

## BHASA AND LIBRARY DEPARTMENT NOTIFICATION

Jaipur, February 4, 2012

**G.S.R. 101.-** In exercise of the powers conferred by section 26 of the Rajasthan Public Libraries act, 2006 (Act No.11 of 2006), the State Government hereby makes the following rules namely:-

### Chapter I

#### Preliminary

- 1. Short title and commencement.-** (1) These rules may be called the Rajasthan Public Libraries Rules, 2012.  
(2) These shall come into force on the date of their publication in the Official Gazette.
- 2. Definitions.-**(1) In these rules, unless the context otherwise requires,-
  - (a) 'Act' means the Rajasthan Public Libraries Act, 2006 (Act No. 11 of 2006);
  - (b) 'management' in relation to a public library means an association or a body by whatever designation called, having general and financial control over the public library;
  - (c) 'recognised library' means a library recognised as public library under these rules;
  - (d) 'recognised association' means an association recognised as such under these rules;
  - (e) 'Schedule' means the Schedules appended to these rules.
 (2) Words and expressions used but not defined in these rules shall have the meanings assigned to them in the Act.

### CHAPTER II

#### Rajasthan State Library Council

- 2. Powers , duties and the functions of the Chairperson of the Council:** The Chairperson of the Council.-
  - (a) may call a meeting and the special meeting of the Council.
  - (b) shall preside over at a meeting of the council
  - (c) may adjourn the meeting to a subsequent date if at any meeting there is no quorum.
  - (d) shall watch over the financial and executive administration of the council and exercise general supervision and control.
- 3. Concurrence for the expenditure out of fund:-** The council shall give concurrence for the expenditure out of the State

Library Development Fund after satisfying itself as to;

- (a) whether the sums referred to in sub-section (2) of section 16 of the Act have been credited to the State Library Development Fund;
- (b) whether the account of the money credited to and paid out of the said fund has been maintained properly;
- (c) whether the payment has been made by cheques while making payment out of the said fund;
- (d) whether the account relating to the said fund has been opened in a Scheduled Bank; and
- (e) whether the money is being utilised to meet the expenditure for the purposes referred to in sub-section (3) of section 16 of the Act.

**5. Allowances to the members of the council:-** 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 officers of the State Government under the Rajasthan Travelling Allowance Rules, 1971. The local non-official members shall be entitled to draw conveyance charges in accordance with the rate specified by the State Government from time to time.

### CHAPTER III

#### Public Library System

#### 6. Constitution of the Library Advisory Committees:- (1)

The Library Advisory Committee for State Central Library shall be constituted by the State Government consisting of the following, namely:-

- |  |             |
|--|-------------|
| (i) Director, Public Libraries                                   | Chairperson |
| (ii) One Librarian/Deputy Librarian of the University Library    | Member      |
| (iii) One representative of an NGO conducting library activities | Member      |
| (iv) One regular reader/user of the library                      | Member      |
| (v) Three educationist, out of them –                            |             |
| (a) One Scholar  | Member      |
| (b) One Management/Technical expert                              | Member      |
| (c) One Fine Art expert  | Member      |
| (vi) Librarian of the  |             |

State Central Library

Member Secretary

Provided that out of the aforesaid members, at least one member shall be woman. The chairperson of the committee may, at a meeting of the committee, also invite one person having expertise in particular field, if he deems necessary for the transaction of any particular business.

(2) The Library Advisory Committee for Divisional Library shall be constituted by the State Government consisting of the following, namely:-

- |       |   |                  |
|-------|---|------------------|
| (i)   | Divisional Commissioner or his representative not below the rank of an Additional Divisional Commissioner | Chairperson      |
| (ii)  | One Librarian of the University/ College Library  | Member           |
| (iii) | One representative of an NGO conducting library activities  | Member           |
| (iv)  | One regular reader/user of the library  | Member           |
| (v)   | One library expert  | Member           |
| (vi)  | Two educationists/scholars  | Member           |
| (vii) | Librarian of the Divisional Library   | Member Secretary |

Provided that out of the aforesaid members, at least one member shall be woman.

