



**GOVERNMENT OF MAHARASHTRA  
EDUCATION, SPORTS AND SOCIAL WELFARE DEPARTMENT**

**MAHARASHTRA PUBLIC LIBRARIES  
(RECOGNITION FOR GRANT-IN-AID AND  
BUILDING AND EQUIPMENT, GRANTS)  
RULES, 1970**



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# EDUCATION, SPORTS AND SOCIAL WELFARE DEPARTMENT

Sachivalaya, Bombay-32, 16th January 1971

## MAHARASHTRA PUBLIC LIBRARIES ACT, 1967

No. LIB. 2570-A.—In exercise of the powers conferred by sub-section (1) and clauses (iv), (v) and (vii) of sub-section (2) of section 26 of the Maharashtra Public Libraries Act, 1967 (Mah. XXXIV of 1967), and of all other powers enabling it in that behalf, the Government of Maharashtra hereby makes the following rules, the same having been previously published as required by sub-section (1) of the said section 26, namely :—

### CHAPTER I

#### *Definitions*

1. *Short title.*—These rules may be called the Maharashtra Public Libraries (Recognition for Grant-in-Aid and Building and Equipment Grants) Rules, 1970.

2. *Definitions.*—In these rules, unless the context otherwise requires—

(a) “Act” means the Maharashtra Public Libraries Act, 1967 ;

(b) “Admissible expenditure” means an expenditure incurred on all or any of the items specified in Schedule II appended to these rules ;

(c) “Certificate of Recognition” means a certificate granted to the public library by the Director under rule 6 ;

(d) “Co-operative Society” means a society registered under the Maharashtra Co-operative Societies Act, 1960 ;

(e) “District Library” means a public library recognised as a District Library by the Director under rule 18 ;

(f) “Local body” means a Zilla Parishad, Municipal Corporation, Municipal Council or a Village Panchayat, constituted under the relevant Act ;

(g) “Management” in relation to a public library means an association, a body, or persons by whatever designation called having general and financial control over the public library ;

(h) “Member” means a person who has enrolled himself as a Member in a recognised Public Library in accordance with the rules of that library :

(i) “Taluka Library”, means a public library recognised as a Taluka Library by the Director under rule 18 ;

(j) "Village Library" means a library (including any village library recognised by Government before the commencement of these rules) established in a place with population of not less than 500 and not more than 5,000 ;

(k) Words and expressions used but not defined in these rules shall have the same meaning assigned to them in the Act.

## CHAPTER II

### *Recognition of Public Libraries*

3. *Application for Recognition.*—The Secretary or any person authorised in that behalf by the management of Public Library may make an application in Form "A" in Schedule I appended to these rules, addressed to the Director or Assistant Director of the Division concerned for recognition of the Public Library under these rules.

4. *Conditions for Recognition.*—No Public Library shall be recognised unless—

(1) the management of the public library is a body or society registered under Societies Registration Act, 1860 or a Public Trust registered under the Bombay Public Trusts Act, 1950 or a Local Body or a Co-operative Society ;

(2) the management keeps the Library open free of charge to the public of the locality during the working hours of the Library for use 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 contains sufficient accommodation, furniture and equipment for use as a Public Library and has satisfactory sanitary arrangements ;

(4) the Library is situated in a village or town with not less than 500 population ; and

(5) the Director is satisfied that the Library is necessary to serve the needs of the locality.

*Explanation.*—The need of Library service in a locality shall be determined on the following basis :—

Population of the locality	Number of libraries considered sufficient to serve the need of locality.			
Upto 10,000	...	...	...	One
10,000 to 25,000	...	...	...	Two
25,000 to 50,000	...	...	...	Three
50,000 to 1,00,000	...	...	...	Four.

5. *Power to grant Recognition.*—Within a period of three months from the date of the receipt of an application under rule 3, the Director shall cause

the Library to be inspected either by himself or by an officer authorised by him and make such other inquiries as he deems necessary, and shall, on the fulfilment of the conditions specified in rule 4, recognize the Library as a Public Library.

6. *Certificate of Recognition.*—On the recognition of a Public Library the Director shall grant to the management a certificate of recognition in Form "B" in Schedule I appended to these rules and require the management to observe the conditions specified in the certificate.

