

**ANNUAL REPORT**  
OF THE  
***DIRECTORATE OF LIBRARY SERVICES***  
**WEST BENGAL**

**2005-2006 & 2006-2007**

**DEPARTMENT OF MASS EDUCATION EXTENSION  
GOVERNMENT OF WEST BENGAL**

## **PREFACE**

The Annual Administrative Report is an essential document for the Department and the Directorate. It helps to evaluate various programmes and activities administered by the Department and the Directorate.

This is the administrative report of the Directorate of Library Services under the Mass Education Extension Department depicting the major features of 2005-06 & 2006-07 in one volume.

West Bengal has a well organised and strong network of public libraries comprising of 12 Govt. Libraries with State Central Library at the apex and 2462 Govt. Sponsored Libraries that include 19 District Libraries, 156 Town / Sub-Divisional Libraries, 74 Upgraded Town Libraries and 2213 Rural / Primary Unit / Area Libraries. These apart, there are 7 Govt. Aided Libraries run by voluntary organizations and 314 Community Library cum Information Centres run more on community participation in those Gram Panchayats having no Govt. or Govt. Sponsored public library.

It has been endeavoured to make special mention of the notable activities undertaken in respect of these libraries / organizations during these two financial years. During 2006-07, 353 Non Govt. and Non Sponsored libraries also have been assisted with a grant of Rs. 30.08 lakh for their commendable services rendered to the people.

This report has also enunciated the activities undertaken by the Raja Rammohun Roy Library Foundation which gets 50% matching contribution from State Government.

It will be a matter of great pleasure for me if this volume comes of any help to the readers. I appreciate the sincere efforts of the officials of the Directorate without which it would not have been possible to compile this information and publish this volume.

I wholeheartedly welcome the suggestions / comments for incorporating the same in the report for the ensuing year.

(J. Sundara Sekhar, IAS)  
Principal Secretary,  
Mass Education Extension Department

Dated : 20.05.08

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Mass Education Extension Department (upto 18.05.06)

MASS EDUCATION EXTENSION	LIBRARY SERVICES
Smt. Nandarani Dal Minister-in-Charge, Mass Education Extension	Shri Nimai Mal Minister-in-Charge, Library Services

Sri K. John Koshy, (from 30.07.04 upto 07.09.05), I.A.S., Principal Secretary  
&  
Sri J. Sundara Sekhar, (from 07.09.05), I.A.S., Principal Secretary

Mass Education Extension Department (from 18.05.06)

MASS EDUCATION EXTENSION	LIBRARY SERVICES
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Sri Tapan Ray,  
Minister-of-State  
In-Charge  
Mass Education Extension Dept. & Library Services  
Secretary  
Sri J. Sundara Sekhar, (from 07.09.05), I.A.S., Principal Secretary

## Administrative Structure

SECRETARY, MASS EDUCATION EXTENSION DEPARTMENT

Director of Mass Education Extension  
West Bengal

Director of Library Services  
West Bengal

District Mass Education Extension Officers

District Library Officers

Extension Officers of Mass  
Education Extension &  
Lady Extension Officers  
of Mass Education Extension

Project Officers

## ADMINISTRATIVE MANAGEMENT

Department of Mass  
Education Extension

Directorate of Mass  
Education Extension

Directorate of Library  
Services

Secretary

Director

Director

Joint Secretary

Deputy Directors

Deputy Director

Deputy Secretary

Assistant Directors

Assistant Director

Assistant Secretary

Programme Officers

Head Assistant

Registrar

Junior Accounts Officers

Officer on Special Duty

Head Assistants

Section Officers

Head Assistant/Supervisor

**ANNUAL ADMINISTRATIVE REPORT OF THE DIRECTORATE OF  
LIBRARY SERVICES FOR THE YEAR 2005-2006 & 2006-2007**

**Brief History**

Prior to enactment of the West Bengal Public Libraries Act in 1979, the library activities on Govt. side were looked after by the Social Education Branch under the Directorate of Public Instruction under the-then undivided Education Department. 762 libraries in all the categories started functioning during that period either as Govt. or Govt. Sponsored libraries.

