) The RRRLF will not entertain applications received directly for assistance under the scheme. Applications have to be forwarded only through the Convener of State Library Committee/State Library Planning Committee and with its recommendations.

c) Applications in the prescribed form complete in all respect together with relevant documents should be submitted to the Convener of State Library Committee/State Library Planning Committee.

d) The State Government/U.T. Administration or 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.

**Application should be submitted in the prescribed format with due recommendation of the competent authority with the following documents:**

- (i) Detailed description of the digitization project for which the assistance is required, giving item-wise details of expenditure in the prescribed format;
- (ii) Information relating to assistance received, promised or the requests thereof made, if any, to other bodies;
- (iii) List of copyright free rare materials to be digitized, stating the title, authors, years of publication/creation, language, type of document (i.e. book, manuscript, periodical etc) for each of the document
- (iv) Estimated Cost for each of the Component as mentioned

- (v) In case of non-government organization, each application should be accompanied by the following documents –
- a. Constitution or the Memorandum of Association,
  - b. Copy of Registration Certificate,
  - c. Copy of the latest available Annual Report and
  - d. Recommendations of the State Government/U.T. Administration or the State Library Committee, in the prescribed form.

**5. A. Project Activity:**

<b>Sl. No.</b>	<b>Activity</b>	<b>Description</b>
1	Digitization of rare books, journals in PDF / TIFF format	The Library / Organization shall identify the materials for digitization. Continuation in supply of material will be ensured to avoid delays in scanning. The library / organization needs to ensure that only copyright free materials are selected for digitization.
2	Metadata creation	Administrative metadata (as .xml file) shall be prepared for each file to locate each material using Dublin Core Standard.
3	Cleaning and cropping operation of digitized objects.	Cleaning and Cropping on the scanned object for better quality required to be done by using specified data creation standards.
4	Delivery of scanned digital assets in DVD.	DVDs containing the digitized material and metadata files shall be provided by the entrusted agency, one copy in TIFF and PDF to the Library / Organization and one copy to RRRLF.
5	Installation of Digitized images in the provided server	The Library / Organization shall make arrangement for necessary hardware and software related to the server as per the requirement of the entrusted Agency.

Three types of metadata by following Qualified Dublin Core (metadata elements + Refinement + Encoding schema) needs to be created. The metadata types will be – (i) Descriptive metadata elements; (ii) Administrative metadata elements and (iii) Structural metadata elements. The mandatory nature, repeatability and search ability of fields will be determined at time of software level implementation. The metadata encoding during data entry time will be based on selected encoding standard as advised by W3C.

Verification & Certification of metadata and digitized content have to be done by the library on a regular basis. A fortnightly report of documents digitized has to be submitted to the RRRLF.

**B. The digitization specification for e-record creation, transfer to NVLI and preservation:-**

<b>Historical Materials</b>	<b>Raw Master Image</b>	<b>Bit depth</b>	<b>Clean Master Image</b>	<b>Access Image</b>
Manuscripts	TIFF (Uncompressed) 300 dpi (output)	24 bit	TIFF (compressed) 300 dpi (output) group 6 CCITT Spatial Resolution: 8"x10" at 300 dpi	JPEG2000 and PDF  Spatial Resolution: 1024x768 pixels
Printed Books Colour  B/W	TIFF (Uncompressed) 300 dpi	24 bit  8bit	TIFF (compressed) 300 dpi (output) group 6 CCITT	JPEG2000 and PDF / PDF-A
Photographs Colour  B/W	TIFF (Uncompressed) 300/600 dpi (output) 1200 dpi or higher for special cases	24 bit  8 bit	TIFF (compressed) 300 dpi (output) group 6 CCITT	JPEG2000 and PDF
Slides / Negatives Colour  B/W	4000 dpi TIFF (Uncompressed)	24 bit  8 bit	TIFF (compressed) 300 dpi (output) group 6 CCITT	JPEG2000 and PDF
Map / Drawing Colour  B/W	TIFF (Uncompressed) 300/600 dpi (output) 1200 dpi or higher for special cases	24 bit  8 bit	TIFF (compressed) 300 dpi (output) group 6 CCITT	JPEG2000 and PDF
Other Materials	Organisation may specify standards depending on the type of objects			

