

The Goa Public Libraries Act, 1993 and Rules

The Goa Public Libraries Act, 1993

1. **The Goa Public Libraries Act, 1993 (14 of 1995) [29-7-1995]** published in the Official Gazette, Series I No. 19 (Supplement) dated 11-8-1995.
2. **The Goa Public Libraries (Amendment) Act, 1997 (14 of 1997) [17-4-1997]** published in the Official Gazette, Series I No. 5 dated 2-5-1997 and come into force on the date Principal Act came into.
3. **The Goa State Library (Financial Assistance) Rules, 2004**, published in the Official Gazette, Series I No. 46 (Extraordinary No. 2) dated 16-2-2004.
4. **The Public Libraries Membership Rules, 1999** published in the Official Gazette, Series I No. 6 dated 6-5-1999.

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GOVERNMENT OF GOA

Law (Legal and Legislative) Department

Notification

7-4-94/LA

The Goa Public Libraries Act, 1993 (Goa Act 14 of 1995) which has been passed by the Legislative Assembly of Goa on 26-11-1993 and assented to by the Governor of Goa on 29-7-1995, is hereby published for the general information of the public.

P. V. Kadnekar, Joint Secretary (Law).

Panaji, 2nd August, 1995.

The Goa Public Libraries Act, 1993

(Goa Act No. 14 of 1995) [29-7-1995]

AN

ACT

to provide for the establishment, maintenance and development of public libraries in the State of Goa and for matter ancillary thereto.

Be it enacted by the Legislative Assembly of Goa in the Forty-fourth Year of the Republic of India as follows:—

1. Short title, extent and commencement.— (1) This Act may be called the Goa Public Libraries Act, 1993.

(2) It extends to the whole of State of Goa.

(3) It shall come into force on such date as the State Government may, by notification, in the Official Gazette appoint.

2. Definitions.— In this Act, unless the context otherwise requires,—

(a) “Aided Library” means a public library run by private initiative, receiving State Government assistance as per existing rules;

(b) “Council” means the State Library Council constituted under sub-section (1) of section 4;

(c) “document” means embodied thought, i.e. record of work on paper or other material, fit for physical handling, transport across space, and preservation through time, and includes the following conventional and non-conventional thought embodiments: printed books, manuscripts, Braille stenographs, music in notation, ciphers (where graphic is phonetic symbols) drawing pictures, maps, microfilms, micro-cards, micro-fiche, cassettes, audio/visual documents, floppy discs (non-book material) newspapers, periodicals and other serial documents.

(d) “book” includes—

(i) every volume, part or division of a volume, document be it a printed work or a manuscript or a micro-film, or a video/audio cassette or a photograph or a compact disc;

(ii) every sheet of music, chart or plan separately printed or lithographed;

(iii) newspapers, periodicals and other such materials.

(e) “book service” means reference service, lending out books to members of public libraries, helping groups with books, helping people to know the whereabouts of a book or books and helping them to procure the books they need;

(f) “Departmental Library” means a library maintained by a Department of the Government;

(g) “Government” means the Government of the State of Goa;

(h) ¹[Public Library” means—

(i) any library established, maintained and managed by the Government and declared open to public;

(ii) any library declared to be eligible for grant-in-aid and receiving aid from the Government or from the Library fund of the Raja Ram Mohan Roy Library Foundation; and

(iii) any other library notified by the Government as a Public Library for the purpose of this Act.]

(i) “reference service” means assistance from the library staff to the reader or user of the library to enable him to know, locate and consult books and other materials and to secure from such books and materials information relevant to this purpose;

(j) “State” means the State of Goa;

(k) “Year” means the financial year.

3. Establishment of Library Service.— (1) The Government shall establish, maintain and develop Library Service in the State.

(2) For carrying out the purpose of sub-section (1), the Government may,—

(a) promote reading habit and the use of books for the benefit of the people;

(b) offer in its Public Library an adequate book, and reference service;

(c) acquire for its Public Library sufficient number of books;

(d) establish and sponsor organisations and institutions with a view to promote public interest and participation in the Public Library;

(e) gives adequate library service to all Government Departments and Offices subordinate or attached to these Departments;

(f) provide library training facilities to ensure adequately trained personnel for libraries in the State;

(g) provide or secure suitable conditions of service for the library personnel in the State;

(h) promote co-operation between the public libraries and cultural and educational Institutions;

(i) promote production and publication of useful literature;

(j) strengthen and start the libraries like prison libraries, hospital libraries for patients and home delivery libraries;

(k) promote mobile libraries, audio libraries for blind and special libraries for hearing impaired, text-book library, children library computerization, micro-filming of rare documents;

¹ Substituted by Amendment Act 14 of 1997.