7. *Refusal of Recognition.*—If the recognition applied for is refused, a copy of the order shall be sent by registered post to the management stating the reasons for which recognition is refused :

Provided that the management may within thirty days from the date of the receipt of the Order submit an appeal to the State Government whose decision shall be final. Any appeal received after the period of thirty days shall not be entertained unless management shows good and sufficient cause for not submitting the appeal in time :

Provided further that nothing in these rules shall be deemed to prevent the management from making a fresh application for recognition under these rules.

8. *Withdrawal of Recognition.*—If the Director is satisfied that the management of a Public Library has committed breach of any of the conditions of recognition under rule 4 or has failed to observe any of the conditions specified in the Certificate of Recognition, he may for reasons to be recorded in writing and after giving the management an opportunity of being heard withdraw the recognition, which Order shall be communicated to the management by registered post and the Certificate of Recognition granted to the management in respect of such Public Library shall be deemed to be cancelled :

Provided that the management may within thirty days from the date of the receipt of the Order submit an appeal to the State Government whose decision shall be final. Any appeal received after the period of thirty days shall not be entertained unless management shows good and sufficient cause for not submitting the appeal in time :

Provided further that nothing in these rules shall be deemed to prevent the management from making a fresh application for recognition under these rules.

9. *Maintenance of a Register.*—The Director shall maintain a register of all recognised public libraries in the Form "C" in Schedule I appended to these rules and keep it up-to-date.

## CHAPTER III

*Classification of Public Libraries*

10. *Classification of Public Libraries.*—The Director may classify the recognised libraries in any one of the following classes, namely : A, B, C, D, Circulating Library and Village Library, for the purposes of Grant-in-aid and Building and Equipment Grants.

11. “ *A* ” *Class Public Library.*—A recognised public library shall not be classified in class ‘ A ’ unless—

(1) the library has its own building with sufficient accommodation to house the library ;

(2) the library has more than 15,000 books ;

(3) the library subscribes to more than 50 periodicals and 15 newspapers ;

(4) the library maintains a separate and well-equipped childrens section ;

(5) the library has more than 300 members ;

(6) the library has separate reading arrangements for ladies ;

(7) the library offers the services of a librarian during its working hours ;

(8) the library remains open for public for not less than 6 hours on every working day ;

(9) the library organises not less than 10 cultural or educational programmes in a year ; and

(10) the library provides for necessary reference service.

12. “ *B* ” *Class Public Library.*—A recognised public library shall not be classified in class “ B ” unless—

(1) the library has more than 5,000 books ;

(2) the library subscribes to more than 15 periodicals and 5 newspapers ;

(3) the library maintains a separate and well-equipped childrens section ;

(4) the library has more than 100 members ;

(5) the library makes separate reading arrangements for ladies ;

(6) the library has such accommodation and furniture as the Director may consider sufficient for the efficient working of the library ;

(7) the library offers the services of a librarian during its working hours ;

(8) the library remains open for public for not less than 6 hours on every work day ; and

(9) the library organises at least one cultural programme in every quarter of a year.

13. "*C*" *Class Public Library*.—A public library shall not be classified in class "*C*" unless—

(1) the library has more than 1,000 books ;

(2) the library subscribes to more than 5 periodicals and 3 newspapers ;

(3) the library has more than 50 members ;

(4) the library has such accommodation and furniture as Director may consider sufficient for the efficient working of the library ;

(5) the library has a whole-time or a part-time librarian ;

(6) the library remains open for public for not less than 3 hours on every working day ; and

(7) the library has not less than 20 per cent. of the total books useful for children.

14. "*D*" *Class Public Library*.—A public library shall not be classified in class "*D*" unless—

(1) the library has more than 100 books ;

(2) the library subscribes to more than 5 periodicals and 3 newspapers ;

(3) the library has more than 25 members ;

(4) the library remains open for not less than 3 hours on every working day ; and

(5) the library has not less than 20 per cent. of the total books useful for children.

15. *Circulating Library*.—A public library shall not be classified as a “Circulating Library” unless—

(1) the public library makes available library service in one or more places in a locality where a stationery library service is not available ;

(2) the library 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 be either an independent library or a part of a library falling under “A” or “B” Class library.

