

THE KARNATAKA PUBLIC LIBRARIES RULES, 1966
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Education Secretariat
NOTIFICATION
Bangalore, dated 5th December 1996



G.S.R. 1257 – In exercise of the powers conferred by section 41 of the Mysore Public Libraries Act, 1965 (Mysore Act 10 of 1965) the Government of Mysore hereby makes the following rules, the draft of the same having been published as required by sub-section (1) of the said section, in Notification No. ED 26 SLS 66, dated the 20th October 1966 as No. G.S.R. 1195 in Part IV-2e(i) of the Mysore Gazette dated the 27th October 1966 namely:

THE KARNATAKA PUBLIC LIBRARIES RULES, 1966

CHAPTER-I

Preliminary

1. Title,- These rules may be called the Karnataka Public Libraries Rules, 1966.

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

- (a) ‘Act’ means the Karnataka Public Libraries Act, 1965 (Mysore Act No. 10 of 1965)
- (b) ‘annexure’ means an annexure appended to these rules,
- (c) ‘section’ means a section of the Act.

CHAPTER-II

Election to Library Authorities, and Branch Library Committees

3. Election of Members to the State Library Authority,- (1) The election of four persons by the Mysore Legislative Assembly and two persons by the Mysore Legislative Council to be held under clause (b) or clause (c) as the case may be of sub-section (2) of section 3 shall be according to the principle of proportional representation by means of the single transferable vote.

(2) One person to be elected by the Syndicate of each of the Universities in the State under clause (d) of sub-section (2) of section 3, shall be elected at a meeting of the Syndicate of the university by a simple majority vote of the members present and voting at, such meeting.

(3) One person to be elected by the Executive Committee of the Mysore Library Association under clause (e) of sub-section (2) of section 3 shall be elected at a meeting of the Executive Committee of such Association convened for the purpose from among its members by a simple majority vote of the members of the Executive Committee present and voting, at such meeting.

(4) One person to be elected by the City Library Authority of the City of Bangalore under clause (f) of sub-section (2) of section 3 shall be elected at a meeting of the said Authority convened for the purpose by a simple majority vote of the members present and voting at such meeting.

(5) One person to be elected by the City Library Authority under clause (g) of sub-section (2) of section 3 shall be elected at a meeting of such Authority convened for the purpose, by a simple majority vote of the members present and voting at such meeting.

(6) One person to be elected by the District Library Authority under clause (h) of sub-section (2) of section 3 shall be elected at a meeting of such Authority convened for the purpose by a simple majority vote of the members present and voting at such meeting.

4. Period within which elections to State Library Authority should be completed,- Where a person has to be elected as a member of the State Library Authority by any of the bodies referred to in sub-section (2) of section 3:-

(a) Consequent upon the expiry of the term of office of a member, not later than two months before the date of expiry of such term; or

(b) For filling a vacancy referred to in section to be filled by election, immediately after the occurrence of such vacancy the State Librarian shall intimate when the person to be elected is from among the members of:-

- (i) the Mysore Legislative Assembly the Secretary of the Assembly;
- (ii) The Mysore Legislative Council, the Secretary of the Council;
- (iii) The Syndicate of each of the universities in the State the Registrar of such University;
- (iv) The Mysore Library Association, the Secretary of such Association;
- (v) Any of the library Authorities referred to in clauses (f), (g) and (h) of sub-section (2) of section 3, the Secretary of the appropriate Library Authority;

to elect persons before the date of expiry of the terms of office of the members of the State Library Authority and where the election is for filling any vacancy not later than one month from the date of receipt of such intimation.

5. Selection of members to a City Library Authority,-(1) Two persons to be elected to a City Library Authority under clause (c) of sub-section (1) of section 17 shall be elected at a meeting of the Municipal Corporation, Municipal Council or other municipal body of the City by a simple majority vote of the members of such corporation, council or body, as the case may be present and voting at each meeting.

(2) One person to be nominated by the Council of the City Branch of the Mysore Library Association under clause(f) of sub-section (1) of section 17 shall be selected at a meeting of the Executive Committee of such Branch Association convened for the purpose from among the members of such Branch Association by a simple majority vote of the members of the Executive Committee present and voting at such meeting.

6. Selection of members to a District Library Authority,- (1) Two persons to be elected to a District Library Authority under clause (c) of sub-section (1) of section 18 shall be elected at a meeting of the District Development Council of the District by a simple majority vote of the members of such council present and voting at such meeting.