(l) make special efforts to create the love for books in the masses and specially in children and the youth;

(m) promote the practice of adoption of libraries by the public undertakings sectors like Banks;

(n) make compulsory enrolment of every student in the Public Libraries on reaching standard eighth;

(o) compulsorily require to produce enrolment/membership certificate of the Public Libraries by the unemployed youth during the registration in the Employment Exchange for those jobs where literacy is required.

(3) The Government shall discharge its functions and responsibilities under this section through—

- (a) The State Library Council;
- (b) The State Library Development Cell;
- (c) The State Public Library; and
- (d) The Co-operating Institutions.

4. Constitution and establishment of Council.— (1) With effect from such date as the Government may, by notification, specify in this behalf, the Government shall establish, for the purpose of this Act, a Council to be known as State Library Council, with headquarters at such place as the Government may specify.

(2) The Council shall consist of —

(i) The following ex officio members:—

- (a) The Minister-in-charge of libraries, who shall be the Chairman;
- (b) The Secretary, Education;
- (c) The Secretary, Finance;
- (d) The Chairman or President, State Library Association;
- ²[(e) the State Library Officer who will be the Member Secretary of the Council;]
- (f) Director, Directorate of Historical Archives and Archaeology;
- (g) Librarian, Goa University;

³[(h) Director of School Education;

(i) State Librarian.]

(ii) Two Members of the State Legislative Assembly interested in library development to be elected by the Legislative Assembly of Goa;

² Substituted by Amendment Act 14 of 1997.

³ Clauses (h) and (i) have been inserted by Amendment Act 14 of 1997.

(iii) One Member who is expert in Library Science to be nominated by the Chairman of the Council;

(iv) One Member of the voluntary organisation involved in the Library on literature;

(3) The Council shall advise the Government on all matters mentioned under section 3 and also in regard to promotion and development of library service in the State.

(4) The Council shall advise the State Library Development Cell in all technical matters relating to the Library, development and organisation.

(5) The Council shall meet at least twice in a year, but not more than six months shall intervene between two meetings.

(6) A nominated member of the Council shall hold office for the period of four years.

(7) When any members dies, resigns, becomes incapable of acting as a member except the member referred to in item (ii) of sub-section (2) of section 4 or its otherwise removed, the Government may nominate any other person for the unexpired period of the term of such member.

⁴(8) [Omitted]

5. State Library Development Cell.— (1) The Government shall constitute a State Library Development Cell which shall be ⁵[a cell of the Directorate of School Education] of the Government. The functions of the State Library Development Cell shall be as follows:

(a) to prepare the annual as well as short or long term plan for libraries in the State in co-operation with the development and other concerned departments of the Government and of the Central Government;

(b) to prepare and publish descriptive and statistical reports on the working of all the Public Libraries;

(c) to arrange or to secure training of various categories of library employees;

(d) to conduct inspection of and render advisory service to the district talukas and other libraries in the State;

(e) to administer the system of grant-in-aid to the aided libraries, and to undertake their inspection.

⁶[(2) The Head of State Library Development Cell (hereinafter called the "State Library Officer), shall be a person appointed by the Government as per the recruitment rules to be notified by the Government for the said post.]

⁴ Sub-section (8) omitted by Amendment Act 14 of 1997.

⁵ Substituted by Amendment Act 14 of 1997.

⁶ Sub-section (2) has been substituted by Amendment Act 14 of 1997.

(3) The ⁷[State Library Officer] shall perform the following duties:—

(a) he shall participate in all meetings of the Council and the Committees which may be set up by the Council;

(b) he shall be responsible for carrying out such of the recommendations of the Council as have been approved by the Government.

(c) he shall perform such other duties as may be prescribed in the regulations made by the Council.