(3) The Library Advisory Committee for District Library shall be constituted by the State Government consisting of the following, namely:-

- |       |  |                  |
|-------|--|------------------|
| (i)   | Collector or his representative not below the rank of district level officer of the Rajasthan Administrative Service | Chairperson      |
| (ii)  | One Librarian of the College Library   | Member           |
| (iii) | One representative of an NGO conducting library activities   | Member           |
| (iv)  | One regular reader/user of the library   | Member           |
| (v)   | One Educationist/Scholar   | Member           |
| (vi)  | Librarian of the District library  | Member Secretary |

Provided that out of the aforesaid members, at least one member shall be woman.

(4) The Library Advisory Committee for the Libraries other than those referred to in sub-rule (1), (2) and (3) shall be constituted by the Director consisting of the following, namely:-

- |     |                        |             |
|-----|------------------------|-------------|
| (i) | Sub Divisional Officer | Chairperson |
|-----|------------------------|-------------|

- (ii) One regular reader/user of the library Member
  - (ii) One educationist/scholar Member
  - (iv) Librarian of the library concerned Member Secretary
- Provided that out of the aforesaid members, at least one member shall be woman.

**7. Functions of the Library Advisory Committee:-** The Library Advisory Committee shall perform the following functions within its local jurisdiction, namely:-

- (a) to assist the council in discharge of its functions 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 thereunder;
- (c) to suggest measures to be taken for promotion of use of books and to cultivate the reading habits;
- (d) to organize and conduct library seminar;
- (e) to review the working of the respective 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 service in the areas.

#### CHAPTER IV

##### Reports and Inspection

**8. Information and particulars to be included in the annual report:-** The annual report to be prepared by the Director under section 22 of the Act shall also contain the following information and particulars, namely:-

- 1. Establishment:
  - (a) Professional staff,
  - (b) Semi-professional staff,
  - (c) Class IV staff.
- 2. Finance:
  - (a) Income
    - (i) grants
    - (ii) donations
  - (b) Expenditure
    - (i) Recurring
    - (ii) Non-recurring

3. Budget
4. Building, Furniture and equipment.
5. Books, bound periodicals and Audio-Visual material collection as on the beginning of the year and added during the year at the cost of rupees.....
6. Statistics (Male+Female+Children=Total Member)
  - (a) Members as on beginning of the year
  - (b) Members enrolled during the year under report
7. Circulations:
  - (a) Books issued
  - (b) Books consulted within premises of the Library.
8. Other Services: Extension Service, Reference Service, Documentation Service, Inter Library Loan service User's Education etc.

## CHAPTER V

### Recognition of public Libraries and Grants etc.

**9.Application for recognition.-** The Secretary or any person authorized in the behalf by the management of a Library run by voluntary agencies or run by a local authority may apply to the Director in Form 'A' of Schedule I for recognition to the library.

**10.Conditions for making application and recognition.-** No library shall be recognized as public library unless-

(a) (i) the management of libraries run by voluntary agencies is a body or society registered under the Rajasthan Societies Registration Act, 1958 (Act No. 28 of 1958) or the Rajasthan Public Trust Act, 1954 (Act No. 42 of 1959); or

(ii) it is run by a local authority;

(b) the library open free of charge to the public 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;

(c) 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 arrangement;

(d) the library is situated in a village or town having the population more than five hundred;

(e) the Director is satisfied that the library is necessary to serve the needs of the locality.

**11. Power to grant recognition as public library.-** On receipt of application under rule 9, the Director shall cause the library to be inspected either by himself or by an officer authorized by him and after making such other inquiries as he deems necessary and on fulfillment of the conditions specified in rule 10, recognize the library, as far as possible, within three months from the date of receipt of the application, as public library.

**12. Certificate of recognition of public library.-** The Director on recognition of the public library, shall grant to the management a certificate of recognition in Form B in Schedule I with such conditions as may be specified in the certificate.

**13. Refusal to recognition.-** In case the Director refuses to recognize any library as public library, he shall record reasons for such refusal and shall communicate the decision by an order to the management by registered post.

**14. 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 the certificate of recognition or any of the promises of the Act or of these rules, 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 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.

**15. Appeal.-** (1) The Management may, within a period of thirty days the date of receipt of order of refusal to grant recognition under rule 13 or order of withdrawal of recognition under rule 14, 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.

**16. Fresh application for recognition.-** Nothing in these rules shall prevent the management to apply afresh for recognition of library under these rules.

**17. Maintenance of register.-** The Director shall maintain a register in Form 'C' of Schedule I of all the public libraries recognised under these rules and keep such register upto date.

