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# The Gujarat Government Gazette

## EXTRAORDINARY

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Separate paging is given to this Part in order that it may be filed as a Separate Compilation.

### PART IV-A

Rules and Orders (Other than those published in Part I, I-A and I-L) made by the Government of Gujarat under the Central Acts.

### SPORTS, YOUTH AND CULTURAL ACTIVITIES DEPARTMENT

#### CORRIGENDUM

Sachivalaya, Gandhinagar, 13<sup>th</sup> December, 2012.

NO.GYC/4 OF 2012/GTL 1003/1942/F The Government of Gujarat was pleased to make the rules under conferred by section 28 read with section 20 & 21 of the Gujarat public libraries Act 2001( GUJ-25 OF 2001) by notification of even no. of dated 24/6/2011. The words "recognition" should be replaced, in lieu of the words " reorganization" in the rules-2(c), .2(d),3.4.5.6.7.8 & 10 of the above mentioned notification dated 24/6/2011 and accordingly the rules 2(c). 2 (d) 3.4.5.6.7.8 & 10 are replaced as mention below;

#### 2. Definitions - In these rules, unless the context otherwise requires,-

- (a) "Act" means the Gujarat Public Libraries Act, 2001;
- (b) "management" in relation of a public library means an association, a body of persons by whatever designation called, having general and financial control over the public library;
- (c) "Recognised library" means a public library recognized as such under rule 5 by the Director and to whom a certificate of recognition has been issued under rule 6;
- (d) "recognised association" means an association recognized as such under rule 20 by the Director and to whom a certificate of recognition has been issued under rule 22 ,
- (e) "Schedule" means the Schedule appended to these rules;
- (f) "section" means the section of the Act;

- (g) words and expressions used in these rules but not defined in these rules shall have the same meaning respectively assigned to them in the Act.
3. **Application for recognition** - The Secretary or any person authorised in this behalf by the management of a Library run by voluntary agencies or by a local authority who intends to apply under section 20 for recognition may apply to the Director in Form 'A' in Schedule I for the purpose of grant-in-aid or other financial assistance.
4. **Conditions for making application for recognition** - No library shall be recognised as public library unless -
- (1.) (i) the management of the library run by Voluntary - agencies is a body or society registered under the Societies Registration Act, 1860 or under the Bombay Public Trusts Act, 1950 or under the Gujarat Co-operative Societies Act, 1961; or
  - (ii) it is run by a local authority;
  - (2.) the library is open to use to the public free of charge during the working hours of the library on the premises without any discrimination on the ground of religion, race, caste, creed, sex, place of birth or descent;
  - (3.) the premises of the library is sufficiently healthy, well lighted and ventilated and contain sufficient accommodation, furniture and equipment for use as public library and has sanitary facility;
  - (4.) the library is situated in a village or town having the population more than five hundred;
  - (5.) the Director is satisfied that the library is necessary to serve the needs of the locality.
5. **Power to grant recognition as public library** - The Director shall, within a period of three months from the date of receipt of an application under rule 3, cause the library to be inspected either by himself or by an officer authorised by him and after making such other inquiries as he deem necessary and on fulfillment of the conditions as prescribed in rule 4, recognise the library as public library.
6. **Certificate of recognition of public library.** - The Director shall, on grant of recognition of the public library, issue a certificate of recognition in form "B" in Schedule I to the management of library.
7. **Refusal to recognition.** - Where, the Director has refused the application of any library for grant of recognition as a public library, he shall record his reasons for refusal of recognition and shall communicate the decision by an order to the management by registered post.
8. **Withdrawal of recognition** - Where, the Director is satisfied that the management of the public library has committed breach of any of the conditions of recognition specified in rule 4, or has failed to observe any other condition specified in the certificate of registration issued under rule 6 or any of the provisions of the Act or the rules made thereunder, he may for the reasons to be

recorded in writing and after giving an opportunity of being heard to the management, withdraw the recognition and communicate the decision to the management by an order by registered post and on such communication, the certificate of recognition granted to the management in respect of such public library shall stand cancelled.

