This order is issued in reference to the Administrative Review Meeting conducted by the Department on 18.12.2018.

A Uniform Procurement Policy of Books out of Raja Rammohan Roy Library Foundation (RRLF) Matching Grant is framed hereunder and the same will remain in force until further order.

This policy is detailed below:

1. That there will be a State Level Working Committee (SLWC) which will act under the State Level Advisory Committee (SLAC) formed in 2018 under the Chairmanship of Hon'ble Minister-in-charge (I.C.).

   - That the SLWC will get the budget sanctioned from the SLAC, and review, rewrite and get the Library Procurement Policy approved through SLAC with a view to formulate action plan for the development of library human resource, Infrastructure, Facilities, Products and Services of Libraries. That apart, the SLWC will negotiate and get it approved through SLAC the subscriptions to online databases (e-journals, e-Books and data sets). The SLWC will formulate the policy for library use and procedure to be maintained and will outline the library collection development policy as and when required, for its implementation. The SLWC will also review the functioning of -the library with regard to its support to the different library services. The SLWC will also monitor and evaluate, from time to time, trends and developments in information technologies, networking, library automation, library cooperation etc., and to direct the library in their adoption.

   The SLAC shall meet at least once in three months to review the library affairs and if necessary, more often.

2. That a departmental officer has been designated as the Nodal Officer to SLWC who shall primarily be responsible to SLAC through SLWC in the matter dealing with book procurement of RRLF Matching Grant. SLWC.

3. Library Resources Procurement Policy- A new guideline for procurement of all kinds of library resources is outlined here under:-

   a. Library Budget and Finances

   Library budget will be prepared by the District Library Officers of their respective Districts and it means the financial allocation to procure documents and provide access to the information resources. Budget must have contingency funds for Binding and other stationery needed to process and maintain the Books/Journals, and Librarian subject to the powers delegated, may purchase books, etc., from the reputed and standard book sellers on as per this policy and or such other terms and conditions as may be prescribed by the SLWC time to time. Tenders/quotations need not to be called for procuring every
b. Flat Discount Rate: Based on the above, Tenders will not be called for procuring every single title on a day basis. However, the terms of supply like discount will be decided by the SLWC twice in every year and or as and when required. The Librarians shall enter into an agreement with the vendors with such discount rates and such conditions as the SLWC prescribes.

c. Selection Policy: It is not advisable to make rigid condition for selection, however, for general guidance the following table may be relied upon.

<table>
<thead>
<tr>
<th>Category</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art &amp; Literature</td>
<td>15%</td>
</tr>
<tr>
<td>Social Science, History and Others</td>
<td>15%</td>
</tr>
<tr>
<td>Philosophy and Religion</td>
<td>5%</td>
</tr>
<tr>
<td>General and Reference books</td>
<td>20%</td>
</tr>
<tr>
<td>Popular Science</td>
<td>20%</td>
</tr>
<tr>
<td>Children’s Literature including literature for Neo-Literates</td>
<td>20%</td>
</tr>
<tr>
<td>e-Journals, e-books &amp; Career Guidance</td>
<td>5%</td>
</tr>
</tbody>
</table>

Similarly, indicative language criterion may be proposed below:

<table>
<thead>
<tr>
<th>Language</th>
<th>State Centra Library</th>
<th>District Library</th>
<th>Town Library</th>
<th>Rural Library</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Bengali</td>
<td>45</td>
<td>65</td>
<td>65</td>
<td>70</td>
</tr>
<tr>
<td>b) Hindi</td>
<td>10</td>
<td>5</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>c) Urdu/Arabic</td>
<td>10</td>
<td>5</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>d) Local Language (Nepali, Santhal)</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>10</td>
</tr>
<tr>
<td>e) English e-Resources</td>
<td>25</td>
<td>15</td>
<td>15</td>
<td>5</td>
</tr>
<tr>
<td>f) English e-Resources</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
</tr>
</tbody>
</table>

d. Procurement of Learning Resources

Procurement of learning resource constitutes the primary responsibility of library. Library makes a systematic effort in building up the collection development by identifying, evaluating, selecting, processing and making it available to the users. Whether it’s a book, journal or an online database, any learning resource that gets added goes through a rigorous selection process. And since this collection building requires huge sums of money and has long-lasting repercussions, it is very much essential that libraries have a well thought out collection development policy. District Core Team and District Book Selection Committee constituted under 2017 guideline play a vital role in this direction.
Procurement of Books: Process and Approvals

e. Recommendation: District Book Selection Committee, along with District Core Team will invite Primary Recommendation from users and academia. They must invite Self Recommendations from the Authors / Vendors / Publishers through Open Press Advertisement. In the KMC area nodal officer to SLWC will invite Primary and Self Recommendations. Recommendations should be in the Form prescribed by the SLWC. Department and the Directorate can also recommend the books to be procured. All recommendations within 1.5 times the budget provision should be forwarded to the nodal officer to SLWC before 31st January (First Recommendation) and 31 July (Second Recommendation) every year. Care should be taken to avoid duplication. Following measures are to be exercised.

