

Item No.  
(Yearly)

Agenda Item No. of the CMM meeting.....

Date of the CMM Meeting.....

SECRET

COPY NO.

**Government of Punjab  
Department of Higher Education and Language  
MEMORANDUM FOR THE COUNCIL OF MINISTERS**

Minister -in-charge  
Secretary-in-charge

Higher Education Minister, Govt. of Punjab  
Additional Chief Secretary, Higher Education  
Department

**Subject:- Regarding Punjab Library Act.**

**PUNJAB PUBLIC LIBRARY AND INFORMATION SERVICES BILL 2011**

**1.0 Preamble**

An Act to provide for the establishment, development, maintenance and operation of an integrated, comprehensive and efficient system for rural and urban public library and information services and the recognition of right to learn including access to information, knowledge and educational resources in the state for the socio-economic aspirations of people and the matters connected herewith.

Be-it enacted by the legislature of the Punjab State in year 2011 of the Republic of India as follows:

Short title,  
Extent and  
Commencement

(i) This Act may be called the Punjab Public Libraries and Information Services Act 2011

(ii) It shall extend to entire state of Punjab.

(iii) It shall come into operation with immediate effect.

(iv) It shall apply to all public libraries established or maintained and administered by Government of Punjab and the State/Local Public Library Governing Board in the state of Punjab.

(v) It shall apply to all public libraries fully or partly financed by the State of Punjab.

In this Act, unless the context otherwise requires:

**Definition**

- a) "Board" means the State Public Library Governing Board under Section 5.
- b) "Local Library Authority" means concerned District Public Library Authority
- c) Book means:
  - i. Book, multivolume book/encyclopedia, manuscript, rare book etc.
  - ii. Map, sheet of music, chart or plan.
  - iii. Electronic and digital resources available in CD/DVD/Pen Drive etc.
  - iv. e-books, e-databases, e-journals etc.
    - i. In printed form or electronic form or available via the Internet.
    - ii. Newspapers and popular magazines of ephemeral literature i.e. not of permanent value in the public libraries and those that Local Library Committee may write off from time to time.
- b) Library and Information Service means 'Issuing/loaning books'; 'Providing services regarding references and Information Service'; 'Inter Public Library Loan Service', 'Photocopy/Photostate Service'; 'Internet-access service' etc.
- c) "Departmental Library" means a Library maintained by the Department of the State Government.
- d) "Public Library" means a library, which permits citizens to use it for information, reference or borrowing without charging fee or subscription.
  - i. any library established or maintained by City/District Library Authorities including the branches, the mobile libraries, village libraries, and book deposit centers of such a library.
  - ii. any library established, maintained and managed by the Government and declared open to the public.

iii. any library established or maintained by a local body or co-operative society or registered body and declared open to the public.

iv. any library declared to be eligible for grant-in-aid and receiving aid from the Government or from the Library Fund or Raja Rammohun Roy Library Foundation, Kolkata.

v. any other library notified by the Government as a public library for the purpose of this Act.

g) Public Library System means a library system consisting of a State Central Library, District Libraries, Town Libraries, Branch Libraries, Block Libraries, Village Libraries, Book deposit Centers, Mobile Libraries and other subsidiaries that may be associated & benefitted alongside.

h) "Reference and Information Service" means assistance from the Library staff to the reader or user of the library to enable him/her to know, to locate and to consult books and other materials in printed form, digital form or accessible via the Internet, and to secure from such books, materials, and information relevant to his needs .

i) "State" means the State of Punjab.

j) Government means Government of Punjab.

k) "State Central Library" means "Musafir Memorial Central State Library, Patiala".

l) "Subscription Library" means library run on Subscription fee from its members.

m) "Year" means the financial year.

## **2.0 Establishment of Library and Information Services**

a) The State Government shall establish, develop and maintain a system for comprehensive rural and urban Public Library and Information Service in the State.

b) For carrying out the purpose of sub-section (1), the State Government may acquire through purchase, complimentary copies, publications of the Government, Bhasha Vibhag, Punjab, any other source for its Public Libraries to make available sufficient number of books, reference books, newspapers, magazines etc. for all public libraries under the system.

The State Government shall discharge its functions and responsibilities under the section through:-

- i) State Public Library Governing Board (SPLGB)
  - ii) State Public Library Directorate (SPLD)
  - iii) The Co-operating institutions.
- d) The structural set-up of the State Public Library system shall consist of the following:
- i) The State Central Library
  - ii) The District Public Libraries
  - iii) The City/Municipal Public Libraries
  - iv) The Branch Public Libraries
  - v) The Mobile libraries
  - vi) The Block Public Libraries
  - vii) The Village Public Libraries/Community Centers/School Libraries-cum- Public Libraries and Community Information Centers
  - viii) The Book Deposit Centers.