9. **Appeal** - (1) The management may, within a period of thirty days from the date of receipt of the order of refusal to grant registration under rule 7 or the order of withdrawal of registration under rule 8, prefer an appeal to the State Government.

(2) The State Government shall, on receipt of an appeal under sub - rule (1), after giving an opportunity of being heard to the management, pass such order as it may deem fit and communicate the decision to the management by registered post. The decision of the State Government on such appeal shall be final.

10. **Fresh application for recognition** - Nothing in these rules shall prevent the management from making a fresh application for grant of recognition as public library under these rules.

11. **Register of recognised public libraries** - The Director shall maintain a register in Form "C" in Schedule I of all the public libraries recognised as such under these rules and up date it from time to time.

## CHAPTER II

### CLASSIFICATION OF PUBLIC LIBRARIES

12. **Classification of Public libraries** - For the purpose of grant-in- aid or other financial assistance, the Director may classify the recognised public libraries in one of the following categories, after consideration of the criterias specified in these rules, namely :-

(1) **'A' Class Public Library**- The recognised library shall be classified as 'A' class public library, if it fulfills the following criteria, namely :-

- (a) the library has its own building with sufficient accommodation to house the library;
- (b) has collection of more than 15000 books ;
- (c) subscribes for more than 50 periodicals and 15 newspapers;
- (d) maintains a separate and well equipped children section;
- (e) has more than 300 members;
- (f) has a full time librarian during its working hours;
- (g) remains open for public for not less than six hours on all working days;
- (h) organises not less than ten cultural or educational programme in a year; and



- (i) provides for necessary reference service.
- (2) **'B' Class Public Library** -The recognised library shall be classified as 'B' class public library, if it fulfills the following criteria, namely :-
- (a) has collection of more than 5000 books;
  - (b) subscribes for more than 15 periodicals and 5 newspapers;
  - (c) maintains a separate and well equipped children section;
  - (d) has more than 100 members;
  - (e) has such accommodation and furniture as the Director may consider sufficient for the efficient working of the library;
  - (f) has a full time librarian during its working hours;
  - (g) remains open for public for not less than six hours on all working days; and
  - (h) organises not less than four cultural or educational programmes in a year.
- (3) **'C' Class Public Library** -The recognised library shall be classified as 'C' class public library, if it fulfills the following criteria, namely :-
- (a) has collection of more than 1000 books;
  - (b) subscribes for more than 5 periodicals and 3 newspapers;
  - (d) has more than 50 members;
  - (e) has such accommodation and furniture as the Director may consider sufficient for the efficient working of the library;
  - (f) has a whole time or a part time librarian;
  - (g) remains open for public for not less than three hours on all working days; and
  - (h) has not less than 20 per cent, of the total books useful for children.
- (4) **'D' Class Public Library** -The recognised library shall be classified as 'D' class public library, if it fulfills the following criteria, namely :-
- (a) has collection of more than 100 books;
  - (b) subscribes for more than 5 periodicals and 3 newspapers;
  - (c) has more than 25 members;
  - (d) remains open for public for not less than three hours on all working days; and
  - (e) has not less than 15 per cent, of the total books useful for children.
- (5) **Circulating Library** - The public library shall be classified as circulating library, if it fulfills the following criteria, namely :-
- (a) makes available library service in one or more places in a locality where mobile library service is not available ; and

- (b) sends sets of books to different places and exchanges them regularly or takes such sets of books and issues them to the public in different locality :

Provided that the circulating library shall either be an independent library or a part of library falling under 'A' or 'B' class public library.

- (6) **Specified Class Public Library** - The recognised public library shall be classified as specified class public library, if it fulfills the following criteria, namely :-

- the library shall be for a specified class with a specified object;
- it shall be for women, children, blind or physically disabled persons;
- subscribe periodicals or newspapers for such specified class;
- has collection of more than hundred books;
- remains open for not less than ...three, hours on all working days.