- Inviting Self Recommendations from Publishers / Vendors.
- Receiving list from Director of Publication.
- Receiving Recommendations by Indent Forms from users, Emails, Noting Sheets.
- Recommendations should mention Title, Language, Subject, Publisher's detail, Edition, Price, Author and ISBN.
- Duplicate Checking
- Correspond with Suppliers/ vendors for checking Availability Status.
- Prepare Final Recommendation based on budget and forward it to Nodal Officer to SLWC before the time line.

f. Resource Selection & Approval: All Final Recommendations will be presented to the SLWC through Nodal Officer to SLWC for approval. Considering the Final Recommendation of the SLAC, the SLWC shall issue List of Approved Library Material.

g. Ordering: After receiving the sanctioned budget and List of Approved Library Material from SLWC through Nodal Officer, ordering will be done by the Librarians. The ordering can be done by print, online, e-mail, etc., depending upon the convenience of the library with standard terms and conditions. Purchase Orders will be issued by the Librarian to the Vendors with such Terms and Conditions and such discount rates as the SLWC prescribes. Total Value of the Purchase orders should not exceed the sanctioned budget.

h. Supplier Panel: Librarian will appoint Panel of Vendors for supply of items in the List of Approved Library Material. Selection of vendors will be done with due publicity with open transparent selection criterion. Selection will be based on their performance like response to the queries, speed of supply, adherence to the terms and conditions, etc. This panel will be reviewed every 6 months based on the supplier performance. A panel should have at least 8 Vendors. There can be multiple panels for different class of books.

i. Discount: While empanelling a supplier panel, Librarian will follow flat discount structure. This discount rate to be followed for the next two years.
| a) | 1 to 10 copies | 10% discount |
| b) | 11 to 25 copies | 15% discount |
| c) | 26 to 100 copies | 20% discount |
| d) | 101 to 200 copies | 25% discount |
| e) | 201 to 500 copies | 30% discount |
| f) | 501 and above | 35% discount |

j. **Other Suppliers/ Low Discount:** There are cases where the books carry low discount, or can be obtained only from specific sources, standard agencies. Such cases can be recommended, and on approval of the SLWC may appear in the List of Approved Library Material.

k. **Supply Deadline:** Maximum time limit for supplying ordered titles will be 60 days. However, after checking the supply status with suppliers, based on genuineness, additional **TWO** weeks’ time may be given. Books which arrive after this will be accepted only after taking approval from the authorities.

l. **Price Proof:** Accepted Price Proof are, i) Distributor’s invoice to supplier, ii) Printout from the publisher’s catalogue iii) Photocopy (from Publisher Catalogue). For some Indian publications, price mentioned on the title. Alternately, Library also cross verifies the prices from publisher’s website. Such printouts verified and signed by library staff will be accepted as price proof. Postal Charges may be reimbursed to the vendors out of Operational Charges, which should not be more than 5%. Henceforth, current practice of making direct payment to the vendors for supply of books & resources, out of RRRLF fund should be discontinued. Librarians will raise claims including postal charges and other contingencies, to the SLWC and on the approval of the SLWC the RRRLF will transfer funds in favor of the Librarian. Librarian will make payments to the vendors. They will maintain records for periodic audit.

m. **Exhibitions :** Library may arrange for book exhibitions through publishers or their representatives or the empanelled suppliers. Institute will facilitate the exhibitions by providing the space, basic furniture, indent forms, etc for obtaining book recommendations.

f. **Foreign Journals:** For subscription agents, the foreign currency conversion rate will be as per the payment made by the agents to the respective publisher. Agent will have to produce the proof of payment made to the publisher, along with conversion rates. The difference in proforma invoice conversion rates and actual payments to the publisher will be adjusted through additional payment to the agent or through refunds.

g. **Bank Guarantee for Advance payment:** Since for journal subscriptions, advance payment is required, it is essential that Librarian has certain mechanism to safeguard the advance being paid to the subscription agent. The supplier will have to produce a Bank Guarantee of the invoice value to the Library. The duration of this would be for three months, within which the supplier will have to produce the proof of remittance to the publisher and the subscription should commence.