16. *Village Library*.—A public library shall not be classified as a village library, unless—

(1) the library has not less than 75 books ;

(2) the library subscribes to not less than 3 periodicals and 2 newspapers ;

(3) the library has not less than 10 members ; and

(4) the library remains open for not less than 2 hours on every working day.

17. *Rare books given to Government*.—Number of rare books given by the library to Government on permanent basis shall be considered as books belonging to that library for the purposes of classification of libraries under these rules.

18. *District and Taluka Libraries*.—No library shall be recognised as District Library or a Taluka Library, as the case may be, unless—

(1) The library is classified in class “A”, or “B” in the case of District Library and “A”, “B” or “C” in the case of Taluka Library ; and

(2) The library fulfills the following additional conditions :—

(a) The library shall supply on loan such books to other public libraries in the district or taluka as the case may be in such manner as the Director may specify from time to time ;

(b) The library shall endeavour to promote reading habit among the people in the District or Taluka as the case may be ;

(c) The library shall help and guide the recognised public libraries in the district or taluka as the case may be for the promotion of library service :

Provided that if in any Taluka no library comes forth to perform the additional functions specified in this rule, it shall be the responsibility of the District library under these rules to perform these functions :

Provided further that if in any district no library comes forth to perform the additional functions specified in this rule or if the Director is of the opinion that no library in the District is capable of performing the additional functions specified in this rule, Government may establish a District library and entrust the additional functions to it. Where such a library is established by Government no other library shall be recognised as a District library.

#### CHAPTER IV

##### *Privileges of recognised libraries—Maintenance, Ad-hoc and incentive grants.*

19. *Benefits of recognition.*—A recognised library may be eligible for the following benefits :—

(i) an annual maintenance grant in accordance with the provisions in rule 20 ;

(ii) building and equipment grants in accordance with the provision of rules 27 and 30 respectively ;

(iii) receipt of books from Government in lieu of or in addition to the annual maintenance grant.

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

Class of the Library	Rate of grant
District Library in class “ A ” ...	75 per cent. of the admissible expenditure of the previous year subject to a maximum of Rs. 15,000.
Taluka Library in class “ A ” ...	75 per cent. of the admissible expenditure of the previous year subject to a maximum of Rs. 8,000, whichever is less.
Other Library in class “ A ” ...	50 per cent. of the admissible expenditure of the previous year subject to a maximum of Rs. 6,000.



Class of the Library	Rate of grant
District Library in class "B" ...	75 per cent. of the admissible expenditure of the previous year subject to a maximum of Rs. 8,000.
Taluka Library in class "B" ...	75 per cent. of the admissible expenditure of the previous year subject to a maximum of Rs. 6,000.
Other Library in class "B" ...	50 per cent. of the admissible expenditure of the previous year subject to a maximum of Rs. 4,000.
Other Library in class "C" ...	75 per cent. of the admissible expenditure of the previous year subject to a maximum of Rs. 3,000.
Other Library in class "C" ...	50 per cent. of the admissible expenditure of the previous year subject to a maximum of Rs. 2,000.
Other Library in class "D" ...	50 per cent. of the admissible expenditure of the previous year subject to a maximum of Rs. 500.
Circulating Library ...	50 per cent. of the admissible expenditure of the previous year subject to a maximum of Rs. 2,000 and Rs. 500 for each of its branch units.
Village Library ...	75 per cent. of the admissible expenditure of the previous year subject to a maximum of Rs. 100 :

Provided that, where the additional functions of a Taluka Library are entrusted to the District Library of the District, the District Library may be paid a grant equal to the admissible expenditure on the additional functions subject to a maximum of Rs. 2,000 :

Provided further that, where the circulating library forms part of a library belonging to class "A" or "B" the grant payable to such a circulating

library may be paid to the "A" or "B" Class library, as the case may be, which provides the service, in addition to the grant admissible to such library :

Provided further that, if a village library is classified as belonging to any of the classes referred to in rule 10, it may be paid grant admissible to that category of the library :

Provided further that, the expenditure on books should be included in the admissible item of expenditure for calculation of regular maintenance grant according to the rules and the excess amount spent on purchase of books should be considered admissible either for the regular maintenance grant or for the incentive grant :

Provided further that, the existing libraries should be paid grant-in-aid not less than the amount earned by them under the old rules subject to the condition that this protection of the amount of grant-in-aid would be available for a period of three years.