### CHAPTER III

#### GRANTS TO RECOGNISED PUBLIC LIBRARIES

13. **Benefits of recognitions as public libraries.** - A recognised public library may be eligible for the following benefits, namely: -

- an annual maintenance grant;
- building and equipment grant;
- books from the State Government in lieu of or in addition to the maintenance of grant; and
- Special grant.

14. **Maintenance of grant** - Subject to the availability of funds, a recognised public library may be paid by the Government from the library fund a maintenance grant at the rate specified below:-

Sr. No.	Class of library	Rate of grant
1	2	
1	'A' Class Public Library	Seventy-five per cent of the admissible expenditure of the previous year subject to a maximum of rupees, 70,000/-
2	'B' Class Public Library	Seventy-five per cent of the admissible expenditure of the previous year subject to a maximum of rupees, 30,000/-
3	'C' Class Public Library	Seventy-five per cent of the admissible expenditure of the previous year subject to a maximum of rupees, 25,000/-
4	'D' Class Public Library	Seventy-five per cent of the admissible expenditure of the previous year subject to a maximum of rupees, 20,000/-
5	Circulating public library	Seventy-five per cent of the admissible expenditure of the previous year subject to a maximum of rupees, 10,000/-

Sr. No.	Class of library	Rate of grant
1	2	
6	Specified class public library	Seventy-five per cent of the admissible expenditure of the previous year subject to a maximum of rupees, 10,000/-

Provided that out of grant so sanctioned, fifty per cent, amount of grant shall be spent for the purchases of books.

**Explanation I.** - Where the circulating library forms part of a library belonging to "A" or "B" Class Public Library, the grant payable to such circulating library shall be in addition to the grant admissible to such 'A' or 'B' Class Public Library.

**Explanation II.** - For the purpose of 'admissible expenditure' for assessment of grants, the expenditure on the following items shall be taken into consideration, namely :-

- (i) purchase of books excluding commission;
- (ii) subscription of magazine, periodicals and news papers;
- (iii) building and furniture; and

## CHAPTER IV

### RECOGNITION OF PUBLIC LIBRARY ASSOCIATIONS

15. **Number of Public Library Associations** - Not more than one State Association shall be recognised, not more than one District association shall be recognised for each District and not more than one taluka association shall be recognised for each taluka in the State, for the purpose of grant-in-aid or financial assistance from the Library Fund.

16. **Application for recognition as Association** - The Secretary or any person authorised in that behalf by the management, may make an application in Form 'D' in Schedule I for recognition of the public library association for the purposes of grant-in-aid or other financial assistance.

17. **Conditions of recognition for Taluka Public Library Association.** - No Public Library Association shall be recognised as a Taluka Public Library Association unless -

- (a) the Taluka Public Library Association is registered as public trust under the Bombay Public Trusts Act, 1950 or under the Societies Registration Act, 1860 or under the Gujarat Co-operative Societies Act, 1961;
- (b) the number of members of the association is not less than twenty-five, out of which not less than twenty - five members shall be from public libraries or other educational institutions including schools, colleges, research or cultural institutions;



- (c) the association has, as far as possible, the members from the taluka; and
- (d) the Taluka Public Library Association is ready and willing to be member of the District Public Library Association.

18. **Conditions of recognition for District Public Library Association-** No Public Library Association shall be recognised as a District Public Library Association, unless

- (a) the district public library association is registered as a public trust under the Bombay Public Trusts Act, 1950 or under the Societies Registration Act, 1860 or under the Gujarat Co-operative Societies Act, 1961;
- (b) the number of members of the association is not less than one hundred, out of which not less than twentyfive members shall be from public libraries or other educational institutions including schools, colleges, research or cultural institutions;
- (c) the association has, as far as possible, the members from the district; and
- (d) the District Public Library Association gives consent to be a member of the State Public Library Association.

19. **Conditions of recognition for State Public Library Association -** No public library association shall be recognised as the State Public Library Association, Unless -

- (a) the association is registered as a public trust under the Bombay Public Trusts Act, 1950 or under the Societies Registration Act, 1860 or under the Gujarat Co-operative Societies Act, 1961; and
- (b) the District Public Library Associations in the State alone are its members.