In 1979, on 12 September, the West Bengal Public Libraries Act was enacted. Tamilnadu, Andhra Pradesh, Karnataka and Maharastra were only the four other states which enacted the Libraries Act prior to West Bengal.

In 1980, the Directorate of Library Services was set up under the undivided Education Department. In 1982, the West Bengal Public Libraries Act was amended. In 1985, further amendments were made to the said Act. In 1988, Mass Education Extension Department was created with the Adult and Social Education Directorate of the erstwhile Education Department and with Directorate of Library Services and other functional wings like special Education for the Physically Handicapped and running of Social Welfare Home subsequently added. Thus the Mass Education Extension Department started to be the administrative department for two separate Directorates- one for Library Services and other for Mass Education Extension.

After enactment of the West Bengal Public Libraries Act in 1979, 1711 libraries in all categories have started functioning either as Govt. or Govt. Sponsored libraries. These (762+1712) or 2474 Govt. or Govt. Sponsored Libraries apart, 7 (seven) other libraries run by the Non- Govt. Organisations have started to be aided by the Govt. under the Directorate of Library Services.

Public Library system in the State at present comprises of 12 Govt. Libraries with State Central Library at the apex, 2462 Govt. Sponsored Libraries at different levels, 7 Govt. Aided Libraries. There exists 3 tier Library system in districts namely, Rural / Primary Unit / Area Libraries, Town / Sub-Divisional Libraries, District Libraries.

In 1993, 1994 and 1998, further amendments were made to the West Bengal Public Libraries Act, 1979. In 1999, the concept of Community Library cum Information Centre came over with the principle to set up such centres in the Gram Panchayats having neither a Govt. nor a Govt. Sponsored Library. 314 such centres have been set up upto 2006-07. In 2003, West Bengal Public Libraries Act was further amended.

Directorate of Library Services is headed by the Director of Library Services who is assisted by a Deputy Director and an Assistant Director in the Head Office and District Library Officers in the Districts and other staff members.

## THE STATE LIBRARY COUNCIL (SLC)

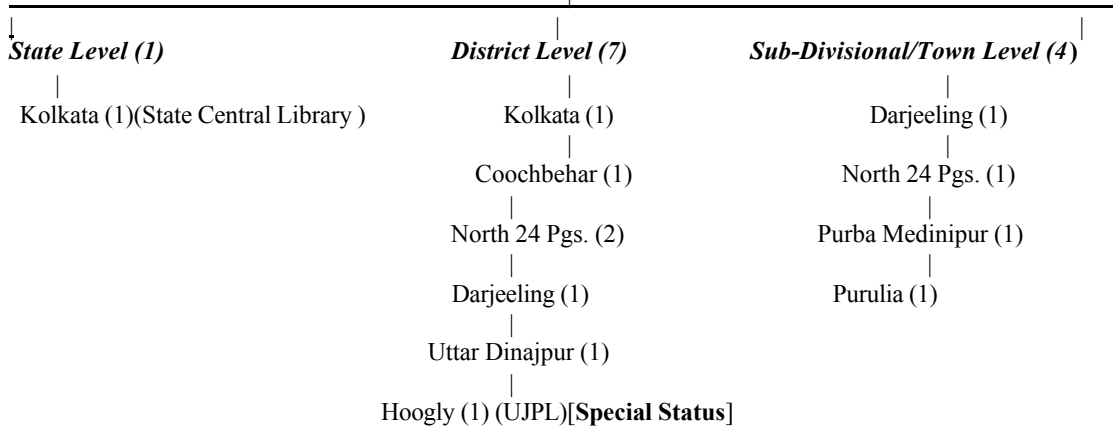
The Mass Education Extension Department through the Directorate of Library Services administers the West Bengal Public Libraries Act, 1979 with the rules framed under it.