(2) One person to be elected to District Library Authority under clause (d) of sub-section (1) of section 18 by each municipal council or other municipal body in the District shall be elected at a meeting of each such council or body as the case may be by a simple majority vote of the members of such council or body present and voting at such meeting.

(3) One person to be nominated by the Council of the District Branch of the Mysore Library Association under clause (b) of sub-section (1) of section 18 shall be selected at a meeting of the executive committee of such Branch Association convened for the purpose, from among the members of such Branch Association by a simple majority vote of the members of the executive committee present and voting at such meeting.

7. Period within which election to a City Library Authority or the District Library Authority should be completed,- (1) Where a person has to be elected as a member of a City Library Authority by a body referred to in clause (c) of sub-section (1) of section 17-

(a) consequent upon the expiry of the term of office of a member not later than two months before the date of expiry of such term; or

(b) for filling a vacancy referred to in section 19 to be filled by election immediately after the occurrence of such vacancy the Chief Librarian of the City shall intimate the Municipal Commissioner or Chief Officer of the municipal corporation municipal council or other municipal body of the City as the case may be to elect persons before the date of expiry of the term of office of the members of such City Library Authority and where the election is for filling any vacancy not later than one month from the date of receipt of such intimation.

(2) Where a person has to be elected as a member of a District Library Authority by any of the bodies referred to in clauses (e) and (d) of sub-section (1) of section 18-

(a) consequent upon the expiry of the term of office of a member not later than two months before the date of expiry of such term; or

(b) for filling a vacancy referred to in section 18 to be filled by election immediately after the occurrence of such vacancy the Chief Librarian of the district shall intimate where the person to be elected is from among the members of-

(i) the District Development Council, the Secretary of such Council;

(ii) a municipal council or other municipal body in the district the Chief Officer of each such municipal council or President of the municipal body as the case may be;

to elect persons before the date of expiry of the term of office of the Members of the District Library Authority and where the election is for filling any vacancy not later than one month from the date of receipt of such intimation.

8. Election to a Branch Library Committee,- One person to be elected to a Branch Library Committee under clause (b) of sub-section (2) of section 29 shall be elected at a meeting of the municipal council or other municipal body or panchayat having jurisdiction by a simple majority vote of the members of such council body or panchayat as the case may be present and voting at such meeting.

CHAPTER III

Meeting of Library Authorities

9. Notice of meetings of the State Library Authority ,- (1) The Secretary shall give ten clear day's notice of every meeting of the State Library Authority to the members and shall forward with the notice an agenda paper containing the business to be transacted at the meeting. The President may place before the meeting any urgent item of business not included in the agenda.

(2) A special meeting shall be convened by the President for a date not more than fifteen days after the receipt of a written request in this behalf subject to the condition that the matters of urgent importance to be discussed at such special meeting are specially by not less than one-third of the members of the State Library Authority.

10. Procedure for transaction of business at a meeting of the State Library Authority,- (1) If at any meeting there is no quorum the President shall adjourn the meeting to a subsequent date. The Secretary shall give fresh notice of five clear days indicating the date and time of the adjourned meeting and the business which should have been brought before the original meeting had there been a quorum thereat shall be brought before the adjourned meeting and may be disposed of at such meeting provided there is quorum.

(2) All questions at any meeting of the State Library Authority 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 shall have and exercise a second or casting vote.

(3) Voting shall be by show of hands but the State Library Authority may resolve that any question shall be decided by ballot.

(4) Except when voting is demanded by ballot a declaration by the person presiding at such meeting that a proposition has been carried or lost shall be conclusive evidence of such proposition having been adopted or negative as the case may be.

(5) When voting is by ballot the votes of all the members present who desire to vote shall be taken under the direction of the person presiding at the meeting and the result of the voting shall be deemed to be the decision of the State Library Authority at such meeting.

(6) The Secretary shall maintain a record of the proceedings and decisions of the meetings of the State Library Authority under the directions of the President.

11. Meetings of local Library Authorities and the procedure to be followed at such meetings,- (1) In the absence of the Chairman and the Vice-Chairman at a meeting of the local Library Authority the members present at the meeting shall choose one among themselves to preside over such meeting.

(2) The majority of the total number of members of the local Library Authority shall be the quorum for a meeting of such Authority.