21. *Ad-hoc grant*.—For the first year of recognition, a recognised library belonging to class "A", "B", "C" or "D" may be paid to a minimum grant of Rs. 500.

22. *Incentive grants*.—In addition to the maintenance grant, incentive grants may be paid to a library at the rate and for the purposes specified below :—

A. *Incentive grant for enrolling additional members*.—A grant of Rs. 6 per enrolment of each additional member in the year for which the maintenance grant is paid, subject to the following conditions :—

(i) The additional member is a member of the library continuously for the period of one year ;

(ii) The additional member has subscribed in full for the entire period of his membership :

Provided that the amount of incentive grant for additional members shall be equal to the subscription paid by additional member during that year, if it is less than Rs. 6.

B. *Incentive grant for purchase of books*.—A recognised library may be paid additional grant at the rate specified below provided the

library purchases more books from the lists of books issued by the Director :—

Class of the Library	Rate at which additional grants is payable
" B " ...	25 per cent. of the cost of additional books purchased : Provided that a public library having 15,000 or more books shall not be eligible for incentive grant for purchase of books.
" C " ...	50 per cent. of the cost of additional books purchased : Provided that a public library having 5,000 or more books shall not be eligible for incentive grant for purchase of books.
" D " ...	75 per cent. of the cost of additional books purchased : Provided that a public library having 1,000 or more books shall not be eligible for incentive grant for purchase of books :

Provided further that—

(i) the incentive grants on books should be paid to a library only till it becomes eligible to be classified as belonging to the next higher class ;

(ii) the total amount of regular grant and incentive grant admissible to a library should not exceed the grant admissible to a library belonging to the next higher class.

C. *Grant for special purposes.*—On the recommendation of the State Library Council, a recognised library may be paid a special grant of an amount not exceeding Rs. 10,000 (being a grant in addition to the maintenance grant, incentive grant, building and equipment grant etc.) for special purposes, that is to say,—

(i) for the purchase of books on special occasions, such as, a centenary celebration of an author who, in the opinion of the Director, is of great eminence ;

(ii) for commemoration of services rendered by recognised public library for a considerable period, by organising special functions such as, its silver, golden or centenary etc. celebrations ;

(iii) for the erection of a special section in a recognised library, in memory of a man of letters or a person who, in the opinion of the Director, is of great eminence or outstanding merit.

23. *Mode of payment of grant.*—(1) The amount of grant admissible to a recognised library under these rules in classes " A ", " B ", " C " and

“D” may, generally, be paid in two instalments, the first instalment in the month of August and the final in the month of February :

Provided that the final instalment shall be paid only after the receipt of Annual Report and the audited statement of Income and Expenditure and Balance Sheet for the previous year, certified by the Chartered Accountant :

Provided further that, where such a library is managed by a local body, the final instalment shall be paid only after the receipt of Annual Report and the audited statement of Income and Expenditure and Balance Sheet for the previous year certified by the Auditor under the Bombay Local Fund Audit Act, 1930 :

Provided also that, if in any year a library is paid grant in excess of the grant admissible to it for that year the excess grant paid in that year shall be adjusted towards the grant payable to the library in the following year.

(2) The libraries other than those covered by sub-rule (1) may be paid grant in one instalment.

## CHAPTER V

### *Building and Equipment Grants*

24. *Building grant.*—Subject to the availability of funds a recognised library may be paid building grant for construction, reconstruction, extension or purchase of a building for a library.

25. *Application.*—The Secretary, or any person authorised in that behalf by the Management of a recognised public library may make an application in the Form “A” in Schedule III appended to these rules here-to addressed to the Director for grant-in-aid for the construction, reconstruction, extension or purchase of a building for a library.