For organising and administering Library Services there is the provision in the Act for constitution of the State Library Council (SLC) with the Hon'ble Minister-in-Charge of Library Services as its Chairman. The Council is to advise the State Govt. on the management of the State Central Library, on matters relating to policies and programmes for the development and management of Public Library System and on such matters as may be referred to it. This Council consists of 31 members representing diverse fields of interest viz. MLAs, persons representing the interest of education, social work, culture, literary or artistic activity, library science, representatives of Bengal Library Association, Govt. officials like Secretary of the Mass Education Extension Department, Director of Public Instruction, Director, National Library, Kolkata, Director, Raja Rammohan Roy Library Foundation, representatives of the employees of Public Libraries, representatives from the members of the Local Library Authorities, the Librarian of the State Central Library and other officials. The Director of Library Services is the Ex-officio Member Secretary of the Council. The Council is the highest advisory body to the Govt. on policies and programmes concerning Library Services in the State.

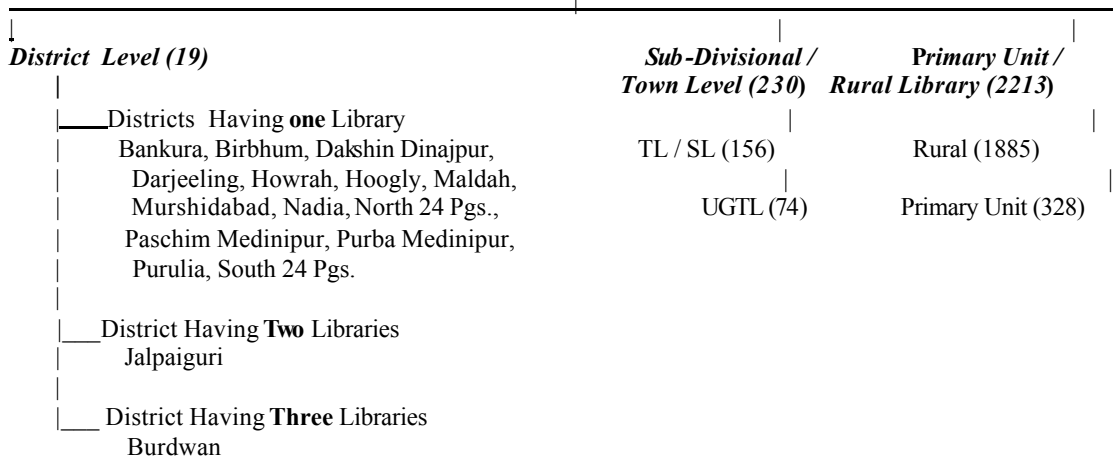


## ADMINISTRATIVE SET-UP OF LIBRARIES

### GOVERNMENT LIBRARIES (12)

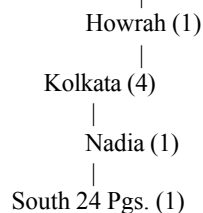


### GOVERNMENT SPONSORED LIBRARIES (2462)



### GOVERNMENT AIDED LIBRARIES run by Voluntary Organisations (7)

#### *All Sub-Divisional/Town Level (for Govt. Grants only)*



COMMUNITY LIBRARY CUM INFORMATION CENTRES run by Community Based  
Organisations(CBOs) (314)  
(In the Gram Panchayats areas having no Govt. or Govt. Sponsored Public Library )

## **MANAGEMENT OF GOVT. SPONSORED PUBLIC LIBRARIES**

For organising and administering the library services in the state, under the control of the SLC in the state level and LLA at the district level, Govt. Sponsored Public Libraries are looked after by the elected Managing Committees and managed by the West Bengal Sponsored Public Library Management Rules made by the Govt. in exercise of the power conferred by Sub-section (1) of section 23 of the West Bengal Public Libraries Act, 1979.