(d) subject to any rules made by the Government State Library Development Cell:

(i) shall be responsible for implementing the programme of work for the year as approved by the Council;

(ii) shall administer the Grant-in-aid scheme for aided libraries;

(iii) shall decide where district and other Libraries in the State are to be set up and approve the constitution and bye-laws of a Public Library;

(iv) may absorb an aided library into the Public Library of the State.

6. State Library.— The Government shall by an order establish a State Library located in the State.

7. Book Stock of the State Library.— (1) The stock of books in the State Library shall consist of books obtained through any legislation, for the time being in force providing for compulsory acquisition of two copies of books of every author published in the State, books acquired otherwise by purchase, exchange, gifts and bequests and its own publications.

(2) Materials in the State Library may also include films, filmstrips, slides, tapes and gramophone records, maps, charts, bulletins, photos, pictures, compact disc.

8. Certain volumes to be delivered to State Librarian/Curator.— (1) The Head of a Department in the Government shall deliver to the State Library all books in his office no longer needed there, but which in the opinion of the State Librarian/Curator will be of use in the State Library.

(2) All books and other materials which have to be purchased by the State Librarian/Curator shall only be purchased on the advice of Book Selection Committee to be constituted by the Council.

9. Department of State Library.— (1) The State Library shall have at least two sections, viz. State Reference Library Section and the State Lending Library Section.

(2) The functions of the State Reference Library Section shall be as follows:—

(a) to maintain a representative collection of reference books and publications such as those mentioned in clause (b) of sub-section (2) of section 3;

⁷ Substituted by Amendment Act 14 of 1997.

(b) to procure and maintain in a readily available manner all books, reports, especially the reports of the House of Parliament and the State Legislative Assembly and Central and State Governments report and publications together with their indices as well as other reference materials needed for consultation;

(c) to maintain a catalogue of the important academic libraries in the State;

(d) to undertake bibliographical work, including special bibliographies for the use of scholars and research workers and to prepare useful catalogues and bibliographies in the regional languages;

(e) to offer, in co-operation with departmental and research libraries, book and bibliographical service to institutions, groups and individuals engaged in higher studies and research;

(f) to promote library services for children;

(g) to organize library conferences and book exhibitions;

(h) to provide technical assistance and information to the district and other librarians in the State;

(i) to act as the centre of book exchange and inter-library lending within and outside the State;

(j) to prepare and issue reports on the working of libraries, especially the public libraries in the State;

(3) The State Reference Library shall not lend books for use outside the premises of the library.

(4) The functions of the State Lending Library Section shall be as follows:—

(a) to render home-lending service;

(b) to replenish from time to time the stocks of district libraries;

(c) to give book service to Cultural and Educational Institutions and Social Welfare Organisation;

(d) to arrange book-exhibitions and book display on suitable occasions;

(e) to publicise its book-stock and to arrange for extension service;

(f) to publish library reports and literature.

10. Officer in charge of the State Library.—⁸[The Officer-in-charge of the State Library (hereinafter called the “State Librarian”) shall]:—

(a) be responsible for the management of all the departments of the State Library;

(b) to maintain the stock of books and conduct all approved activities of the State Library;

(c) advise the Council on all technical matters;

⁸ Substituted by Amendment Act 14 of 1997.

(d) submit to the Council a report on the working of the Library during the previous financial year, which report shall also include the detailed statement of receipt and expenditure on account of State Library;

(2) The State Librarian shall be assisted by professional, technical and general staff running the State Library;

⁹[(3) The State Librarian shall be a person appointed by the Government as per recruitment rules to be notified by the Government for the said post.]

11. The District Library.— (1) There shall be a District Library in each District rendering book service to the residents of a District.

(2) In addition to the District Library under sub-section (1), there shall also be the following types of Libraries, namely:—

(a) Municipal Library,

(b) Taluka Library and

¹⁰[(c) Panchayat Library.]

12. Functions of a District Library.— The functions of a District Library shall be as follows:—

(a) to provide reference and bibliographical service in the district;

(b) to extend library service in the urban and rural areas by setting up taluka branch libraries, mobile libraries and deposit centres and to extend similar service in the district through the various taluka libraries and other library units;

(c) to feed taluka libraries with supply of suitable books;

(d) to co-operate with and help the aided libraries in the district in accordance with the instructions of the ¹¹[State Library Officer];

(e) to co-operate with other institutions and groups especially the social, educational institutions and workers, in promoting adult education and library mindedness among the people;

(f) to arrange conferences, camps and seminars of librarians and other library workers in the district.