26. *Requirements of application.*—No application under rule 25 shall be taken into consideration unless the management fulfils the following conditions :—

(a) if the management possesses the site on which the building is to be constructed or reconstructed or extended, the management shall satisfy the Director that its title to such site is clear and free from any legal objection ; and for that purpose.—

(i) the management shall, along with the application, forward certified copies of extracts of the relevant entries from the records of any local authority or from the record of rights in respect of the site :

(ii) if the building is to be purchased the management shall satisfy the Director that the title to the building and land on which it is standing is also clear and free from legal objection ;

(b) A declaration to the effect that the management is in a position to defray its share of the expenditure which it will be required to incur on the construction, reconstruction, extension or purchase of the building, over and above the grant admissible under rule 27 shall be sent along with the application under rule 26 ;

(c) The plans, estimates and specifications of the work shall be prepared in accordance with the requirements laid down by the Director from time to time. A certified copy of the plans, estimates and specifications signed by a qualified engineer or Architect shall be sent along with the application.

27. *Rate of building grants.*—Subject to the provisions of rule 35 building grant may be sanctioned at the rates specified below :—

Category of the library	Rate of Grant	Maximum amount of grant. Rs.
“ A ” ...	50 per cent. of the estimated cost of the project including the cost of the land.	75,000
“ B ” ...	50 per cent. of the estimated cost of the project including the cost of the land if the library is situated at a place with population of more than 20,000.	48,000
	50 per cent. of the estimated cost of the project including the cost of the land if the library is situated at a place with population between 5,000 to 20,000.	48,000
	65 per cent. of the estimated cost of the project including the cost of the land if the library is situated at a place with population less than 5,000.	48,000
“ C ” ...	50 per cent. of the estimated cost of the project including the cost of the land if the library is situated at a place with population of more than 20,000.	24,000

Category of the library	Rate of grant	Maximum amount of grant Rs.
"C"— <i>contd.</i>	60 per cent. of the estimated cost of the project including the cost of the land if the library is situated at a place with population between 5,000 to 20,000.	24,000
	65 per cent. of the estimated cost of the project including the cost of the land if the library is situated at a place with population less than 5,000 :	24,000

Provided that, the maximum amount of grant payable to a library situated at a place with population more than one lakh shall be determined by the Director.

28. *Conditions of building grant.*—The Building grants shall be subject to the following conditions :—

(i) The management agrees to give an undertaking in writing that the construction, reconstruction, extension or purchase will be completed within a period of twelve months from the date of sanction of the first instalment of the grant, or within such extended period as the Director may, for good and sufficient reasons to be recorded in writing, sanction in this behalf ; and that in case, the Management fails to complete the work within time, it shall refund the amount of the grant with interest thereon at such rate as Government may, from time to time, fix ;

(ii) The management shall utilise the building solely for the purpose for which the grant is sanctioned ;

(iii) The management shall maintain separate accounts of the work, and submit the same for inspection to the Director or any officer authorised by him in this behalf ;

(iv) Quarterly reports in respect of the progress of the work and such other information as may be required by the Director from time to time shall be submitted to the Director.

29. *Payment of building grant.*—Building grants sanctioned under rule 27, shall be paid in two equal instalments. The first instalment shall be paid before the commencement of the work, and the second instalment shall be paid after the Director is satisfied about the progress of the work, and the management has spent 50 per cent. of the estimated cost of the work.

30. *Equipment grant.*—Subject to the availability of funds, a recognised library may be paid equipment grant for purchase of new furniture or replacement of existing one, for replacement of books, for purchase of such

equipment as may be specified from time to time by the Director for different classes of libraries, or for collection and preservation of rare books and periodicals.

31. *Application.*—The Secretary or any person authorised in that behalf by the management of a recognised library may apply to the Director for equipment grant for the library giving details of the project for which the equipment grant is applied.

32. *Rate of equipment grant.*—Subject to provisions in rule 35 not more than 50 per cent. of the estimated cost of the project shall be sanctioned on the Director being satisfied that the project is absolutely required for the upkeep and development of the library and that the estimate is not excessive.

33. *Instructions of the Director.*—The management shall utilise the equipment grant and the furniture and equipment shall be purchased by the management in accordance with the instructions issued by the Director from time to time.

34. *Payment of equipment grant.*—Equipment grant sanctioned shall be paid in lump sum on 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 over and above the grant sanctioned from its own resources ;

(c) agrees to give an undertaking in writing that the amount of grant shall be spent within twelve months of the sanction of the grant or within such extended time as the Director may, from time to time, sanction, and that the management will refund the grant with interest thereon at such rate as the State Government may prescribe from time to time, in case the management fails to utilise the amount within the stipulated time ; and

(d) agrees to maintain a separate account of the grant and submit the same for inspection of the Director, or of an Officer authorised by him in this behalf.