(3) The provisions of rules 8 and 10 shall mutatis mutandis apply for convening meetings of Local Library Authorities and the procedure to be followed at such meetings.

12. Election of Vice-Chairman of the District Library Authority,- The Vice-Chairman of the District Library Authority shall be elected at a meeting of such Authority from among its members by a simple majority vote of the members present and voting at such meeting.

CHAPTER IV

Director

13. Qualification of the Director,- A person to be appointed as Director under sub-section (1) of section 14 shall have the minimum qualification of (1) Bachelor's Degree of recognised University-(2) Diploma or Degree in Library Science and (3) with at least ten years working experience in a recognised Library and as Librarian of responsible post for five years-Age not less than 40 years.

CHAPTER V

Local Library Development Plans

14. Preparation of City Library Development Plan,-(1) The City Library Development plan to be prepared by a City Library Authority under sub-section (1) of section 27 for establishing libraries and spreading library service within its jurisdiction shall be as in form contained in Annexure I and shall be prepared in the following manner namely-

- (a) Public Libraries maintained by the Local Body of the City;
- (b) Other libraries open to the public maintained by other co-operative agencies;
- (c) School libraries maintained by the Local Body of the City;
- (d) School libraries maintained by other corporate agencies and
- (e) Hospital Libraries

(2) The City Library Development Plan to be prepared under sub-rule (1) shall contain the particulars as in Annexure-I.



15. Preparation of District Library Development Plan,-(1) The District Library Development Plan to be prepared by a District Library Authority under sub-section (1) of Section 27 for establishing libraries and spreading library service within its jurisdiction shall be as inform contained in Annexure II and shall be prepared in the following manner namely-

- a) Full Outline of Plan
- b) Town sub-plan and
- c) Village sub-plan

2. The District Library Development Plan to be prepared under sub-rule (1) shall contain the particulars as in Annexure-II

16. Manner of publication of the salient features of Library Development Plans,- The salient features of every City Library Development Plan and District Library Development Plan prepared under sub-section (1) of Section 27 shall be published in the following manner along with a notice as required by sub-section (2) of Section 27 namely-

- 1. By publication in the official Gazette;
- 2. By circulating in the local papers; and
- 3. The date within which objections have to be forwarded to the Chief Librarian should be specified in the notice taking into consideration that the period to be allowed for sending objection must be a reasonable period after the actual date of publication in the Gazette.

CHAPTER VI

Maintenance of Library Funds

17. Maintenance of State Library Fund,- (1) The Director shall open an account relating to the State Library Fund in the State Huzur Treasury, Bangalore.

(2) The sums referred to in sub-section (2) of Section 33 and another sums received or claimed by or on behalf of the State Library Authority shall be credited to the said Fund and an account of all moneys credited to and paid out of the said Fund shall be maintained by the State Librarian.

(3) From out of the State Library Fund amounts may be drawn by the State Librarian by the issue of cheques signed by him.

18. Maintenance of City Library Fund,- (1) The Chief Librarian of every City Library Authority shall open an account relating to the City Library Fund in the District Treasury of State Bank of Mysore or any other Schedule Bank. In the case of Bangalore City Library Funds the account shall be opened in State Huzur Treasury.

2. The sums referred to in sub-section (2) of Section 32 and all other sums received or claimable by or on behalf of City Library Authority shall be credited to the said Fund and an account of all moneys credited to and paid out of the said Fund shall be maintained by the Chief Librarian of such City Library Authority.

3. From out of the City Library fund amounts may be drawn by the Chief Librarian of a City Library Authority by the issue of cheques signed by him.

19. Maintenance of District Library Fund,- (1) The Chief Librarian of every District Library Authority shall open an account relating to the District Library Fund in the District Treasury or State Bank of Mysore.

2. The sums referred to in sub-section (2) of Section 32 and all other sums received or claimable by or on behalf of the District Library Authority shall be credited to the said fund and an account of all moneys credited to and paid out of the said Fund shall be maintained by the Chief Librarian of the District Library Authority.

3. From out of the District Library Fund, amounts may be drawn by the Chief Librarian of the District Library Authority by the issue of cheques signed by him.

20. Manner of crediting Government grants to District Library Fund,- As soon as may be after the receipt of orders of Government by the District Library Authority indicating the amount of annual grant made the District Library Authority under sub-section (1) of Section 31, the Chief Librarian of the District shall prefer a bill for the payment of the amount due twice every year during the months of June and December respectively for authorisation of payment to the appropriate officer of the State Government and the sum so authorised shall be credited to the District Library Fund.