Govt. Sponsored Public Libraries are looked after by elected Managing Committees. The Committee comprises of representatives from the Corporation / Municipality / Notified Area Authority in urban areas and Panchayat Samities in case of rural areas. The Librarian of the concerned Library is the Joint Secretary of the Committee. The Managing Committees of the Govt. Sponsored District Libraries are constituted with representatives from the concerned Zilla Parishad and Institutional members. Librarian of the District Library is the Ex-officio Member Secretary. Staff members of the Govt. Sponsored libraries have been declared as Staff Members of the respective Local Library Authority(LLA). The assets of the sponsored libraries have also been declared as the assets of the concerned LLA under the Act.

Constitution of the Managing Committee of Sponsored District Libraries :

- i) One person to be nominated by the Local Library Authority.
- ii) One person to be nominated by the Corporation / Municipality / Notified Area Authority / Panchayat Samity, as the case may be.
- iii) One person to be nominated by the Zilla Parishad.
- iv) District Library Officer of the District as ex-officio member-President.
- v) Librarian of the District Library as ex-officio member-Secretary.
- vi) One employee of the District Library elected by the employees from amongst themselves.
- vii) One person to be nominated by the Local Library Authority from amongst the Committees of Institutional members.
- viii) Following no. of persons to be elected on the basis of strength of general members of the Library on the date of issue of the election notice :
  - a) 8 persons – upto 500 General members
  - b) 10 persons – more than 500 but not exceeding 1000 General members
  - c) 12 persons – more than 1000 General members.

Constitution of the Managing Committees of Govt. Sponsored Libraries other than the Sponsored District Libraries :

- i) One person to be nominated by the Local Library Authority.
- ii) One person to be nominated by the Corporation / Municipality / Notified Area Authority in the case of a Public Library situated in an area other than under the Panchayat or by the Panchayat Samity in the case of a Public Library situated in an area under the Panchayat.
- iii) Librarian of the Sponsored Library as Ex-Officio Joint Secretary.
- iv) Following no. of persons to be elected on the basis of strength of general members of the Library on the date of issue of the election notice :
  - a) 8 persons – upto 500 General members
  - b) 10 persons – more than 500 but not exceeding 1000 General members
  - c) 12 persons – more than 1000 General members.

## **State Central Library : At a Glance**

State Central Library is the apex body of the Library System in the State. It was established in 1956 at Emerald Bower at 56A, B.T.Road. It has subsequently been shifted to its present location at Kankurgachhi, Nazrul Islam Sarani, Kolkata in 1996. It is now a four storied building having all sorts of modern amenities – situated in an well-populated area connected with well organised transport facilities to satisfy its clientele.

It has an Advisory Committee (upto 26.10.06) to advise towards administration and management of the library activities – comprising of the following members :-

1. Director of Library Services, Govt. of West Bengal, Chairman.
2. Deputy Director of Library Services, Govt. of West Bengal,
3. Director, Raja Rammohan Roy Library Foundation,
4. Sri Prabir Roychowdhury,
5. Sri Ramkrishna Saha,
6. Dr. Krishna Pada Majumder,
7. Sri Bhabesh Maitra,
8. Sri Arun Roy,
9. Dr. B.P.Barua,
10. Sri Dilip Roy Chakraborty,
11. Librarian, State Central Library, Convenor

This Advisory Committee has been reconstituted (from 26.10.06) to advise towards administration and management of the library activities – comprising of the following members :-

1. Director of Library Services, Govt. of West Bengal, Chairman.
2. Director, Raja Rammohan Roy Library Foundation,
3. Deputy Director of Library Services, Govt. of West Bengal,
4. Sri Prabir Roychowdhury,
5. Sri Ramkrishna Saha,
6. Dr. Krishna Pada Majumder,
7. Sri Bhabesh Maitra,
8. Sri Arun Roy,
9. Dr. B.P.Barua,
10. Dr. Shyamal Roy Chowdhury,
11. Dr. Mahantapas Kundu,