35. *Utilisation of building and equipment grants.*—(1) The management shall, within a period of 3 months of the completion of the work or the purchase of the equipments, submit to the Director, a report showing how the grant was utilised. If the management fails to submit such report within time, it shall be liable to refund the amount of the grant together with interest at such rate as Government may, from time to time, specify in this behalf.

(2) If the Director, after such enquiry as he may deem fit, finds that the grant is not utilised by the management for the purpose for which it was

sanctioned within the stipulated time or the management has committed a breach of any of the rules subject to which the grant is paid, the Director may withhold payment of the further instalment of the grant, if any, and may also order recovery of the full or any portion of the grant with interest at such rates as Government may, from time to time, specify in this behalf.

## CHAPTER VI

### *Inspection of Libraries and Miscellaneous*

36. *Inspections.*—It shall be the responsibility of the management to produce such record of the library as may be required by the inspecting officer for the purposes of inspection.

37. *Reports.*—The inspecting officer shall send copy of inspection report to the management of the library, when the inspection of a Public library is made by any person authorised by the Director in this behalf, the inspecting officer shall also send the copy of the report to the Director.

38. *Re-classification of Libraries.*—If during the inspection of the library it is found that the library belongs to a Class other than the one assigned to it previously, the Director may re-classify the library and the library shall be held eligible for grant-in-aid admissible to that of revised class from the date on which it is re-classified.

39. *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, reduction in the grant payable to the library and withdrawal of recognition by the Director :

Provided that no order of withholding or reducing grant or cancelling recognition shall be passed by the Director unless the library is informed in writing of the reasons for the proposed action and is given sufficient opportunities to defend itself :

Provided further that the Director may, in his discretion allow the library further time to rectify the defects and to improve the working of the library instead of taking action as provided above.

(2) Management aggrieved by the order of the Director may within 30 days from the receipt of the order submit an appeal to the State Government whose decision shall be final. Any appeal received after the period



of 30 days, shall not be entertained unless management shows good and sufficient cause for not submitting the appeal in time.

### *SCHEDULE I*

#### FORM "A".

(See Chapter II, rule 3)

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 establish-  
ment.
5. Name of the management ...
6. Whether the management is  
a body registered under the  
Societies Registration Act, 1860  
or the Bombay Public Trusts  
Act, 1950.

*Explanation.*—This is not appli-  
cable in cases where manage-  
ment in a Local Body or a Co-  
operative Society.

7. Name and the postal address of  
the person authorised to cor-  
respond with the Director and  
Government.
8. Number of members at the time  
of application.
9. Number of books, periodicals  
and newspapers in the library.

10. Present accommodation with full details such as rented or owned, space, etc.
11. Subscription, if any ...
12. Other material information, if any.

Date :

Signature of Secretary.  
 Authorised person.

### FORM " B "

(See Chapter II, rule 6)

GOVERNMENT OF MAHARASHTRA

**Department of Libraries**

*Certificate of Recognition*

Certified that the .....  
 (Name of the library)

at ....., taluka ..... district .....  
 is recognised by the Director of Libraries as a public library from the year ..... in exercise of the powers conferred on him under clause (d) of sub-section (2) of section 9 of the Maharashtra Public Libraries Act, 1967. The continuance of this recognition shall be subject to the provisions of the Maharashtra Libraries Rules, 1970, and the conditions specified below :—

1. The arrangement of books in a public library shall be according to the instructions issued by the Director from time to time
2. The library shall maintain the following record :—
  - (i) Constitution of the Library ;
  - (ii) List of Members ;
  - (iii) Daily Visitors Record ;
  - (iv) Accession Registrar : All books purchased or received as gift shall be accessioned within a period of ten days from the date of receipt of the book ;
  - (v) Book Issue Record ;
  - (vi) Account Books (Cash books, ledgers, etc.) ;

- (vii) Receipt Book ;
- (viii) Periodicals and Newspapers Record ;
- (ix) Complaint and Suggestion Book ;
- (x) Dead Stock Registrar ;
- (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 places :—

- (i) the name of the library with words “ Government Recognised and Free ” at the end ;
- (ii) the names of office-bearers 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 the Director with such returns and periodical information as the Director may call for from time to time.