- After direct confirmation from publishers/ vendors that the journals are subscribed in the name of the Library.
- Proof for remittance: (i) Invoice/ Bill in duplicate should be provided by the publisher/ vendor.
• Publishers' Renewal Letter/ Notice mentioning the subscription price/cost (e.g. Indian journals) should be submitted to the Librarian by publishers/ vendors.

• Even print out of the form the Publishers’ Journal's official website can also be considered wherein the proper invoice/ bill etc. not received by the publisher/s.

• A copy of the letter sent to the publisher giving details of the journals for which remittance has been made and

• Copy of demand draft issued by bank attested by the bank or a letter from the bank giving details of remittance (if the payment is made by foreign currency draft obtained from the bank) may be added.

• Publisher’s acknowledgement of receipt of payment or letter from bank as a proof regarding the final remittance to the publisher (if the payment is made from vendor's foreign currency account)

Agreement: Librarian must enter into an agreement with the subscription agent (Format enclosed) that all terms and conditions as laid out by the institute will be binding on the supplier.

n. Procurement of e-Resources: Electronic Resources include electronic journals, online databases, data sets, bibliographic databases, indexing/abstracting services, and software tools for research, eBooks, or any information resource that is available in electronic form. Resources may be recommended time to time by SLWC with the approval of the SLAC.

o. Pricing Models: There exist many pricing models. District Book Selection Committee and Nodal Officer to SLWC (in KMC area) may adopt the model depending on various factors like suitability.

p. Negotiation: Negotiation plays a vital role in deciding the pricing factors. District Book Selection Committee and the nodal officer to SLWC can seek terms to the publishers/ Vendors in form of the pricing, access to the back volumes, locking period, perpetual access, archival rights, governing laws, training and awareness programs, immunity, access to the walk-in-users, usage statistics, simultaneous access, etc. There are no standard/uniformly acceptable terms that are yet to be established in this area, as this is almost virgin and challenging field. Large opportunities exist in this area for negotiation with the publishers’ resource providers and arrive at a win-win situation. That care needs to be taken that Library gets maximum numbers of e-journals from that consortia.

q. Online Database: Online databases are expensive resources which need to be evaluated properly before subscribing. Hence, the following procedure be followed for subscribing to Online Databases (not for single and individual e-Journals or e-Books)

• Identify the need.

• Ask for

• a Trial Access

• Publicize the availability of resource on Trial

• Analyze the Usage statistics

• Make a cost benefit analysis by considering all relevant facts put up for approval
• Convene a SLAC meeting for approval of the negotiated terms.

r. Electronic Journals: When recommending individual titles, same procedure as that of print journals will be followed with regards to preparing the list of journals, duplication checking, finding out price and finally putting up for the approval of SLWC. If e-Journals are being subscribed as subject collections, bundles, or databases then library will prepare a proposal by making a cost benefit analysis by considering the relevance of the resource to academic and research interests, usage analysis and availability of funds. These proposals need to appear in the Final Recommendation for approval of SLAC.

s. E-Books: When recommending individual e-Book titles, same procedure as that of print books will be followed with regards to preparing the list of titles, duplication checking, finding out price and finally putting up for the approval of SLWC. If e-books are being recommended as subject collections, bundles, or databases then library will prepare a proposal by making a cost benefit analysis by considering the relevance of the resource to the readers, and seek approval of SLWC.

All correspondences in this regard (i.e. Selection & Mode or Procurement of Books) should be addressed to the SLWC (State Level Working Committee), Constituted for this purpose).

Principal Secretary
Mass Education Extension &
Library Services Department

Memo No - 51011(8)/MEE/SecH1
Dated : - 02.07.21

Copy forwarded for information and taking necessary action to:

1. PS to Hon’ble MOS(IC), MEE & LS Department.
2. Sr. PA to the Principal Secretary, MEE & LS Department.
3. PA to the Additional Secretary, MEE & LS Department
4. Director of Library Services, West Bengal.
5. Director, RRRLF
6. ............................................. Respected Member, SLAC (All).
7. ............................................. Respected Member, SLWC (All).
8. Guard File.

Assistant Secretary