20. **Power to grant recognition as Association -** On receipt of an application made under rule 16, for grant of recognition of association, the Director shall cause the association to be inspected either by himself or by an officer authorised by him and make such inquiries as he deemes necessary and shall, on being satisfied that the association complies with the conditions specified in rules 17,18 and 19, as the case may be, recognise the association, as far as possible within a period of three months from the date of receipt of the application, as a taluka public library association, or, district public library association or, as the case may be, the State Public Library Association.

21. **Prohibition to be a member of more than one association. -** No librarian of public library or person associated with library activities shall be a member of more than one public library association.

22. **Certificate of recognition. -**The Director shall, on grant of recognition to a public library association, issue a certificate of recognition in Form 'E' in Schedule I, to the management.

23. **Refusal to recognition** - Where the Director has refused the application of any association for grant of recognition, he shall record his reasons for refusal of grant the recognition and shall communicate the decision in writing to the manage by registered post.
24. **Withdrawal of recognition.** - Where the Director is satisfied that the management of any recognised public library association has committed breach of any of the conditions of recognition under rule 17,18 or 19, as the case may be, or has failed to observe any of the conditions specified, in the certificate of recognition or any of the provisions of the Act or the rules made thereunder, he may, for the reasons to be recorded in writing and after giving the management an opportunity of being heard, withdraw the recognition and communicate the decision to the management of association by an order by registered post and on such communication, the certificate of recognition granted to the management shall stand cancelled.
25. **Appeal.** - (1) The management may, within a period of thirty days from the date of receipt of the order of refusal to grant recognition under, rule 23 or order of withdrawal of recognition under rule 24, prefer an appeal to the State Government.
- (2) The State Government shall, on receipt of an appeal under sub rule (1), after giving an opportunity of being heard to the management, pass such order as it may deem fit and communicate the decision in writing to the management by registered post. The decision of the State Government on such appeal shall be final.
26. **Fresh application for recognition.** - Nothing in these rules shall, prevent the management for making fresh application for recognition of association under these rules.
27. **Register of recognised association** - The Director shall maintain a register in Form 'F' in Schedule I of all the associations recognised as such under these rules and update it from time to time.

## CHAPTER V

### DUTIES OF THE PUBLIC LIBRARY ASSOCIATIONS

28. **Duties of Taluka Public Library Association** - A recognised taluka public library association, shall, -
- (a) promote library development in the taluka by organizing meetings, conferences, lectures, group discussion; seminars and book-exhibitions;
  - (b) help the public libraries in the taluka by giving technical guidance;
  - (c) establish new public libraries in the taluka; and
  - (d) co-operate with other public library associations having similar activities.
29. **Duties of District Public Library Association.**- (1) A recognised district public library association shall, -
- (a) promote development of library service in the district by organising meetings, conferences, lectures, group discussion seminars and book-exhibitions;



- (b) help the public libraries in the district by giving technical guidance;
- (c) establish new public libraries in the district;
- (d) co-ordinate the activities of public libraries in the district; and
- (e) co-operate with other public library association having similar objectives; (2) The association may also publish periodicals, books and reports (including survey reports) in library activities or on library science.

30. **Duties of State Public Library Association.** - A recognised State Public Library Association shall, -

- (a) promote library development in the State by organizing meetings, conferences, lectures, group discussions, seminars and book-exhibitions;
- (b) help the public libraries in the State by giving technical guidance;
- (c) organise classes, seminars and training centers for training in library science.
- (d) promote research in library science;
- (e) publish periodicals in library activities;

## CHAPTER VI

### BENEFITS OF RECOGNITION AS ASSOCIATION

31. **Payment of Grants.** - A recognised association shall, subject to availability of funds, be eligible for an annual maintenance and other grants as provided in these rules.

32. **Grants to the taluka public library associations** - (1) A recognised taluka public library association may be paid an annual maintenance grant at the rate of 75 per cent of the expenditure incurred during the previous year on items of admissible expenditure as specified in Scheduled II subject to maximum of rupees.....