**18. Classification of Public libraries.-** For the purpose of grant-in-aid or other financial assistance, the Director may classify the recognized public libraries in one of the following classes, namely:-

(1) 'A' class public library, which-

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

(2) 'B' class public library, which-

- (a) has more than 5,000 books;
- (b) subscribe to 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 full time librarian during its working hours;
- (g) remains open for public for not less than six hours on every working day; and
- (h) organizes not less than four cultural programmes in a year.

(3) 'C' class public library, which-

- (a) has more than 1,000 books;
- (b) subscribes to more than 5 periodicals and 3 newspapers;

- (c) has more than 50 members;
  - (d) has such accommodation and furniture as the Director may consider sufficient for the efficient working of the library;
  - (e) has a whole time or a part time librarian;
  - (f) remains open for public for not less than three hours on every working day; and
  - (g) has not less than 20 percent of the total books useful for children.
- (4) 'D' class public library, which-
- (a) has more than 100 books;
  - (b) subscribes to 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 every working day; and
  - (e) has not less than 15 percent of the total books useful for children.
- (5) Circulating library, which-
- (a) makes available library service in one or more places in a locality where stationary 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 be either an independent library or a part of library falling under 'A' or 'B' Class of libraries.
- (6) Specified class public library-
- (a) The library shall be for a specified class with a specified object.
  - (b) It shall be for woman, children, blind or handicapped persons.
  - (c) It subscribes periodicals or news papers for such specified class.
  - (d) It has more than 1000 books.
  - (e) It remains open for not less than three hours on every working day.

**19. Grants to recognized public libraries .-**A recognised public library may be eligible for the following benefits namely:-

- (a) an annual maintenance grant;
- (b) building and equipment grant;



(c) books from State Government in lieu of or in addition to the maintenance grant; and

(d) special grant.

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

Class of library	Rate of grant
'A'	upto seventy five percent of the admissible expenditure previous year
'B'	upto seventy five percent of the admissible expenditure previous year
'C'	upto seventy five percent of the admissible expenditure previous year
'D'	upto seventy five percent of the admissible expenditure previous year
Circulating library	upto fifty percent of the admissible expenditure of the previous year
Specified class library	upto seventy five percent of the admissible expenditure of the previous year

Provided that out of grant so sanctioned, the amount of fifty percent of grant shall be spent for the purchases of Books and reading material.

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

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

- (i) purchase of books and reading materials excluding commission;
- (ii) subscription of magazine, periodicals and news papers;
- (iii) building and furniture; and
- (iv) pretty amount spent in connection with library work, like taxi or bus fare, telephone and postage charges, in connection with the library.

**CHAPTER – VI****Recognition of Public Library Associations and Grants etc.**

- 21. Recognition of Public Library Associations .-** For the purpose of grant-in-aid or financial assistance from the State Public Library Fund, the Public Library Associates shall be recognised by the Director.
- 22. Application for recognition as Association.-** The Secretary or any person authorised in the behalf by the management , may make an application in Form 'D' of Schedule I for recognition of the Public Library association for the purposes of grant-in-aid or other financial assistance.
- 23. Conditions for recognition of Public library Association-** No Public Library Association shall be recognised unless the association is registered Under the Rajasthan Societies Registration Act, 1958 (Act No. 28 of 1958) or the Rajasthan Public Trust Act, 1959 (Act No. 42 of 1959).
- 24. Power to grant recognition as association.-** On the receipt of an application under rule 22, the Director shall cause the association to be inspected either by himself or by an officer authorized by him and make such other enquiries as he deems necessary and shall, on being satisfied that the association complies with the conditions specified in rule 23 recognize the association , as far as possible within a period of three months from the date of receipt of the application , as a Public Library Association.
- 25. Certificate of recognition.-** The Director shall, on the recognition of a public library association , grant to the management a certificate of recognition in Form 'E' of Schedule I, with such conditions, as may be specified in the certificate.
- 26. Refusal to recognition:** Where the Director refuses to register any Association, he shall record reasons for such refusal and shall communicate the decision to the management by registered post.
- 27. Withdrawal of recognition.-** Where the Director is satisfied that the management of any recognized public library association has committed breach of any of the conditions of recognition under rule 23 or has failed to observe any of the conditions specified in the certificate of recognition , 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 by an order by

registered post and on such communication, the certificate of recognition granted to the management shall stand cancelled.