CHAPTER VII

Accounts, Audit and Annual Report

21. Maintenance of Accounts- The State Library Authority and the Local Library Authorities shall maintain an account of the income and expenditure and receipts and expenses in accordance with such instructions issued by the Controller, State Accounts Department of the State Government from time to time.

22. Audit, Disallowance and Surcharge- (1) accounts of the State Library Fund and the City and District Library Funds shall be audited by the Auditors appointed by the Controller of the State Accounts Department of the State Government.

- (2) (a) The State Libraries shall submit the accounts in respect of the State Library Funds to the auditors; and
- (b) The Chief Librarians shall submit the accounts in respect of the City and District Library Funds to the auditors;

(3) The auditors may,- (i) in writing require the production of any book deed contract, account, voucher, receipt or other document for perusal examination of which they consider necessary;

(ii) in writing require any person who has the custody or control of any such document or who is accountable for it to appear in person before them; and

(iii) require any person so appearing to make and sign a declaration with respect to such document or to answer any question or to prepare and furnish any statement relating thereto.

(4) The Auditors shall,- (i) report to the State Library Authority in respect of the State Library Fund and to the Local Library Authority with regard to the Local Library Fund any material impropriety or irregularity which they may observe in the expenditure or recovery of moneys due to the Local Library Authority or in the accounts;

(ii) Furnish to the State Library Authority and the Local Library Authority concerned such an information as it may require concerning then progress of their audit;

(iii) report to the State Library Authority and the Local Library Authority concerned any loss or waste of money or other property owned by or vested in the said authorities caused by neglect or misconduct with the names of persons directly or indirectly responsible for such loss or waste; and

(iv) submit to the State Library Authority and City or District Library Authority with regard to State Library Fund and Local Library Fund, respectively, final statement of the audit and a copy thereof to the State Librarian concerned within a period of three months from the end of the financial year or within such other period as the Government may from time to time notify.

(5) (i) The State Librarian shall forthwith remedy any defects or irregularities that may be pointed out by the auditors with regard to the accounts of the State Library Fund and report the same to the Government.

(ii) The Chief Librarian concerned shall forthwith remedy any defects or irregularities that may be pointed out by the auditors and report the same to the State Librarian and to Government; and

(iii) The State Librarian shall submit to Government for their information within three months of the receipt of reports referred to in sub-rule 5(ii) as consolidated review of reports with special reference to the irregularities and special features, if any noticed, in audit and the action taken to remedy them.

(6) The auditors may disallow every item contrary to law and surcharge the same on the person making or authorising the making of the illegal payment and may charge against any person responsible for the amount of any deficiency loss of unprofitable outlay incurred by the negligence or misconduct of that person or for any sum which ought to have been put is not brought into account by that person and shall in every such case certify the amount due from such persons.

(7) The auditors shall state in writing the reason for their decision in respect of every disallowance, surcharge or charges.



(8) Every sum certified to be due from any person by the auditors under the Act shall be paid by such person to the State Library Authority or to the Local Library Authority as the case may be within fourteen days from the date of intimation by the Secretary of the State Library Authority or of the Local Library Authority, as the case may be to such person of the decision of the auditors unless within that time he has appealed to Government against the decision and such sum if not so paid or such sum as the Government shall on appeal declare to be due shall be recoverable by the Local Library Authority.

23. Information and particulars to be included in the Annual Report,-(1)

The Annual Report to be prepared by the Director under sub-section (1) of section 40 relating to the progress made by the Local Library Authorities during the year shall furnish the following information and particulars namely:-

ANNUAL REPORT

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
5. Books Collection- as on the beginning of the year book collection added during the year at the cost of Rs.
6. Statistics
 - (a) Members as on beginning of the year.
 - (b) Members as on enrolled during the year under report.
7. Circulations
 - (a) Books issued home.
 - (b) Books consulted within the premises of the Library.
8. Newspapers and periodicals subscribed at the cost of Rs.

9. Binding

10. Stock-taking.

11. General.

12. Suggestions.

(2) The Annual Report to be prepared by the State Librarian under sub-section (2) of section 40 relating to the activities of the State Library Authority during the year shall contain the following information and particulars:-

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

5. Books Collection- As on the beginning of the year book collection added during the year at the cost of Rs..

6. Statistics-

- a. Members as on beginning of the year.
- b. Members as on enrolled during the year under report.