**N.B.: Higher resolution depends upon materials.**

## 6. Conditions of Financial Assistance

- i. The Librarie(s) / Institution(s)/ Organisation(s) in receipt of financial assistance shall be open to inspection by the RRRLF.
- ii. The library / executing agency should provide TIFF and PDF of each digitized documents along with metadata and a copy of documents **digitized to RRRLF which may be uploaded for open access.**
- iii. Metadata have to be created using the standards recommended by RRRLF.
- iv. Quality of digitization has to be done as per standard specified for each type of object.
- v. No assistance will be considered unless the requisite documents in utilizing earlier assistance are received.
- vi. Once the activities and estimates have been approved and financial assistance assessed on the basis of these estimates, it shall not be modified by the respective institution / library without the prior approval of the RRRLF.
- vii. Financial assistance will be released to the eligible institutions / libraries on receipt of the stamped pre-receipt and acceptance of the terms and conditions in the prescribed form.
- viii. The grant is to be utilized within twelve (12) months from the date of receipt of 1st installment of sanctioned amount.
- ix. When the RRRLF has reasons to believe that the sanctioned amount is not being utilized for approved purpose, the institution / library shall be liable to refund the sanctioned amount to the RRRLF.
- x. Expenditure prior to the receipt of the sanction order will not be computed towards utilization of the financial assistance.
- xi. The library / institution must submit an undertaking to the effect that - "The use of the archival material or the articles and documents or any part thereof, provided under this scheme is not infringing any Copyright or any other relevant Intellectual property right of any third party. The library / institution further undertakes that if any material provided under this scheme becomes the subject matter of any claim/suit/proceeding for infringement of Copyright or any other right, library / institution shall pay all the damages/costs/expenses incurred by the RRRLF including but not limited to Attorney fees/cost of proceedings/etc".
- xii. Wherever the work has been assigned to agencies, the project implementation agency should be selected by the applicant institution / library through a transparent and competitive method by inviting open tenders /quotations to ensure fairness and transparency in the enlistment of implementation agency. A report should be

submitted to the RRRLF by the applicant institution / library in this regard.

- xiii. 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 / library in all cases.
- xiv. An officer authorized by RRRLF may visit and inspect the Archival Repositories or Libraries of States / Union Territories and collect on the spot information on the Progress of the Scheme / project financed under the scheme.
- xv. The accounts of the project shall be maintained properly and separately and submitted as and when required. They shall always be open to check by the RRRLF or by the respective State/U.T Library authority or their nominee for monitoring the project. They shall also be open to audit, both by the Comptroller and Auditor General of India under the provision of CAG (Duties, Power and Condition of Service) Act, 1971 and the internal audit by the Pay & Accounts Office of the Ministry of Culture.
- xvi. Two (2) MoUs are required to be signed, one (1) MoU in between RRRLF and Grantee Library / Organization and another one in between the agency entrusted for the digitization work and Grantee Library / Organization.

## **7. Documents required for Releasing of Payments**

To enable Foundation to release the 1st Installment of approved grant, the following documents should be submitted to the Foundation:

- a) Acceptance of the terms and conditions in the prescribed format.  
**(Annexure – I)**
- b) Stamped Pre-receipt in the prescribed format. **(Annexure – II)**
- c) Bank Authorization letter in the enclosed proforma **(Annexure - III)** for payment to the Grantee Library / Organization through ECS;
- d) A Cancelled Cheque for verification and record;
- e) MoU duly signed in the Stamp Paper valuing Rs. 50/- by the Grantee Library / Organization **(Annexure – B)**

## **8. Submission of documents to RRRLF after utilization of grant**

### **i) For release of subsequent Installment(s):**

- a) List of digitized books.
- b) Softcopy of digitized documents in TIFF and PDF format with metadata in any external storage device.

- c) Photocopy of certified bills / vouchers and stamped money receipt from the vendor. (Bills must have GST number)
- d) Utilization Certificate in the prescribed format (**Annexure – IV**) for the expenditure of sanctioned amount received in particular installment specifying the year of expenditure as per accounts duly signed by the Library / Organization and countersigned by the Chartered Accountant with official seal.
- e) When the RRRLF have reasons to believe that the sanctioned amount is not being utilized for the approved purposes, the payment of the grant will be stopped and earlier grants will be recovered.

**ii) For release of final Installment as re-imbusement of expenditure:**

- a) List of all digitized books.
- b) Softcopy of all digitized documents in TIFF and PDF format with metadata in any external storage device.
- c) Photocopy of certified bills / vouchers and stamped money receipt from the vendor. (Bills must have GST number)
- d) Utilization Certificate in the prescribed format for the entire expenditure of sanctioned amount specifying the year of expenditure as per accounts duly signed by the Library / Organization and countersigned by the Chartered Accountant with official seal.
- e) Audited Receipts and Payments Accounts, Audited Income & Expenditure Accounts and Audited Balance Sheet of the Library / Organization for the year(s) in which the grant was utilized with Audit Certificate from Chartered Accountant or Government Auditor and Audited Balance Sheet of the year preceding the year of receipt of the grant including schedule, if any.
- f) When the RRRLF have reasons to believe that the sanctioned amount is not being utilized for the approved purposes, the payment of the grant will be stopped and earlier grants will be recovered.