**28. Appeal.-** (1) The Management may, within a period of thirty days from the date of receipt of order of refusal to grant recognition under rule 26 or order of withdrawal of recognition under rule 27 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.

**29. Fresh application for recognition.-** Nothing in these rules shall prevent the management to apply afresh for recognition of Association under these rules.

**30. Maintenance of register.-** The Director shall maintain a register in Form "F" of Schedule-I of all the Associations recognized under these rules and keep such register upto date.

**31. Duties of Public Library Association.-** A recognized Public Library Association shall;

- (a) promote library development by organizing meetings, conferences, lectures, discussion groups, seminars, book exhibitions;
- (b) help the public libraries by giving technical guidance;
- (c) organize classes, seminars and training centers for training in library science;
- (d) promote research in library science;
- (e) publish a periodical in library activities;
- (f) publish periodicals, books and reports (including survey reports) on library science;
- (g) co-operate with other public library associations with similar objectives.

**32. Payment of grants.-** A recognized Public Library Association shall, subject to availability of funds, be eligible for an annual maintenance and other grants as provided in these rules.

**33. Grants to recognised Public Library Association.-** (1) The recognised Public Library Association may be paid an annual grant upto 75 percent of the expenditure of the previous year on items of admissible expenditure specified in schedule II.

(2) The recognised Public Library Association may also be paid an additional grant of a sum not exceeding Rs 25,000 for one State level conference in a year organized by the association for the promotion of library movement in the State.

(3) The recognized 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 percent of the cost of its publication:

Provided that the association shall obtain prior sanction of the Director for such publication and to the estimate of expenditure thereof.

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

(2) The additional grants admissible under rule 33 may be paid in lump sum on condition that the management-

- (a) agrees to utilize the grant for the purposes 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 of an officer authorized by him in this behalf.

## CHAPTER VII

### Miscellaneous

**35. Inspection.-** (1) the Director or any officer authorized 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) The inspecting officer shall send a copy of his inspection report to the management and to the Director.

**36. Breach of rules, orders, etc.-** (1) Any breach of the rules, orders 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 library or the public library association or withdrawal of recognition by the Director:

Provided that no order of withholding or reducing grant or withdrawing 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 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.

### SCHEDULE - I

#### FORM 'A'

(see rule 9)

#### Application for recognition

To

The Director of Public Libraries,  
Rajasthan, Jaipur.

Sir,

On behalf of the .....Public  
(here state the name of management)

Library, I .....

(here state the name of Secretary or person authorized in writing by the management)

hereby apply for recognition of the public library for the purpose of grant-in-aid or other financial assistance from State Library Development 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 Rajasthan Societies Registration Act, 1958 (Act No. 28 of 1958) or the Rajasthan Public Trust Act, 1959 (act No.42 of 1959) if so, the number and date of registration.
7. Name, telephone number and the postal address of the person authorized to correspond with the Director and the 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

Secretary

Signature of authorized persons.

**FORM 'B'**

(see rule 12)

**GOVERNMENT OF RAJASTHAN  
DIRECTOR OF PUBLIC LIBRARIES**

Certificate of Recognition

Certified that the .....at .....Panchayat Samiti.....  
(Name of library)

District.....is recognised by the Director of Public Libraries as Public Library from the year ..... in exercise of the power conferred on him under section 18 of the Rajasthan Public Libraries Act, 2006 Act (No. 11 of 2006). The continuance of the recognition shall be subject to the provisions of the Rajasthan Public Libraries Rules, 2012 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, namely:-
  - (i) Constitution of the library;
  - (ii) List of members;
  - (iii) Daily Visitors 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 book;

- (v) Book Issue Record;
  - (vi) Account Books (Cash books, ledgers etc.)
  - (vii) Receipt Book;
  - (viii) Periodical 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 shall confirm to the following requirements:-
- (i) Books shall be of research or literary 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 authorized by him in this behalf at all times during the working hours of the library.

Director of Public Libraries

Seal of the issuing authority

Rajasthan

Place: Jaipur

Date

**FORM 'C'**

(see rule 17)

**Register of recognised public libraries**

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. Nature of the management.
7. Whether the management is a body registered under the Rajasthan Societies Registration Act, 1958 (Act No.28 of 1958) or the Rajasthan Public Trust Act, 1959 (act No. 42 of 1958).
8. Name and the postal address of the person authorized 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.