7. Circulation-

- a. Books issued home.
- b. Books consulted within the premises of the Library.

8. Newspapers and periodicals subscribed at the cost of Rs..

9. Binding

10. Stock taking

11. General

12. Suggestions

CHAPTER VIII

Aided Libraries



24. Conditions to be fulfilled by aided Libraries,- No library shall be eligible for aid unless it satisfies the conditions of eligibility laid down in Annexure III and maintains such minimum standards relating to maintenance of library as may be laid down by the Department of Public Libraries.

CHAPTER IX

Maintenance of State Registers of Libraries and Librarians

25. Maintenance of State Registers of Libraries and Librarians,- (1) The State Librarian shall maintain a register of all public libraries in the State and also a register of librarians of such public libraries.

2. The Local Library Authorities shall maintain a register of all public libraries within their jurisdiction and also a register of librarians of such public libraries.

3. The Secretary of every public library shall send to the Local Library Authority in whose jurisdiction such library is situated a statement showing the name of the library and the names and addresses of the members of the governing body of such library the name and qualification of librarian of such library and also report to the Chief Librarian of such Local Library Authority any change in the personnel of the governing body or of the librarian with their addresses.

CHAPTER X

Constitution of Committee by Library Authorities

26. Constitution of committees by the State Library Authority,- The State Library Authority may by resolution passed in this behalf constitute from among its members such number of committee consisting of such number of members as it thinks fit for purposes of assisting the State Library Authority in the discharge of its duties.

27. Constitution of Committees by Local Library Authorities-(1) The election of members to the Executive Committee and Finance Committee of every Local Library Authority and to such other committees, of a local authority which have to be constituted by electing from among the members shall be held at a meeting of such Local Library Authority.

(2) Notice of not less than five clear days before the date of the election to such committees shall be given to the members of the Authority.

(3) The names of persons who are willing to stand for the election shall be duly proposed at the meeting by a member of the Authority other than the candidate himself and seconded by any other member other than the proposer.

(4) A candidate who has been proposed and seconded may withdraw his candidature by making a statement to that effect at the meeting. The names of all the candidates who have been proposed and seconded and who have not withdrawn their candidature shall be read out by the person presiding.

(5) If the number of candidates whose names are so read out is equal to the number of persons to be elected, the person presiding shall declare all such candidates as duly elected.

(6) If the number of such candidates is less than the number of persons to be elected, the person presiding shall declare all such candidates duly elected and shall either call for fresh nominations or adjourn the election to fill up the remaining vacancies to the next meeting of the authority.

(7) If the number of candidates exceeds the number of person to be elected, the votes of the members present at the meeting shall be taken by ballot.

(8) Every member wishing to vote shall be supplied with a voting paper on which the names of all candidates shall be typed, printed or cyclostyled in the following form in alphabetical order, namely,___

Name	Vote
(1)	
(2)	
(3)	

Each member shall then proceed to the place set apart for the purpose and there, place a cross mark against the name of the candidate or the names of the candidates for whom he wishes to vote, He shall then fold up the voting paper so as to conceal his vote and deposit the same in a ballot box placed in the view of the person presiding at the meeting. The ballot box shall be so constructed that the voting paper may be placed therein but not extracted therefrom without the box being opened. The person presiding at the meeting shall then open the box and count the votes in the presence of two members (other than the candidates) who shall be nominated tellers by the person presiding.

28. Declaration of result of election___ The candidate who obtains the largest number of votes or if there is more than one vacancy, as many of the candidates at the top of the poll as there are vacancies to be filled shall be declared to have been duly elected. If there be any equality of votes between any two or more candidates and the addition of one vote to any one or more of such candidates will entitle him or them to be declared duly elected, the person presiding at the meeting shall decide by drawing lots in the presence of the members to which one or more of such candidates such additional vote shall be deemed to have been given.

29. Validity of votes____ Any voting paper which contains the signature or writing of any of the voting members on or which marks are placed against more candidates than there are vacancies to be filled shall be invalid.