(2) The taluka public library association may also be paid an additional grant of a sum not exceeding rupees for one conference in a year organised by it for the promotion of library activity in the taluka.

33. **Grants to the district public library association.**

(1) A recognised district public library association may be paid an annual maintenance grant at the rate of 75 per cent, of the expenditure incurred during the previous year on items of admissible expenditure as specified in Scheduled III subject to a maximum of rupees...

(2) The district public library association may also be paid an additional grant for publication of a book or report in library science at the rate of 75 per cent, of the cost of its publication:

Provided that the association shall be required to obtain previous sanction of the Director for the expenditure of such publication and for the estimated expenditure thereof.

(3) The district Public Library association may also be paid a further additional grant of a sum not exceeding rupees .... for one conference in year organised by it for the promotion of library movement in the district.

34. **Grants to the State Public Library Association.** - (1) The State public library association may be paid an annual maintenance grant at the rate of 75 per cent of the expenditure of the previous year on items of admissible expenditure as specified in

(3) The district Public Library association may also be paid a further additional grant of a sum not exceeding rupees 50,000/- for one conference in year organised by it for the promotion of library movement in the district.

2. The State public library association may also be paid an additional grant of a sum not exceeding rupees one lac for one State conference in a year organised by it for the promotion of library activity in the Taluka.

3. The State public library association may be paid a further additional grant for publication of a book or report in library science at the rate of 75 per cent of the cost of its publication.

Provided that the association shall be required to obtain previous sanction of the Director for such publication and for the estimated expenditure thereof.

35. **Mode of payment of grant.** - (1) The amount of grant admissible to a recognised association under rules 32, 33 or 34 may generally be paid in two installments, the first installment in the month of August, and the second and final installment in the month of February or March.

(2) The additional grants admissible under rules 32, 33 or 34 may be paid in lump sum subject to condition that the management, -

- (a) agrees to utilise the grant for the purpose for which it is sanctioned;
- (b) is able and prepared to provide funds for the project from its own resources in addition to the grant sanctioned; and
- (c) agrees to maintain a separate account of grant and submit the same for inspection to the Director or an officer authorised by him in this behalf.

## INSPECTION OF PUBLIC LIBRARY AND PUBLIC LIBRARY

### ASSOCIATION AND MISCELLANEOUS PROVISIONS

36. **Inspection.** - (1) The Director or any officer authorised by him in this behalf shall have the power to visit and inspect any public library and public library association recognised under these rules.

(2) Every public library and the public library association shall be inspected at least once in a year.

(3) Where inspection is done by the Director himself, he shall send a copy of his inspection report to the management.

(4) Where inspection is done by the inspecting officer, he shall send, a copy of his inspection report to the management and to the Director.

(5) The manegment may, within a period of thirty dayes from the date of receipt of inpection report shall comply to the Director.

**37. Breach of rules, orders, etc. -** (1) Any breach of the rules, order or instructions of the Director issued in pursuance of the Act and these rules shall entail withholding of grants in full or in part or reduction in the grant payable to the Public library or the public library association or withdrawal of recognition by the Director:

Provided that no order of withholding or reducing grant or canceling recognition shall be made by the Director unless the public library or, as the case may be, public library association is informed in writing of the reasons for the proposed action and is given an opportunity of being heard :

Provided further that the Director may allow the public library or the public library association further time to rectify the defects and to improve the working of the library or, as the case may be, the public library association instead of taking action under this sub-rule.

(2) If the management is aggrieved by the order of the Director made under sub- rule (1), it may; within thirty days from the date of receipt of the order, prefer an appeal to the State Government in writing and the State Government shall, after hearing the management and if necessary the Director, record the decision on the appeal and send a copy thereof to the management and to the Director. The decision of the State Government on such appeal shall be final.

**38. Election of three representatives of public libraries to the Council -** The three representatives to be elected by the public libraries as members of the Council under clause (vii) of sub section (2) of section 3 of the Act shall be elected at the meeting of such public libraries convened for the purpose, from among its members by a simple majority votes of the members present and voting at such meeting.