12. Prof. Dibyendu Hota,
13. Dr. Ishita Mukhopadhyay,
14. Librarian, State Central Library, Convenor

It has been rendering following Library Services :

1. Lending of books for Home Reading.
2. Reading Room Service.
3. Reference Service.
4. Bibliographical Service.
5. Special service to readers pertaining to Career Guidance.
6. Service to Children readers.
7. Service to Neo-literate readers.
8. Service to the Braille Users.
9. Reprography Service

These Library services apart, it is the nerve centre of various other library activities of the state. It is implementing the special programmes for the public libraries with the assistance of Raja Rammohan Roy Library Foundation (RRRLF) against the Matching Scheme created by equal contributions of State Govt. and Central Govt. These special programmes are :

1. Purchase of Books.
2. Purchase of Materials for Storage and Display of Books.
3. Grant for Increasing Accommodation in Libraries.
4. Mobile Library Scheme.
5. Holding Seminars and Book Fairs.

These programmes are implemented as per advice and guidance of the Implementation Committee for the Matching Scheme of the State Govt. and RRRLF. A Book Selection Committee has been constituted to facilitate purchase of books out of the matching scheme. Constitution of the two Committees have been stated in the next page :-

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## **Government Libraries**

There are 12 (twelve) Government Libraries in the State – with State Central Library at the apex. Uttarpara Jaykrishna Public Library is an another State Level Library having special status for its rare collection of books and manuscripts during its long journey since 1859. These apart there are 6 (six) other District Libraries and 4 (Four) other Town / Sub-Divisional Level Libraries. All these Govt. Libraries except Uttarpara Jaykrishna Public Library have Advisory Committees each to advise towards administration and management of their library activities. Uttarpara Jaykrishna Public Library has ‘Working Committee’. The Librarians of these Libraries are the Member-Secretaries of these Advisory Committees.

## **Government Sponsored District Libraries**

There are 19 (nineteen) Government Sponsored District Libraries in the State – one library in each district other than Jalpaiguri having 2 (two) libraries and Burdwan having 3 (three) libraries. Coochbehar, Kolkata and Uttar Dinajpur have no sponsored District Library. Each of these District Libraries have Managing Committees constituted as per provisions of the Public Library Management Rules, 1981 (with 1984 & 1987 amendments).

## **Government Aided Libraries**

There are 7 (seven) Libraries – mostly of which are being run by the Non-Govt. Organisations. They are being assisted with Govt. grants at par with Sub-divisional / Town Libraries. They are having Managing Committees of their own – with at least one Govt. Officer as Govt. nominee in each of these Committees. District Library Officers are the Pension Sanctioning Authorities of the Library Employees created and posted against Govt. sanctions in these libraries.

**Services being rendered  
by  
different types of Libraries  
under the control of this Directorate :**

- 1. Lending of books for Home Reading.**
- 2. Reading Room Service.**
- 3. Reference Service.**
- 4. Text Book Service.**
- 5. Newspaper and Periodical Service.**
- 6. Special service to readers pertaining to Career Guidance.**
- 7. Service to Children readers.**
- 8. Service to neo-literate readers.**
- 9. Service to the Braille Users.**
- 10. Inter Library Loan Service.**
- 11. Mobile Library Service.**
- 12. Reprography Service.**
- 13. Information Service on life and livelihood of the masses.**

There exists 3 tier Library system in districts namely, Rural / Primary Unit / Area Libraries, Town / Sub-Divisional Libraries, District Libraries. First type of Libraries in general rendered services under serial No. 1, 5, 7. Selected Rural / Primary Unit / Area Libraries rendered services under serial no. 2,4,8. Second type of Libraries rendered services under serial No. 1 to 7. District Libraries rendered services under serial No. 1 to 8, 10, 11. State Central Library renders all this services.