CHAPTER XI

Restrictions regarding contracts to be entered in to by the Library Authorities

30. Restrictions regarding contracts to be entered into by the Library Authorities,- (1) No free grant of immovable property whatsoever may be its value, no grant for an upset price and no lease for a term exceeding five years and no sale or other transfer of immovable property by any of the library authorities shall be valid unless the previous sanction of Government is obtained.

(2) In the case of__

(a) a lease for a period exceeding one year or of sale or other transfer or contract for the purchase of any immovable property.

(b) every contract which will involve expenditure not covered by a budget grant: and

(c) every contract the performance of which cannot be completed within the official year current at the date of the contract, the sanction of the Library Authority by a resolution passed at a general meeting is required.

(3) In the case of a contract for the purchase of movable property or for the sale of any immovable property belonging to a Library Authority, if the expenditure which the purchase would involve or the value of the property to be sold as estimated in the accounts of any Library Authority exceeds rupees hundred in the case of Local Library Authority and rupees two hundred and fifty in the case a State Library Authority, the sanction of the appropriate Library Authority is required.

(4) Before any contract for the supply of materials or goods or for execution of any work which will involve expenditure exceeding two hundred and fifty is entered into, tenders shall be invited in such manner as may be from time to time be determined by the appropriate Library Authority from person willing to enter into such contract, and when the estimated value exceeds rupees five hundred no such contract shall be entered in to without the previous approval of the State Government or an officer duly authorised by the State Government in this behalf.

CHAPTER XII

Publication of Bye-laws



31. Manner of Publication of bye-laws,- Every bye-law made under section 42 besides being published in the official Gazette shall also be published,___ in two issues of a daily newspaper in Kannada circulating throughout the State, in the City or in the District, as the case may be: by affixing copies of the bye-law on the notice board of the office of the State Library Authority, or the local library Authority, as the case may be, and by affixing copies of by law on the notice Board of the Mysore State Central Library and the Public Libraries in the City or District, as the case may be.

CHAPTER XIII

Period for preferring Appeal against Decision of Director

32. Period for preferring appeal.-An appeal under sub-section (4) of section 44 against the decision of the Director to the Karnataka Revenue Appellate Tribunal shall be filed within ninety days from date of such decision.

33. Repeal,-__The Mysore Public Libraries (Constitution of Library Authorities) Rules, 1966, are hereby repealed except as respects this done under the said rules, before the date of commencement of these rules:

Provided that any thing done, any section taken (including elections held) shall be deemed to have been done or taken under the corresponding provisions of these rules.

ANNEXURE I

[See Rule 14 (1)]



Form of the City Library Development Plan

The Development Plan for a City shall furnish the following and any other relevant information about each of the Central and Branch Public Libraries and School and Hospital Library to be newly established:

1. The map furnished under rule 14(1) shall indicate by a distinctive symbol each Public School and Hospital Library to be newly opened, including the Central Library;
2. The division and location therein;
3. The proposed year of establishment;
4. Information about illiteracy; and
 - (1) The kind of library service proposed to be given to the illiterates;
 - (2) Other agencies for the liquidation of illiteracy and the part proposed to be played by the library;
5. The number of adult schools in the division and manner in which the library expects to co-operate with them;
6. The estimated initial cost in regard to:-
 - (1) Buildings and fittings;
 - (2) Furniture and office equipment;
 - (3) Reading and kindred materials;
 - (4) The number of years over which the expenditure of the initial cost is proposed to be spread;
 - (5) The amount which the Government is requested to provide;
 - (6) The other sources from which the rest of the amount is expected to be found;
- (7) The estimated recurring cost or a year in regard to,_
 - a) The staff with details about the number of posts and grade of salaries;
 - b) Furniture and office equipment;
 - c) Reading and kindred materials;
 - d) Insurance charges;
 - e) The amount estimated to be appropriated from the Library case raised;
 - f) The amount estimated to be found from other sources with the name of the sources; and
 - g) The amount which the Government is requested to provide.

Time Table of Development

The Development plan for a City shall state the estimated number of years in which full library service will be established and give a summary of the proposals in the form of tentative yearly time__table giving for each year,___

1. The establishment of the Central Library;
2. The number of Branch Libraries with the proportion of their number of the total population above age 18 and to the number of literates;
3. The number of school libraries;
4. The number of Hospital libraries;
5. The strength of the staff required,___
 - (1) Professional;
 - (2) Semi-professional;
 - (3) Clerical
 - (4) Unskilled;
6. The proportion of the professional and semi-professional staff to the total population above age 10 and the literates among them;
7. Progressive total of estimated capital expenditure with indication of the amount to be found;
 - (1) By the Government;
 - (2) By the Local Body of the City; and
 - (3) From other sources.
8. Estimates of annual expenditure with indication of the amount to be found,___
 - (1) by the Government;
 - (2) by the Local Body of the City;
 - (3) from the proceeds of the Library cess; and
 - (4) from other sources.