**39. Powers, duties and functions of the president of the Council -** The powers, duties and functions of the president of the Council shall be as follows, namely : -

- (1) The President of the Council may call a meeting and the special meeting of the Council.
- (2) The President shall preside over at a meeting of the Council.
- (3) The President may adjourn the meeting to a subsequent date if at any meeting there is no quorum.
- (4) The President shall watch over the financial and executive administration of the Council and exercise general supervision and control.



40. **The manner of approval of the expenditure out of fund.** - The Council shall approve the expenditure out of the State Library Development Fund in the following manner, namely: -

- (a) to verify whether the sums referred to in sub-section (2) of section 18 of the Act has been credited to the State Library Development Fund,
- (b) to examine whether the account of the moneys credited to and paid out of the said fund has been maintained properly,
- (c) to satisfy as to whether the payment has been made by cheques while making payment out of the said fund,
- (d) the account relating to the said fund has been opened in a Scheduled Bank.

41. **Compensatory allowances.** - All the non- official members of the Council or its committee other than local non- official members shall be entitled to draw traveling allowance and daily allowance payable to the Class I officer of the State Government under the Gujarat Civil Services (Traveling Allowances) Rules, 2002. The local non-official members shall be entitled to draw conveyance charges in accordance with the rates prescribed by the State Government from time to time.

42. **The functions of the District Library Advisory Committee and the Taluka Library Advisory Committee.** - The District Library Advisory Committee and the Taluka Library Advisory Committee constituted under section 15 of the Act shall perform the following functions within its local jurisdiction, namely: -

- (a) to assist the State Library Development Council in discharge of its fuhi conferred by or under the Act,
- (b) to make suggestions to the Council on the matters connected with the administration of the Act and the rules made there under,
- (c) to suggest measures to be taken for promotion of use and to cultivate the reading habits,
- (d) to organise and conduct library seminar,
- (e) to review the working of the district library and taluka library and suggest the ways and means for improvement of the administration of library system,
- (f) to prepare and suggest the plan for improving library services in their areas.

43. **Information and particulars to be included in the annual report** - The annual report to be prepared by the Director under section 24 of the Act shall also contain the information and particulars, namely -

**SCHEDULE I****FORM 'A'****(See rule 3)****APPLICATION FOR RECOGNITION OF PUBLIC LIBRARY****(See section 20 of the *Gujarat Public Library Act, 2001*)****To,****The Director of Libraries,****Gujarat State, Gandhinagar.**

Sir,

On behalf of the..... Public Library,

I.....

(here state the name of Secretary or person authorized in waiting by the management) hereby apply for recognition of the public library for the purpose of grant-in-aid or other financial assistance from the library Fund and submit the following particulars for the purpose of such recognition, namely: -

1. Name of the Library.
2. Name of the city / town / village in which the library is, situated.
3. The population of the city / town / village according to the latest census.
4. The date and year of establishment.
5. Name of the management.
6. Whether the management is a body registered under The Bombay Public Trusts Act, 1950, or Societies Registration, Act, 1860; if so, the number and date of registration.
8. Name, telephone number and the postal address of the person authorized to correspond with the Director and the Government
9. Number of members at the time of application.
10. Number of books, periodicals and newspapers in the Library.
11. Present accommodation with full details such as rented or owned, space,.
12. subscription, if any.
13. Other material information, if any.