**Notable Activities**  
**of the**  
**Directorate of Library Services, West Bengal,**  
**under the Mass Education Extension Department.**

**1. To look after and administer libraries and their activities in the state.**

Public Library system in the State at present comprises of 12 Govt. Libraries with State Central Library at the apex, 2461 Govt. Sponsored Libraries at different levels, 7 Govt. Aided Libraries.

Library Management System under the control of the Directorate of Library Services is manned by almost 5500 employees and administered against the yearly budgetary allocation around Rs. 55 Crore. Fixed recurring grant is provided to different categories of Libraries. Besides this different types of non-recurring grant is also provided to some of the eligible Libraries according to their needs for the development and maintenance of the library services provided by them, as per availability of fund.

**2. Bibliographical Control**

The Directorate of Library Services used to publish a subject wise selected list of Bengali Books upto 2001-02 to help the librarians to purchase books for their libraries. It has subsequently been decided in 2002-03 to publish the list of all Bengali Books acquired under Press and Registration of Books Act, 1867.

The Directorate of Library Services arranges for bulk purchase of books as a part of the Matching Programme with Raja Rammohun Roy Library Foundation with the help of Book Selection Committee as described in page no. 17. According to the Press and Registration of Books Act, 1867, submission of newly written books in Press and Registration Office is an essential pre-requisite for selection of books by the Directorate.

**3. Creation of Database regarding Library Services**

Directorate of Library Services is now in a position to create database about different aspects of libraries and employees under the control of the Directorate. Besides that the Directorate has developed a database of Non Govt. and Non-Sponsored Libraries serving in different districts of West

Bengal. Along with that the Directorate is now creating a database of rare books and manuscripts lying in the libraries under the control of this Directorate.

**4. Organisation of Book Fairs in the Districts (detailed information in page no. ---- )**

**5. Continuance of the Career Guidance Centres in different libraries(detailed information in page no. ---- )**

In 1998-99 Govt. has organised separate Career Guidance Centres in State Central Library, 26 Govt. and Govt. Sponsored District Libraries, 229 Town / Sub divisional Libraries and selected Rural Libraries. From 1998-99 Govt. is providing special grant to these libraries for running these centres. Objectives of the Career Guidance Centres are to help students and other people in their pursuit of seeking jobs, professional courses uplifting their livelihoods.

**6. Financial Assistance to Non-Govt. and Non-Sponsored Libraries (detailed information in page no. ---- )**

**7. Establishment of Community Library cum Information Centres in the districts (detailed information in page no. ---- )**

**8. Implementation of the Matching Schemes of State Govt. and Raja Rammohan Roy Library Foundation (RRRLF) (detailed information in page no. ---- )**

**9. Financial Assistance under RIDF Scheme (detailed information in page no. ---- )**

**10. Co-operation with the Bengal Library Association (BLA) (detailed information in page no. ---- )**

**11. Manpower Development**

Beside the active role of Bengal Library Association towards development of manpower as stated above, the State Govt. is also conducting a Certificate course in Library Science for the students of North Bengal i.e. from Coochbehar, Jalpaiguri, Malda, Uttar Dinajpur, Dakshin

Dinajpur, Siliguri Mahakuma Parishad area of Darjeeling and DGHC are of Darjeeling District at Peoples'(Janata) College, Kalimpong, Darjeeling. About 30 students complete the Certificate course in Library Science from this institution. The course was originally started to impart training to the Non trained Librarians of Govt. Sponsored Libraries in North Bengal. Subsequently this training was extended for the fresh candidate as well. Till date 15 courses has been conducted from this Institution. (detailed information in page no. ---- )

## **12. Preservation of Documents with the assistance of National Mission for Manuscripts (detailed information in page no. ---- )**

## **13. Digitisation of rare books with the help of C-DAC, Kolkata**

C-DAC, Kolkata(an autonomous body created by Govt. of India) has doing the work of digitisation of rare books under the scheme of Govt. of India. It has completed its work at State Central Library and doing work at Uttarpara Jaykrishna Public Library, Hoogly District Library, North Bengal State Library and also in two other district libraries.