ANNEXURE II

[See Rule 15 (1)]



Form of the District Library Development Plan

The Development plan of a District Library Authority for establishing libraries and for spreading library service should be submitted in three parts, roughly speaking in the following sequence of priority;

1. Full outline of plan;
2. Town sub-plan; and
3. Village sub-plan.

1. While executing the plan, it may be expedient to begin with the District Central Library then implement the Town sub-plan, and thereafter implement the village sub-plan.

- (1) Full outline of plan;
- (2) Existing Library Service.

2. The Development plan of a District Library Authority shall furnish information on the existing Library Service covering the following and any other relevant points:

- (a) The map of the approved District area in which is shown by distinctive marks the location of the existing;

- (1) Public Libraries maintained by the District Board, if any;
- (2) Public Libraries maintained by Municipal Council or Village Panchayats;
- (3) Other libraries open to the Public and maintained by other corporate agencies;
- (4) School Libraries maintained by the District Boards, if any;
- (5) School Libraries maintained by Municipal Councils or Village Panchayats;
- (6) School Libraries maintained by other corporate agencies;
- (7) Hospital Libraries; and
- (8) Prison Libraries;

2(a) 2) to 2(a) (6) Information showing details about each of the Libraries mentioned in 2(a) on the analogy of the rules given 2 to 7 for a City Library plan

3. **Taking over a library.** (1) These rules are on the analogy of the corresponding Rules for the City Development Plan.

(2) The number of prisons and the average number of prisoners per day.

(3) New Libraries to be established.

These Rules are on the analogy of the corresponding Rules for the City Development Plan with the addition of "Prison Libraries" whenever appropriate.

- (4) **Time-table of Development.**-These rules are on the analogy of the corresponding rules for the City Development Plan and in addition to the following;

- (a) The number of prisons libraries; and
- (b) The number of libraries.

4. **Town sub plan.- (a)** A Rural Development Plan shall furnish a sub-plan for each of the two towns included in the approved rural area, giving details as required for a City Library Plan; and

- (1)** In framing the sub-plan for a town, it must be borne in mind that a public library maintained under a town sub-plan will cease to be an independent unit and become a rural branch library as soon as the District Central Library for the approved Rural area of the District within which it lies is established.

5. **Village sub-plan.**---A village sub-plan can be submitted only for the villages and hamlets in an area for which the District Central Library has been established.

- (1)** A Village sub-plan shall furnish the following and any other relevant information about the progressive extension of travelling library service to the villages and hamlets falling within the area of a District Central Library:

- (a) A map of the area showing the nature of the terrain, the roads to be taken by the travelling library, and the service stations the ideal to be aimed being one service station for each habitation such that no resident of a habitation has to walk more than a Kilometre to reach the service-station.
- (b) The number of travelling libraries or librachines to be brought with time-table showing the yearly addition and the cumulative total-it being remembered that the ideal to be reached is roughly one librachine for a population of 25,000 or for 10 service stations so that a librachine calls at each service station once in a fortnight:
- (c) The number of travelling staff proposed to be appointed with a time-table showing the yearly addition and cumulative total;
- (d) The number of social education centres in the range and the manner in which the library expects to co-operate with them:

- (e) The estimated initial cost with a time-table showing the yearly amount and cumulative total for:
- (1) The Libraries and their fittings;
 - (2) The garage and servicing place to be added to the rural Central Building;
 - (3) Furniture and office equipment;
 - (4) Reading and kindred materials;
 - (5) The number of years over which the expenditure of the initial cost is proposed to be spread;
 - (6) The amount which the Government is requested to provide: and
 - (7) The other sources from which the rest of the amount is expected to be found;
- (f) The estimated recurring cost with a time-table showing the yearly addition in regard to:
- (1) Staff with details about the number of posts and grades of salaries;
 - (2) Furniture and office equipment;
 - (3) Reading and kindred materials;
 - (4) Insurance charges;
 - (5) The amount estimated to be found from library cess
 - (6) The amount estimated to be found from other sources with the name of the sources; and
 - (7) The amount which the Government is requested to provide.