¹²**[(13) omitted**

(14) omitted

(15) omitted

(16) omitted]

⁹ Sub-section (3) added by Amendment Act 14 of 1997.

¹⁰ Clause (c) has been substituted by Amendment Act 14 of 1997.

¹¹ Substituted by Amendment Act 14 of 1997.

¹² Sections 13, 14, 15, 16 and 20 are omitted vide Amendment Act (14 of 1997).

17. Library Fund.— (1) The Government shall constitute a fund called Library Fund.

(2) The Library Fund shall consist of:-

(a) Contribution made by the Government;

(b) Any grants given by the Government of India to the State Government for Development of Public Library;

(c) Any special grants given by the Government;

(d) Any contribution of gifts made by the public for the development of Public Libraries.

18. Library Cess.— (1) The Government shall levy a library cess in the form of a surcharge on the Excise Duty payable under Goa Excise Duty Act, 1964 at the rate of 0.50 (paise fifty only) per proof liter of the (I.M.F.L.) Indian made Foreign Liquor and at the rate of Rs. 0.50 (paise fifty only) per bulk liter of beer.

(2) The cess levied under sub-section (1) shall be collected to utilise for the purpose of implementation of this Act by the Government.

19. Public Library Finance.— The Government shall frame the annual budget of Public Libraries in the State within the broad frame work of the plan, and shall provide one per cent of the Education Budget for promoting the service of Public Libraries in the State.

¹³(20). [omitted]

21. State Library Association.— (1) Council shall recognise only one State Library Association as Co-operating Institution, the constitution of which shall be approved by the Council.

22. Power to make Rules.— (1) Government may by notification make rules for carrying out the purpose of this Act.

(2) Every rule made under this section shall be laid down as soon as may be after it is made before the House of the State Legislature while it is in session for a total period of ten days which may be comprised in one session or in two or more successive sessions, and if, before the expiry of the session in which it is so laid or the successive sessions aforesaid, the House agrees in making any modification in the rules or the House agrees that the rules should be made, the rule shall thereafter have effect only in such modified form or be of no effect, as the case may be, so however, that any such modification or amendment shall be without prejudice to the validity of anything previously done under this rule.

Secretariat Annexe,
Panaji.
Dated: 3-8-1995.

B. S. SUBBANNA,
Secretary to the Government of Goa,
Law Department (Legal Affairs).

¹³ Section 20 stands omitted by Amendment Act (14 of 1997).

GOVERNMENT OF GOA
Department of Education, Art & Culture

Directorate of Education

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Notification

27-273-03/DE/AE/678

Goa State Library (Financial Assistance) Amendment Rules, 1998*

This notification is issued in supersession of all previous Orders and the Notification issued under No. 27-273-03/DE/AE/584 dated 21-3-2003, reviving rules for the recognition and payment of Grant-in-aid to the Libraries run by Non-Government Institutions as per enclosed Annexure.

The notification shall come into force with immediate effect.

By order and in the name of the Governor of Goa.

Ashok N. P. Dessai, Director of Education & ex officio Jt. Secretary.

Panaji, 16th February, 2004.

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Annexure to Notification No. 27-273-03/DE/AE dated 16th February, 2004

1. Network of Libraries:—

The State Libraries Act encourages a network of Libraries as follows:—

- (a) Central Library (State)
- (b) District Libraries
- (c) Taluka Libraries
- (d) Panchayat Libraries/Village Libraries.

2. Management:—

The Management of Government owned state, district, taluka and village libraries shall be done by the State Government. However, the existing non-Government taluka libraries/village libraries, run by the Municipality/NGO's shall continue to function under the same management.

Management of Panchayat libraries shall be done through Gram Panchayat or non-Government Organisations registered under Societies Registration Act, 1860.

* The Financial Assistance Rules were notified vide Notification No. 27-90-97/DE-AE/348 dt. 12-8-1998 & thereafter they have been revised by superseding earlier Rules number of time & last Rules notified in 2004.

