

Maharashtra Libraries (Libraries of Research &
Literary Institutions Recognition for Grant-in-aid)
Rules, 1974

EDUCATION DEPARTMENT

Sachivalaya Annexe, Bombay 400 032, dated 5th August 1974

MAHARASHTRA PUBLIC LIBRARIES ACT, 1967.

No. LIB. 1871/57686-A-2.—In exercise of the powers conferred by sub-section (1) and clauses (iv) (v) and (vii) 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 :—

RULES

CHAPTER I

PRELIMINARY

1. *Short title.*—These Rules may be called the Maharashtra Libraries (Libraries of Research and Literary Institutions Recognition for Grant-in-aid) Rules, 1974.

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

- (a) "Act" means the Maharashtra Public Libraries Act, 1967 ;
- (b) "admissible expenditure" means expenditure incurred on all or any of the items specified in Schedule II appended to these rules ;
- (c) "certificates of recognition" means a certificate granted to a Library under rule 6 ;
- (d) "Library" means a Library of a Literary Institution or of Research Institution ;
- (e) "literary institution" means an Institution dedicated to fostering propagating and developing Marathi language and literature duly recognised by Government of Maharashtra and which is registered under the Societies Registration Act, 1860 or the Bombay Public Trusts Act, 1950 ;
- (f) "Management" in relation to a library means the Managing Committee of a Library ;
- (g) "literary institution" means an Institution dedicated for fostering of a Library in accordance with the rules of that Library ;
- (h) "research institution" means an institution dedicated to research work through Marathi medium and recognised by Government of Maharashtra, and which is registered under the Societies Registration Act, 1860, or the Bombay Public Trusts Act, 1950 ;
- (i) "Schedule" means a Schedule appended to the rules ;

(j) 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 THE LIBRARY OF A RESEARCH INSTITUTION AND LITERARY INSTITUTION.

3. *Application for recognition.*—The Secretary or any persons authorised in that behalf, by the Management of Library may make an application in Form "A" Schedule I addressed to the Director for recognition of the Library under these rules :

4. *Conditions for recognition.*—No such Library shall be recognised unless—

(i) it is run as an independent library by the Research Institution or Literary Institution ;

(ii) the Institution should be located in the Maharashtra State and be duly recognised by Government of Maharashtra ;

(iii) there is a separate committee to look after the Library ;

(iv) 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 ;

(v) the premises of the Library is sufficient healthy well-lighted ventilated and contains sufficient accommodation, furniture and equipment for use of the Library and has satisfactory sanitary arrangement ;

(vi) the Director is satisfied that the Library serves the purpose for which it is meant ;

(vii) the Library is kept open for not less than 3 hours on all working days ;

(viii) the management maintains separate account of the income and expenditure of the Library.

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, recognise the Library.

6. *Certificate of recognition.*—On the recognition of the Library, the Directors shall grant to the Management a certificate of recognition in Form "B" in Schedule I 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 the 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 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. The order of withdrawal shall be communicated to the Management by the Director by registered post and the Certificate of Recognition granted to the Management in respect of such 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 the Management shows good and sufficient cause for not submitting the appeal in time.

9. *Maintenance of register.*—The Director shall maintain a register of all such Libraries in the Form "C" in Schedule III and keep it up-to-date.

CHAPTER III

PRIVILEGES OF RECOGNISED LIBRARIES MAINTENANCE GRANT AND AD-HOC GRANT.

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

- (1) An annual maintenance grant in accordance with the provisions in rule 11.
- (2) Receipt of books from Government in lieu of or in addition to the annual maintenance grant.

11. *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 following rate :—

Rate of maintenance grant.—75 per cent of the admissible expenditure of the previous year subject to maximum of Rs. 2,500.

12. *Ad-hoc grant.*—For the first year of recognition, a recognised Library may be paid a minimum grant of Rs. 500.

13. *Mode of payment of grant.*—A recognised Library may be paid the maintenance or *Ad-hoc* grant in one instalment.

CHAPTER IV

INSPECTION OF LIBRARIES AND MISCELLANEOUS

14. *Inspection.*—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.

15. *Reports.*—The inspecting officer shall send copy of inspection report to the Management of the Library. When the inspection of a 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.

16. *Breach of rules, order etc.*—(1) Any breach of the rules, orders or instruction 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 library and withdrawal of recognition by the Director :

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

rectify the defects and to improve the working of the Library instead of taking action as provided above.

(2) The Management aggrieved by an 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 the Management shows good and sufficient cause for not submitting the appeal in time.

SCHEDULE I

FORM "A"

(See Rule 3)

To
The Director of Libraries,
Maharashtra State, Bombay.

Sir,
On behalf of the _____
(Here state the name of Management)

Public Library, I, _____
(Here state the name of Secretary or
_____ hereby apply for recognition

Person authorised by Management.)
of the Public Library for the purpose of grant-in-aid 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 Societies Registration Act, 1860 or the Bombay Public Trusts Act, 1950.
7. Name and the postal address of the person authorised to correspond 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.

Signature of Secretary
Authorised Person.

Date :

FORM " B "

(See rule 6)

GOVERNMENT OF MAHARASHTRA

DEPARTMENT OF LIBRARIES

Certificate of Recognition.

Certified that the _____ at
(Name of Library)

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 (3) 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 the Library shall be according to the instruction 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 Register, All books purchased or received as gift shall be accessioned within a period of ten days from the date of receipt of the books ;

(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 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 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. Books purchased by the public library should conform to 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 amount different communities or communal disharmony ;
- (iii) the books should not contain undesirable particulars or 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 :

SCHEDULE II

[See rule 2(b)]

Items of Admissible expenditure for assessment of grants---

- (i) Expenditure on purchase of books excluding the commission.
- (ii) Expenditure on subscription of magazines and periodicals.
- (iii) Expenditure on Binding.
- (iv) Expenditure on furniture.
- (v) Miscellaneous.

SCHEDULE III.

FORM "C"

[See rule 2(b)]

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 establish-
ment.

- 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.
- 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.

BY ORDER AND IN THE NAME OF THE GOVERNOR OF MAHARASHTRA,

M. S. A. BAIG,
Deputy Secretary to Government.