ANNEXURE III

[See Rule 24]



Rules Relating to Conditions of Eligibility for Grant-in-aid

1. **Free Consultaion.-** (a) Library should be open to all the people of the locality for consultation within the premises, although lending of books may be to subscribers.

(b) The Library should be kept open for use by the public for not less than 30 hours in a week;

(c) The Library should have a minimum averages daily attendance to readers, to be fixed by the State Librarian: and

(d) The Library shall have books and not merely newspapers and periodicals
2. **Subscription or Registered Borrowers.-** (a) In case the Library charges subscription for borrowing books, the eligibility to become a subscriber to the library, who can borrow books for reading at home, should be open to any audit in the locality; and

(c) The Library should have a minimum number of subscriber or registered borrowers to be fixed by the Director
3. **Service Station Facilities-** The Library should function as a Service Station of the District or the City Central Library as the case may be That is, is should receive the books rent by the Central Library or a Branch Library of the Local Library Authority for circulation among the residents of its locality, lend them to those residents free of subscriptions, return the books to the Central or Branch Library concerned on demand, furnish the issue statistics for such books and help the Local Library Authority in every reasonable way in giving book serve to the people.
4. **Management.-**
 - (a) **Managing Committee.-** The managemtn of the affairs of the Library should vest in a Managing Committee elected periodically at a general body meeting of the subscribers, unless the library is maintained and managed by an approved corporate body.
 - (b) **Constitution.-** A copy of the memorandum an constitution and the bye-laws of an Aided Library or of an approved corporate body, as the case may be, should be furnished to the Librarian of the Local Library Authority of its area, one in a year.

- (c) **Report on Managing Committee-**The names of the members of the Managing Committee of the Aided Library or of the Executive of the approval corporate body, as the case may be, should be furnished to the Librarian of the Local Library Authority of its area within one month of the periodical election of appointment as the case may be. Any interim change should be reported to the said librarian within a month of the change.

5. Administration.---

- (a) **Annual Subscription.-** The minimum annual receipt of the library from subscribers should be Rs.50 or the minimum annual fund provided to the Library by the approved corporate body should be rs.500.
- (b) **Accounts and Records.-** The accounts, records, and the statistics prescribed by th State Librarian should be maintained by the library and should be open to inspection by the State Librarian or any agent appointed by him.
- (c) **Audit.-** The annual accounts of the library should be submitted ofr audit by the examiner of Local Fund Accunts, who will have to certify that the grant paid has been utilised for the purpose for which it was given.
- (d) **Annual Inspection.-** The quality and quantity of service rendered by the library should be open to inspection by such agency as the State librarian may appoint for the purpose. A different agency may be appoint for the different districts and cities.

6. Utilisation of the Grant.-

- (a) **Books.-** 75 per cent of the grant received by the library should be utilised for the purchase of new books for the library.
- (b) **Other than Books.-** the **remaining 25 per cetn of the grant received by the library may be utilised for other library purposes, if necessary, with the previous approval of the librarian** of the Local Library Authority concerned.
- c) **Submission of Vouchers-** A Copy of each bill paid out of the grant with the certificate of payment written on it and signed by the chairman of the managing committee or the executive of the party receiving the money, Should be sent to the librarian of the local library Authority concerned at the end of each month, along with a statement of the utilization of the grant in the form prescribed by the State Librarian.

d) Physical Verification- Each Library Should give facilities to the auditor or any other agent appointed for the purpose, for the physical verification of the books and the other materials covered by the bills to be audited.

e) Submission to Auditor- 1) The Certified bills and the monthly statements received by the Librarian of the local library Authority concerned will form the primary basis for audit.

2) The Accounts for the income and expenditure from its own sources of income should be submitted by the library each year to such audit as the Government may prescribe. The report of this audit will form the basis for the determination of the annual grant.

7. Lapsing of grant.-

- a) Time for Utilization.- The grant for a year Should be utilized by the library before the end of the year.
- b) Unutilised amount.- Any part of the grant for a year, left unutilized by the library during the year. Will be deducted from the grant due to be paid to the library during the next year.

[Ed 26 SLS]

By Order and in the name of the
Governor of Karnataka,

T.R. JAYARAMAN,
Secretary to Government.