3. Grant-in-aid will be released to Gram Panchayat, NGO's or municipal council managing public libraries in two equal instalments, 1st instalment shall be released after receipt of annual report from the library management about the functioning of the library latest by 31st May of respective year and 2nd instalment shall be released after receipt of the audited statement or accounts including income and expenditure statement, etc., of the concerned library duly certified by a Chartered Accountant, latest by 31st October of the year.

(ii) Token Grant: In case of proposals received for opening of new public libraries the applicant/management/NGO running the public library shall be eligible to receive token grant of Rs. 50,000/- subject to the condition that the applicant/management fulfils the conditions prescribed by the Department for opening such public libraries and submit necessary financial statement/Bank A/C, etc., of the organization to the Director of Education as required.

(iii) Only those NGO's which are registered with the State Government Authority and having specific library management rules duly registered and approved by the State Registering Authority shall be eligible for such grants.

(iv) The existing NGO libraries desiring to continue the library services for the public and avail the facility of financial assistance from the Government under these rules must fulfil all the conditions laid down by the Government in these rules.

The Taluka Libraries and Panchayat/Village Libraries shall be eligible for the GIA on the pattern mentioned herebelow:—

Taluka Libraries:

I) Those taluka libraries which have been receiving grants as per the old pattern shall be eligible for grants under revised pattern as shown alongside.

(i) Expenditure towards remuneration for the necessary manpower requirement (in no case more than 3 persons) subject to maximum of Rs. 1.20 lakhs (one lakh twenty thousand only) or actual expenditure on the manpower engaged, whichever is less.

(ii) Assistance at the rate of 100% on expenditure incurred on admissible items prescribed by the Department, other than expenditure on manpower requirement, subject to maximum of Rs. 1.50 lakhs (one lakh fifty thousand only).

II) Panchayat/Village Libraries

Those village/panchayat libraries receiving grants as per old pattern are required to fulfil the conditions prescribed by the Government under these rules and shall be eligible for grants as per revised pattern as shown alongside.

i) Expenditure towards remuneration of necessary manpower requirement (in no case more than 2 persons) subject to maximum of Rs. 60,000/- (Rupees sixty thousand only) or actual expenditure on manpower engaged, whichever is less.

- ii) Assistance at the rate of 100% for incurring expenditure on admissible items, prescribed by the Government under these rules (other than expenditure on remuneration of manpower engaged) subject to maximum of Rs. 60,000/- (Rupees sixty thousand only).
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4) Conditions for eligibility of grants:—

The Gram Panchayat, Non-Government Organisation/Municipality has to submit an application for Library grants in the prescribed form (Annexure-I) to the State Library Officer (available with the Directorate of Education, Panaji).

The Organisations have to comply with the following conditions:—

- i) The Library should have suitable and independent premises of about 40 sq. mts. with proper lighting and ventilation.
- ii) The Library should maintain all registers and files required for smooth functioning of the Library.

Following registers are required to be maintained:—

- a) Accession Register.
- b) Account Books viz. cash book, journal & ledger.
- c) Issue Register.
- d) List of members enrolled by the Library.
- e) Record of research workers taking advantage of Library.
- f) Record of daily visitors and readers.
- g) Dead Stock register.
- h) Receipt books.
- i) List of periodicals and newspapers.
- j) Register of permanent and semi permanent assets acquired wholly or mainly out of Government Grants.

iii) The timings of the Taluka Libraries should be minimum of 6½ hrs. on all working days in accordance with the needs of public. The Panchayat Libraries should function for at least 6 hrs. on all working days. In the morning session, it should function for 3 hrs. i.e. from 7.30 a.m. to 10.30 a.m. and in the evening session from 4.30 p.m. to 7.30 p.m. The Taluka and Village Libraries will follow a 6 day week. Adjustment of the timings may be permitted as per the local needs.

iv) The timings of the Library and the list of holidays for Library should be displayed outside the Library Building/Room.

v) The Library shall be open for inspection and audited by the Director of School Education or State Library Officer or by a Representative of State Library Committee/State Library Council. All records and registers etc., shall be made available for scrutiny of the Inspecting Officer.

vi) The Management shall submit an annual report by 30th May and audited statement of the Library expenditure of previous, duly audited by Chartered Accountant, latest by 30th October every year.

vii) A library seeking grants shall have a separate Bank Account in the name of Library.