Yours faithfully,

Place:

Secretary

Date :

Signature of authorized persons

**FORM "B"****GOVERNMENT OF GUJARAT****DIRECTOR OF LIBRARIES****Gujarat State, Gandhinagar****Certificate of Recognition as public library****(Name of library)**

This is to certify that (name of the library) At:.....Taluka:.....district.....or specify the name of town / city is hereby recognised as public Library from the year ..... by the Director of Libraries, Gujarat state, in exercise of the powers conferred on him under section 20 of the Gujarat Public Libraries Act, 2001 (Guj.-25 of 2001). The continuance of this recognition shall be subject to the provisions of the Gujarat Public Libraries and Library Association recognition Rules, 2009 and the conditions specified below -

1. The arrangement of books in the Library shall be according to the instructions issued by the Director from time to time.
2. The Library shall maintain the following records :
  - (i) Constitution of the library.
  - (ii) List of Members.
  - (iii) Visitors Daily Record.
  - (iv) Accession Register. All books purchased or received by gift shall be accessioned within a period of ten days from the date of receipt of the books.
  - (v) Book Issue Records.
  - (vi) Account Books (Cash books, ledgers etc.).
  - (vii) Receipt Book.
  - (viii) Periodical and newspapers Records.
  - (ix) Complaint and Suggestion Book.
  - (x) Dead Stock Register.
  - (xi) Register of Scholars and Research.
  - (xii) Inward and Outward Register.
  - (xiii) Deposit Register.
  - (xiv) Minutes of Meetings.
  - (xv) Withdrawal Register.
3. The Library shall display the following notice boards at prominent place -
  - (i) the name of the library with words 'Government Recognised and Free' at the end;
  - (ii) the names of office - bears and members of the managing committee;
  - (iii) the working hours of the library and the days on which library will remain closed.



4. The management shall supply to the Director with such returns and periodical information as the Director may call for from time to time.
5. Books purchased by the public library shall confirm to the following requirements
  - (i) books shall be of research or library interest and of cultural value;
  - (ii) the books should not contain anything calculated to create discontent or hatred among different communities or communal disharmony;
  - (iii) the books should not contain undesirable particulars or pictures of any matter of doubtful taste.
6. The management shall keep the library open for inspection by the Director or any other officer authorised by him in this behalf at all times during the working hours of the library.

Seal of the issuing authority.

Recognition certificate

No...../20

Date :-

Place :- Gandhinagar

Director of Libraries,

Gujarat State.

### FORM "C"

#### REGISER OF RECOGNISED PUBLIC LIBRARIES

1. Serial number.
2. Name of the library.
3. Name of the city/town/village in which the library library is situated.
4. The date and year of establishment.
5. The recognition certificate No. date and year of the library.
6. Name of the management.
7. Whether the management is a body registered under the Bombay Public Trusts Act, 1950 or the Societies Registration, Act, 1860 or the Gujarat Co-operative Societies Act, 1961; If so, the number and date of registration.
8. Name, telephone number and the postal address of the person authorised to correspond with the Director and the Government.
9. Number of members at the time of recognition.
10. Number of books, periodicals and newspapers in the library.
11. Subscription, if any.
12. Other material information, if any .
13. Public library classified as : class A/B/ G/D    Circulating Library, Specified class public library.

**FORM 'D'****(See rule 16)****APPLICATION FOR RECOGNITION OF ASSOCIATION****(See section 21 of the Gujarat Public Library Act, 2001)**

To,  
The Director of Libraries,  
Gujarat State,  
Gandhinagar.

..... (here state the  
address of this office).

Sir,

On behalf of the .....

(Here state the name of association)

library association, I.....

(here state Secretary or persons authorised by the management) hereby apply for recognition of the Association as a State / District / Taluka Public Library Association for the purposes of grant-in-aid or other financial assistance from the Library Fund and submit the following particulars for the purpose of such recognition, namely :-

1. Name of the public library association.
2. Name of the city / town, in which the association is situated.
3. The date and year of establishment.
4. Name of management
5. Whether the management is a body registered under the Bombay Public Trusts Act, 1950 or the Societies Registration Act, 1860, or the Gujarat Cooperative Societies Act, 1961; if so, the number and date of registration.
6. Name, telephone number and postal address of the person authorized to correspond with the Director and the State Government.
7. Number of members at the time of application.
8. Other material information, if any.