## **14. Computerisation of Libraries under the control of the Directorate of Library Services**

With the assistance of Raja Rammohun Roy Library Foundation, the State Govt. has planned for automation of libraries. In the first phase, State Central Library will be computerised. This work has already been started. After that all the District libraries will be computerised. A wide area network will be established among the libraries. In the second phase, Town/ Sub-divisional Libraries will be computerised.

In the financial year 2004-05, Directorate of Library Services has launched its website named [banglargranthagar.nic.in](http://banglargranthagar.nic.in) containing all the information of the Directorate. National Informatics Centre(NIC) has made the Website.

## **15. Installation of "Electronic Information Kiosk" in State Central Library**

In 2005-06, "Electronic Information Kiosk" has been set up in State Central Library with the help of C-DAC, a society established by Govt. of India at a cost of Rs.2,75,000.00. Members of Common Public are getting

information relating their day to day lives with the help of this electronic device by touch screen method". On 28<sup>th</sup> September, 2005, Hon'ble Chief Minister has inaugurated this service. In 2006-07, this service will be extended in district libraries situated in district headquarters.

## **16. Golden Jubilee Celebration of State Central Library**

On the occasion of Golden Jubilee of State Central Library (established in 1956) a two-day national seminar was organised on 20<sup>th</sup> & 21<sup>st</sup> February, 2006 on "Public Libraries : Yesterday, today & tomorrow". All states of India were invited to attend the seminar. Accordingly 12 states of India participated in the Seminar and presented the status of Public Libraries in their respective states and their future programmes.

One publication incorporating the valuable and critical findings of the eminent personalities in the field of Library Services and the public Library scenario in the country as a whole has been published on this occasion.

A second publication containing the status report received from different states and the final recommendations of the Seminar has also been published. This publication has been mailed to all of the participating states, important personalities attending the seminar, RRRLF and Ministry of Culture, Govt. of India and all other state governments in India.

## **17. Inauguration of the Construction of New Library Building of Kolkata Metropolitan Library, Kolkata.**

On 15<sup>th</sup> February, 2006, Hon'ble Ex-Chief Minister Sri Jyoti Basu inaugurated the Construction of New Library Building of Kolkata Metropolitan Library, Kolkata at a function organised for the above-mentioned purpose. The building has been proposed to be Hi-tech building and will provide all facility for the users. It is expected that the building will be completed very soon.

## **Book Fairs in the Districts**

Books Fairs are organised in the Districts under the auspices of the respective Local Library Authorities with the objectives to :

- i) provide facilities to the libraries and book lovers to browse and consult large number of titles on various subjects in one compact area for information, selection and purchase.
- ii) Provide facilities to Publishers to exhibit their publications to the visitors – thus benefiting the book trade by interaction and
- iii) Promote reading habit among the people.

RRRLF provided grants @ 25000/- to each of the districts for organising Book Fairs in 2005-06 & 2006-07.

## **Career Guidance Centres in different libraries**

In 1998-99 Govt. has organised separate Career Guidance Centres in State Central Library, 26 Govt. and Govt. Sponsored District Libraries, 229 Town / Sub divisional Libraries and selected Rural Libraries. From 1998-99 Govt. is providing special grant to these libraries for running these centres. Objectives of the Career Guidance Centres are to help students and other people in their pursuit of seeking jobs, professional courses uplifting their livelihoods.