5. Admissible items of Expenditure:—

- a) Pay and allowances of staff.
- b) Rent, Certified as reasonable by the Executive Engineer, PWD.
- c) Expenditure on minor repairs of Library premises and furniture.
- d) Expenditure on purchase of books, periodicals, newspapers and other reading or study material.
- e) Expenditure on preparation and printing of catalogues, approved forms, annual reports and statement of accounts.
- f) Expenditure on furniture and equipments.
- g) Expenditure on insurance premia for books and furniture and also for the building.
- h) Expenditure on contingencies such as stationery, postage, electricity, binding, pesticides, etc.
- i) Miscellaneous expenses in connection with organization of group discussion, symposium, etc.
- j) Celebration of World Book day on 23rd April, Librarian day on 12th August, National Book Week from 14th to 20th November.
- k) Expenditure on any items/programme with prior approval of the authorities.

6. Withholding or withdrawal of Grant-in-aid:—

Failure to comply with the Grant-in-aid rules or any orders issued by Director of School Education, for unsatisfactory management of the Library or any other defaults etc., may result in withholding part or whole of the grants ordinarily payable to the Library. The grants already released to the defaulter management or Panchayat, if found misused, violating the conditions prescribed under these rules, the Director of Education shall recover the amount so released either in the form of assets acquired out of State Grants or in the manner considered to be appropriate by the Government.

7. Undertaking to be given by Management:—

Management shall give an undertaking that on withdrawal of grants by the Government, they will hand over the entire materials purchased through Government funds to the Director of School Education or his nominee. The Management will make good any loss or damage to Government property immediately after inspection by the Department failing which recovery will be initiated.

GOVERNMENT OF GOA

Department of Education, Art & Culture

Directorate of Education

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Notification

DE/CL/Lib.Rules/98-99/1596

The following rules for all the Government Public Libraries i.e. State/District/Taluka and Village Libraries are hereby published for general information.

Suman Pednekar, Director of Education & ex officio Jt. Secretary.

Panaji, 22nd March, 1999.

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Public Libraries Membership Rules

The use and lending of books in State/District/Taluka and Village Libraries shall be regulated by the following rules supplemented by such other rules as may be in force from time to time.

Hours of Opening

1. The working hours of the libraries will be put on the notice board of the respective libraries.

Enrolment of Members

2. Every intending borrower of books from the State/District/Taluka/Village Library shall have his/her name registered in the respective library office by applying in prescribed form which shall be available in the library alongwith the rules, on payment of printed price.

3. Every intending members shall be required to submit the duly filled form in all respects.

a. his/her full name.

b. permanent address.

c. present address.

d. age (for children only).

e. profession/designation.

f. two stamp size (3.5 x 2.5 cms.) latest photographs (for State/District/Taluka Libraries) and required deposit under 4.b & 5.

g. name and address of educational institution/office/organisation to which attached (for students and working people only).

h. Nationality and passport No. (for foreign nationals only).

i. specimen signature.

4. a. Book will be lent for members of the public, who are Indian Nationals.

i. For State Library — those residing in the State of Goa.

ii. For District Library — those residing in the respective District.

iii. For Taluka Library — those residing in the respective Taluka.

iv. For Village Library — those residing in the respective Village.

4. b. Foreign nationals will be allowed to borrow books (after fulfilling the procedure laid down in Rule 2) from lending section only after depositing an amount of Rs. 1000/- Other regulations regarding deposit shall be governed by R-13 and R-35.

5. The members shall pay the membership deposit (refundable) as shown below:—

	Adults	Children
i. For State & District Library : Membership deposit	Rs. 200/-	Rs. 50/-
ii. For Taluka Library : Membership deposit	Rs. 50/-	Rs. 25/-
iii. For Village Library : Membership deposit	Rs. 25/-	Rs. 10/-

The membership deposit is subject to revision from time to time.

Use of Books

6. No book/books forming part of the textbook collection, reference collection and valuable books, shall be issued for consultation in the library to a person, member or non-member until he/she presents to the Section-in-Charge a duly signed call slip. Students should present their identity card also.

7. Readers shall return, before leaving the library, to the Section-in-Charge, reference books and other materials specially requisitioned for consultation.