Place :-

Date :-

Yours faithfully,

Secretary

Signature of authorised persons

**FORM 'E'****(See rule 22)****Government of Gujarat****Director of Libraries****Gujarat State, Gandhinagar****Certificate of Recognition as public Library Association**

This is to certify that the..... (Name of the Public Library Association ) is hereby recognized as a State/District/Taluka Public Library Association from the year..... by the Director of Libraries, Gujarat State in exercise of the

powers conferred on him under section 21 of the Gujarat Public Libraries Act, 2001 (Guj.-25 of 2001). The continuance of this recognition shall be subject to the provisions of the Gujarat Public Libraries and Library Association Recognition Rules, 2009 and the conditions specified below –

1.A. The public library association shall maintain the following records :-

- (i) A Copy of the Constitution of the association.
- (ii) List of its members.
- (iii) Minutes of meetings.
- (iv) Notice Book.
- (v) Account Books (cash book, ledger, etc).
- (vi) Receipt book and voucher files.
- (vii) Inward and outward register.
- (viii) Accession register of books in the library of the library association.
- (ix) Annual report file.
- (x) Correspondence file.
- (xi) Dead stock register.

B. The State Library Association shall also maintain record of classes, seminars and training Centers in library science and of the periodicals, books and reports published by the State Association.

2. The management shall furnish to the Director with such return and periodical information as the Director may call from time to time.

3. The management shall make available all record for inspection by the Director or any officer authorised by him in this behalf. The management shall also make available all accounts and records pertaining to the demand, receipt and utilization of grants under these rules to the Account General, Gujarat State or officer authorised by him in this behalf.

Recognition certificates No. .... / 20

#### FORM 'F'

(See rule 27)

1. Name of the Public, Library Association.
2. Name of the City / Town, in which the association is situated.
3. The date and year of establishment.
4. Whether the management is a body registered under the Bombay Public Trusts Act, 1950 or the Societies Registration Act, 1860 or the Gujarat Cooperative Societies Act, 1961; if so, the number and date of registration.
5. Name, telephone number and postal address of the person authorized to correspond with the Director and the State Government.
6. Number of members.
  - (1) Individual members.
  - (2) Institution members.
  - (3) District Library Association.
7. Other material information, if any.



**SCHEDULE II**

(See rule 32)

**Items of admissible expenditure for assessment of grants payable to a Taluka Public Library Association:**

1. Pay and allowances of the staff.
2. Expenditure on traveling allowance and daily allowance.
3. Rent, rates and taxes.
4. Expenditure on furniture and equipment.
5. Expenditure on purchase of books and periodicals on library science.
6. Expenditure on auditing the accounts of the association.
7. Expenditure on stationery, printing.
8. Miscellaneous.

**SCHEDULE III**

(See rule 33)

**Items of admissible expenditure for assessment of grants payable to the District Public Library Association:**

1. Pay and allowances of the staff.
2. Expenditure on traveling allowances and daily allowance.
3. Rent, rates and taxes, repairs to the building.
4. Expenditure on furniture and equipment.
5. Expenditure on purchase of books and periodicals on library science.
6. Expenditure on publication for which no special grants have been paid. Expenditure on conference (excluding the expenditure on the lodging and boarding of the delegates) and The amount of grant for conference admissible under the rule 33(3).
8. Expenditure on seminars and exhibitions.
9. Expenditure on auditing the accounts of the association.
10. Expenditure on printing and stationary and miscellaneous.

**SCHEDULE IV**

(See rule 34)

**Items of admissible expenditure for assessment of grants payable to the State Public Library Association;**

1. Pay and allowances of the staff.
2. Expenditure on traveling allowances and daily allowance.
3. Rent; rates and taxes.
4. Expenditure on furniture and equipment.
5. Expenditure on purchase of books and periodicals on library science.
6. Expenditure on publication for which no special grants have been given.
7. Expenditure on conference (excluding the expenditure on the lodging and boarding of the delegates) and the amount of grant for conference admissible under the rule 34(2).
8. Expenditure on seminars and exhibitions
9. Expenditure on auditing the accounts of the association.
10. Expenditure on printing and stationary and miscellaneous.

By order and in the name of the Governor of Gujarat,

**P. B. VAGHELA**

Under Secretary to Government.