**FORM 'D'**

(see rule 22)

**Application of recognition of Association**

To

The Director of Public Libraries,  
Rajasthan. Jaipur.

Sir,

On behalf of the .....  
(here state the name of association)

Public Library association, I .....  
(here state the name of Secretary or person authorized by the management)

hereby apply for recognition of the Association for the purpose of grant-in-aid or other financial assistance from State Library



Development 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 the management.
5. Whether the management is a body registered under the Rajasthan Societies Registration Act, 1958 (Act No. 28 of 1958) or the Rajasthan Public Trust Act, 1959 (act No.42 of 1959) if so, the number and date of registration.
6. Name, telephone number and the 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.

Date

Secretary

Signature of authorized persons

### FORM 'E'

(see rule 25)

**Government of Rajasthan**

Director of Public Libraries

Certificate of Recognition

Certified that.....is recognised

(Name of the Public Library association)

As a Public Library Association from the year .....in exercise of the powers conferred on him under section 19 of the Rajasthan Public Libraries Act, 2006 (Act No.... of 2006). The continuance of this recognition shall be subject to the provisions of the Rajasthan Public Libraries Rules 2012 and the conditions specified below:-

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

- (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.
2. The management shall furnish the Director with such returns 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 authorized by him in this behalf. The management shall also make available all accounts and record pertaining to the demand, receipt and utilization of grants under these rules to the Accountant General, Rajasthan State or any officer authorized by him in this behalf.

Place:

Director of Public Libraries,

Date:

Rajasthan

### FORM 'F'

(see rule 30)

#### Register of recognised Public Library Associations

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 Rajasthan Societies Registration Act, 1958 (Act No. 28 of 1958) or the Rajasthan Public Trust Act, 1959 (act No.42 of 1959) if so, the number and date of its registration.
5. Name and the 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

7. Other material information, if any.

## SCHEDULE II

(see rule 33)

Items of admissible expenditure for assessment of grants of the Public Library Association.

1. Pay and allowances to the staff.
2. Expenditure of 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 publication for which no special grants have been given.
7. Expenditure on conferences (excluding the expenditure on lodging and boarding of the delegates, and the amount of grant for conferences admissible under rule 33 (2)).
8. Expenditure on seminars and exhibitions.
9. Expenditure on auditing the accounts of the association.

By order of the Governor

(.....)

## REGULATIONS

In exercise of the powers conferred by section 27 of the Rajasthan Public Libraries Act, 2006 (Act No. 11 of 2006), the Rajasthan State Library Council hereby makes the following regulations, namely:-

**1. Short title and commencement.-** (1) These regulations may be called the Rajasthan State Library Council (Transaction of Business these) Regulation, 2012.

(2) These shall come into force at once.

**2. Notice of meeting of council.-** (1) The Member Secretary shall give ten clear days notice of every ordinary meeting of the council to the members containing date, time and place of the meeting. The Chairperson may place before the meeting any urgent item of business not included in the agenda.

(2) The special meeting shall be convened by the Chairperson after a written request made by not less than one-third of the members of the Council indicating the matters of urgent importance to be discussed at the meeting. A notice of seven clear days along with the date, time and place of such meeting shall be given to the members.

**3. Quorum of the meeting.-** No business shall be transacted at a meeting of the Council unless there be present not less than one-third members of the total numbers of members of the council.

**4. Adjournment for want of Quorum.-** If at any meeting of the Council there is no quorum, the Chairperson shall adjourn the meeting to a subsequent date. The Member Secretary shall give fresh notice of five clear days indicating the date, time and place of adjourned meeting and the business which should have been brought before the original meeting, had there not been a quorum threat, shall be brought before the adjourned meeting.

**5. Question to be decided by majority of votes.-** All the questions at any meeting of the Council shall be decided by a majority of the votes of the members present and voting and in case of equality of votes, the person presiding at a meeting shall have and exercise a second of casting vote.

[No.F-20(17)bhaPovi/Jai/esst./Pust vidhi/09/486]

Rashmi Gupta,  
Deputy Secretary,  
Bhasa and library department,  
Rajasthan, Jaipur.

---

Government Central Press, Jaipur.