## **Assistance to Non-Govt. and Non-Sponsored Libraries**

Government renders assistances to the age old Non-Govt. and Non-Sponsored Libraries in recognition of their services rendered to common people. A recent survey conducted by the Directorate of Library Services could identify the existence of as many as 2271 such libraries throughout the state. Many of them render commendable library services to the people at their own initiatives and resources. Govt. has a programme of providing Govt. Grants to some of these libraries every year. In 2005-06, the said grants have been given @ Rs. 12000/- to the Libraries established before 1900, @ Rs.10000/- to the Libraries established between 1901 and 1950, and @ Rs. 8000/- to the Libraries established after 1950 & upto 1997. Similarly in 2006-07, the said grants have been given @ Rs. 12000/- to the Libraries established before 1900, @ Rs.10000/- to the Libraries established between 1901 and 1950, and @ Rs. 8000/- to the Libraries established after 1950 & upto 2000.

This Scheme started from the financial year 1999-00. During the year 2005-06, 269 such type of libraries received financial assistance of Rs. 23.10 lakh. Similarly during the year 2006-07, 353 such type of libraries received financial assistance of Rs. 30.08 lakh.

## **Community Library cum Information Centres**

Community Library cum Information Centres are being established in those Gram Panchayats only where there is neither a Govt. nor a Govt. Sponsored Library. In West Bengal there are 1640 Gram Panchayats out of 3362 which have no Govt. or a Govt. Sponsored Library. Community Library cum Information Centres are to be established by the Gram Panchayats under initiative of the Community. Accommodation is to be provided by the Community free of cost.

Govt. provides one time non-recurring grant of Rs. 9000/- for purchase of Books and Furniture, yearly recurring grant of Rs. 6400/- for purchase of Books, Periodicals / Newspapers and other reading materials and yearly recurring grant of Rs. 9600/- for payment of Honorarium @ Rs. 800/- per month to the Community Library Organiser.

The centres remain open at least 3 hours a day on 5 days in a week including Saturday and Sunday as per convenience of the Community.

Subscriptions may be collected from the members and grants / donations may be received from Govt. / Local Bodies and General Public. No subscription can be realised from the Neo-Literates and Children Members below 16 years of age.

Those centres are looked after each by a Managing Committee consisting of :

1. Pradhan or Upa-Pradhan of the respective Gram Panchayat, as Chairman
2. One Teacher from the Local College or one Headmaster / Asstt. Headmaster / Asstt. Teacher from Higher Secondary / Secondary / Primary School.
3. One Librarian / Library Asstt. of any Sponsored Library situated in the respective Panchayat Samiti Area.
4. One local person representing in the interest of Literacy Movement or Scientific and Cultural activity.
5. Gram Sevak attached to the respective Gram Panchayat.
6. Community Library Organiser of the Centre, as Convenor.
7. Three Reading Members of the Centre one of those must be Female person.



## **National Mission for Manuscripts**

National Mission for Manuscripts has been constituted by the Govt. of India to survey, document, preserve and disseminate the manuscript wealth of the country. The Manuscript Library of the University of Calcutta has been designated as a Manuscript Resource Centre authorised to function for all activities related to Manuscripts in all districts of West Bengal. Calcutta University Manuscript Resource Centre in close liaison with the office of the Directorate of Library Services and other Govt. and Govt. Sponsored libraries has launched a statewide programme for creating Awareness among various cross sections of the society and also for conducting survey of the manuscripts lying in different public libraries. Besides that the preservation work are going on in Uttarpara Jaykrishna Public Library, North Bengal Sate Library and in different district and other types of Libraries in West Bengal.

**Services rendered**  
**by the**  
**Sponsored District Libraries, Town Libraries /**  
**Sub-Divisional Libraries and Primary Unit /**  
**Rural Libraries**

All the Sponsored Libraries submit annual reports every year to the District Library Officers – detailing membership position, acquisition position of books and other documents, particulars of different library services being rendered and various other particulars in respect of the whole financial year. These particulars are consolidated by the District Library Officers and consolidated district returns are submitted to the Directorate. Consolidated district particulars are briefly shown in the following statement:

**Government of West Bengal**  
**Department of Mass Education Extension and Library Services**  
**5<sup>th</sup> Floor, Bikash Bhawan, Salt Lake, Kolkata – 700 091**