8. No tracing or mechanical reproduction of any book, map or manuscript shall be done without the express permission of the Curator/Librarian.

9. Before leaving the counter, the member shall satisfy himself as to whether the book lent to him/her is in good condition and if not, shall immediately bring the matter to the notice of the Librarian on duty.

Loan of Books

10. Normally, no book that forms part of the Reference Collection, Textbook Collection, or any book valuable for its rarity or its illustration or the manuscript shall be lent out.

11. Unbound periodicals which have a subject value and books which cannot bear the strain of transit will not be lent out.

12. Books which are temporarily in special demand may be lent for such shorter period as may be necessary or may be declared as reference book and shall not be lent out.

13. In special circumstances the Curator/Librarian, may at his discretion permit certain books from Reference Section to be borrowed for a period of not more than one week on depositing Rs. 2000/- which will be refunded only after a period of one month. However, books which are purely reference sources, rare books, out of print publications will be excluded from this criteria.

14. No books from the Lending Section will be issued, unless the borrower's ticket and identity card are produced at the counter.

15. A lent out book may be kept for a period of thirty days (or such period notified by the respective library), during which period it may be renewed at the request of the borrower provided there is no demand.

16. The Curator/Librarian reserves the right to call back the book before the due date when the need arises.

17. The written application for extension of loan period must reach the librarian one week before the due date.

18. A member shall be entitled to borrow one book/volume at a time. However a member who desires to have more than one book (subject to maximum three) can do so by depositing an additional amount of Rs. 250/- for second borrowers ticket and Rs. 300/- for the third borrowers ticket.

Non-return, Loss or Damaged/Books

19. A book lost or damaged in any way by a borrower shall have to be replaced. Otherwise the borrower shall place at the disposal of Curator/Librarian an amount sufficient enough to purchase the replacement copy (which will include cost of book and other incidental charges) or the cost fixed by the Curator/Librarian.

20. If the book/books borrowed from the library are not returned/replaced/paid for, as in above clause, within one month after the notice sent to him/her by registered post his/her deposit shall be adjusted and his/her membership terminated. In the case where value exceeds the deposit amount, the borrower shall pay the excess amount. In case of his/her failure to pay, he/she will be declared as Library defaulter and debarred from using Government Public Libraries. The amount deducted/collected on account of loss or books shall ordinarily be utilised in replacing the lost book unless it is decided not to do so (i.e. in view of fact that the book was either not available in the market or a duplicate copy was already in the possession of the Library).

21. A list of library defaulters will be published periodically in local dailies. Such lists shall also be displayed at the notice board of libraries and sent to the Organisation/Institution, to whom the borrower is attached.

Borrower's Ticket

22. Ordinarily every member will get one borrower's ticket and an identity card, however, under clause 18, a member shall get maximum 3 cards. He/she will be responsible for book/books borrowed on that/those tickets.

23. In case, the borrower's ticket/identity card is lost a duplicate borrower's ticket/identity card will be issued to him/her on his/her applying in the prescribed form, and on payment of Rs. 5/-. The borrower will be responsible for any misuse of his/her lost ticket/identity card. Library shall not undertake responsibility of detecting the misuse of such lost ticket/identity card.

24. Borrower's ticket/identity cards are not transferable.

Renewal and cancellation of membership

25. The membership shall remain in force for five years from the date of registration unless previously surrendered or cancelled. At the time of renewal, each member shall be required to pay the difference in membership deposit if any. No book will be issued unless the membership is renewed.

26. If the member fails to renew/withdraw the membership within a period of one month from the date of notice sent to him by registered post his/her membership will be cancelled, the deposit forfeited and credited to Government Treasury.

27. Member ceasing to use the library shall return tickets to the librarian, for cancellation.

28. The Curator/Librarian shall have power to cancel the tickets and refuse admission to anyone infringing the rules and regulations of the Library or for indulging in any other misconduct.

Refund of Deposit

29. No claim to money deposited by a borrower will be entertained unless the borrower's ticket, identity card and the receipt for the deposit is produced. If the ticket/identity card is lost, a sum of Rs. 5/- each will be payable by him/her.

30. In case of members having more than one borrower ticket as under clause No. 18, no refund shall be allowed in parts.

31. Double membership shall not be allowed.

32. In case the original deposit receipt granted to a depositor is lost, the money will not be refunded unless the identity of the depositor is established to the entire satisfaction of the Curator/Librarian.