5. The Public Library shall spend not less than 50 per cent of the grant-in-aid on books. Provided that not less than 25 per cent of the grant shall be spent on purchase of books from not less than two lists of books issued by the Director during the year.

6. Books purchased by the public library should conform to the following requirements :—

- (i) books shall be of general 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 pictures or any matter of doubtful taste.

7. 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.

.....

Director of Libraries,  
Maharashtra State, Bombay.

Place :

Date :

## FORM "C"

(See Chapter II, rule 9)

1. Serial number ... ..
  2. Name of the Library ... ..
  3. Name of the City/Town/Village,  
in which the library is situated.
  4. The date and year of establishment.
  5. The date and year of recognition of the library.
  6. Name of the management ... ..
  7. Whether the management is a body registered under the Societies Registration Act, 1860 or the Bombay Public Trusts Act, 1950.
- Explanation.*—This is not applicable in cases where management is a local body or a Co-operative Society.
8. Name and the postal address of the person authorised to correspond with the Director and 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

## SCHEDULE II.

[See Chapter I, rule 2(b)]

### *Items of admissible expenditure for assessment of grants*

(i) Actual expenditure on the pay and allowances of the staff of the Library or 40 per cent. of the total admissible expenditure, whichever is less.

(ii) Rent, rates and taxes.

*Note (i).*—A certificate of reasonableness of rent from the Executive Engineer, Buildings and Communications Department, will have to be produced, if required by the Director.

*Note (ii).*—If the library is housed in its own building, no amount will be admissible as rent.

(iii) Repairs to library building. Only the amount spent on repairs of the building or part of the building used for the library would be admissible.

(iv) Net expenditure on purchase of books excluding the commission.

(v) The expenditure on preparation and printing of library catalogues.

(vi) Expenditure on furniture including book-racks, tables, chairs and catalogue cabinets and on repairs to furniture.

(vii) Expenditure on insurance of the library.

(viii) Expenditure on stationery, binding, postage, printing, electricity and insecticides.

(ix) Expenditure on cultural activities such as book exhibitions, lectures, discussion groups and debates.

*Note.*—The expenditure on this item includes reasonable expenditure on honorarium, travelling, lodging arrangement of the Speaker, expenditure on purchase of books for discussion groups and expenditure on loud-speaker arrangements wherever necessary.

(x) Expenditure on subscription to recognised library association.

(xi) Reasonable expenditure incurred on subscription and for attending conferences of recognised library associations by two delegates.

(xii) Expenditure on development of library service.

(xiii) Miscellaneous.

*SCHEDULE III*

## FORM "A"

(See Chapter V, rule 25)

1. Name of the City/Town/Taluka and District in which the library is situated.
2. Name of the library ...
3. The date of establishment and the date and year of recognition of the library.
4. Number of members enrolled ...
5. Name of the person authorised to correspond with Director.
6. Present accommodation, whether rented or owned, full details about floor area, and other relevant factors should be given.
7. Why additional accommodation is considered essential ?
8. Whether a site is available.---
  - (a) If so, give the measurements and full description.
  - (b) If not, how the management proposes to acquire a site and complete the project within the stipulated time ?
9. The estimated cost of the project.
10. How the management proposes to meet the cost of the project in excess of the grant ?

Production of evidence in this behalf.

11. Whether the plans including the site plan and estimates have been approved, and if so by whom? A copy of certificate given by such approving authority should be forwarded with the application case the plans and estimates are not countersigned by such authority in token of approval.
12. The agency by which the work is proposed to be carried out.
13. Whether the management is willing to execute an agreement to utilise the grant for the purpose for which it is given and to refund the same with interest thereon at such rate as Government may fix from time to time in case the management fails to utilise the grant for the purpose within the stipulated time.
14. Whether the management is agreeable to abide by rules framed by Government for this purpose from time to time.
15. Any other material information.

Date :

President of Library.

Place :

Secretary of Library

By order and in the name of the Governor of Maharashtra

D. M. SUKTHANKAR,  
Deputy Secretary to Government.