33. In case of the death of the original depositor, a succession certificate or satisfactory proof of the identity of the claimant in any other form is to be produced alongwith the death certificate.

34. Notice of one week must be given before deposit is withdrawn.

Overdue Charges

35. If a book is not returned to the library when due, an overdue charge of Rupee one per day shall be levied, Official receipts will be issued.

36. In case the due date falls on Saturday, Sunday or Public Holidays the book will be treated as due on the following working day.

37. In case the borrower fails to pay the fine within one month, the borrower's ticket shall be withheld, his membership will be cancelled and the amount adjusted towards the recovery of fine.

General

38. Smoking, spitting, sleeping, loud conversation, standing in groups, writing on tables, sprinkling of pen ink, chewing gum, eating of sweets etc., in any part of the library is strictly prohibited.

Curator/Librarian reserves the right to refuse any application for membership for reason to be recorded in writing.

40. A member shall intimate change of his/her address if, any.

41. A members and other visiting the Library shall be bound by these rules and the procedures and practices in force from time to time. They shall also take care to handle the book carefully and not to mutilate/cut, write on and disfigure the books.

42. Readers shall note that the attendant at the counter is authorised to examine everything that passes in and out of the Library.

43. Only members shall have the right to access to the Lending Section for the purpose of borrowing books, but their representatives and others may be admitted and allowed to borrow books on their behalf, provided, they hold a letter of authority from the member concerned to the satisfaction of the Librarian on duty.

44. A person not of sound mind or found undesirable or offensively unclean in person or dress or intoxicated or suffering from any infectious disease shall not be admitted into the Library.

45. The Curator/Librarian or any other official of the Library or in-charge of a particular section may refuse admission to any person whether member or non-member to the Library or any section, by recording the reason, if in the opinion of the Official concerned it is undesirable to allow him/her admission.

46. A person shall not bring inside the Library building any wheeled vehicle (except for handicapped person), dogs and other animals.

47. Umbrellas, raincoats, boxes, bags, caps, printed materials in loose or in bound form and other belongings shall be left at the entrance. The Library shall not however be responsible for any loss or damage done to or any exchange made of the articles deposited at the entrance. Readers shall not in any case deposit valuables at the entrance. The person so depositing his belongings should collect them before closing time of the Library.

48. In case the token issued to the depositor is lost by him, the articles will be returned to him/her only after producing sufficient proof regarding the articles.

49. The Counter for issue to books shall be closed 10 minutes before the closing time of the Library.

50. Readers are requested not to disturb the arrangement of books on the shelves.

51. Unauthorised removal of books or other property from the library will be dealt with according to the law.

52. Readers are requested to stand in queue during the rush hours.

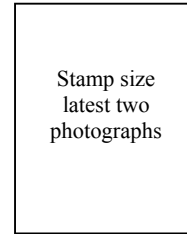
53. Persons desirous of using the Library shall enter their details alongwith signature in the book which is kept for the purpose. Such signature shall be taken as an acknowledgement that the person abides by the rules of the Library.

54. Readers having any grievances such as failure in the service, lack of civility on the part of the Library staff shall record the same in the complaint register kept for the said purpose.

55. Complaints, if any shall be made first to be Librarian on duty either orally or in writing.

State Central Library
Panaji-Goa

Membership Application Form



I desire to become a member of Lending Section of the State Central Library/District Library/Taluka Library/Village Library.

I have read the Rules and Regulations and agree to abide by them. I shall take proper care of the Library books and undertake to replace any book/s lost or damaged by me. I shall notify to the Library and change in my address.

His/her full name:.....
(In block letters, beginning with Surname)

Permanent address:

Age (for children only).....

Profession/Designation.....

Two stamp size (3.5 x 2.5 cms.) latest photographs (for State/District/Taluka Libraries) and required deposit under Rules 5.

Name and address of educational institution/office/organisation (for students and working people only)

Nationality and passport No.
(for foreign national only)

Specimen signature

(For Office Use)

Reg. No.

Date of Reg.....

Receipt No.

Book No.

Date of renewal of Membership.....

Receipt No. for difference in Membership.....