Besides, all the aided libraries shall be absorbed in the State Public library system, in course of time, so that the larger units of libraries can serve the people with library and information services comprehensively and efficiently.

**Composition  
of Governing  
Board**

The State Government shall, by notification, establish, for the purpose of this Act, a board to be known as State Public Library Governing Board (SPLGB). The Board shall come into existence from date of notification to be issued by the Govt. SPLGB shall be a body corporate, having perpetual succession on a common seal with powers subject to the provisions of this Act, and rules made hereunder, to acquire, hold and dispose of property and to enter into contracts and shall by the said name sue and be sued.

SPLGB shall consist of:

a) The following shall be the ex-officio members of the Board:

- (i) The Chief Minister of Punjab shall be the State Public Library Authority, and Chairman of the SPLGB, and the Minister of Education shall be the Chief Executive Officer.
- (ii) Principal Secretary/Secretary of Higher education,
- (iii) Principal Secretary/Secretary Finance,
- (iv) Principal Secretary/Secretary Cultural affairs
- (v) Principal Secretary/Secretary Local Government, Punjab
- (vi) Financial Commissioner (Development)
- (vii) Chairman, Punjab School Education Board
- (viii) Director of Public Libraries Punjab shall be member secretary.

b) Nominated members 12 to 15 including members representing (a) two registered state library associations (Punjab Library Association (PLA), and Punjab College Librarians Association (PCLA), (b) library and information science departments in universities in Punjab, (c) university libraries of Punjab, (d) literary societies, such as Punjabi Sahit Academy, Ludhiana and others, (e) One member of Governing Body of Raja Rammohun Roy Library Foundation from Punjab/North India. Term of nominated members would be 3 years.

SPLGB shall be an autonomous body and shall have at least 4 meetings in one year.

**Composition  
of Standing  
Advisory  
Committee**

Standing Advisory Committee (SAC) shall be set up to advise the SPLGB on all matters, technical and other, related to establishment, and working of public libraries. SAC shall consist of:

- Four ex-officio members including Director, State Public Library Directorate and State Librarian/Chief Librarian, Musafir Memorial Central State Library, Patiala.

Six members from the nominated members of State Public Library Governing Board as nominated by the State Public Library Authority.

- Two representatives of registered state library associations, Punjab Library association( PLA) and Punjab College librarian association( PCLA).
- Two representatives of societies on book culture/reading culture/literary activities.

Chairman of State public library Governing board ( SPLGB ) shall nominate one member from State Advisory Committee(SAC ) to act as its Chairman. Director, State Public Library Directorate shall be the Convener of State Advisory Committee.

State Advisory Committee (SAC) would meet at least once a month, and present its activities to the State Public Library Governing Board(SPLGB)

**State Public  
Library  
Directorate &  
Headquarters**

- (i) The State Government shall constitute a State Public Library Directorate (SPLD), for the purpose of preparing plans and schemes for public library system. State Public Library Directorate (SPLD) shall be an organ of the Government. State Public Library Directorate (SPLD) would have a Director, and at least two Deputy Directors having professional qualifications in Library and Information Science (LIS), facilitated by support staff.
- (ii) The posts of Director and Deputy Directors of State Public Library Directorate shall be filled from among the senior librarians and professionals in Punjab having professional qualifications in Library and Information Science (LIS) as prescribed by Govt. from time to time.
- (iii) The Headquarters of Directorate shall be located in Chandigarh or SAS Nagar or any other place as decided by the State Government.

- a) Prepare long-term as well as short-term plans for the development of public libraries in state
- b) Prepare descriptive and statistical reports on working of all public libraries in the state.
- c) Develop Human Resources Plan for staffing different categories of library staff in rural and urban areas
- d) Provide training to public library staff
- e) Carry out inspection of public libraries and their services
- f) Explore funding from national and international agencies, and to administer grants-in-aid to public libraries (including aided public libraries) in the state.
- g) Define boundaries/jurisdiction of different public libraries in the state.

#### **8.0 State Central Library**

The Musafir Memorial Central State Library, Patiala shall act as State Central Library.

#### **8.1 Collection of Documents of the State Central Library:**

- i) The stock of books in the State Central Library shall consist of two copies deposited by the publishers. Bhasha Vibhag, Punjab, and Punjab Government publishers shall also contribute to the stocks.
- ii) Material in the State Central Library may also include Manuscripts, Rare Books, films, film strips, slides, tapes, gramophone records, maps, charts, bulletins, photos, and resources in electronic & digital form in Punjabi, Hindi, English, Urdu and Sanskrit Languages.

**8.2** The State Central Library shall serve as a guide and leader to all the Public Libraries in the State. The State Central Library shall have the following sections:-

- i. Inter-library loan
- ii. State Bibliographical Bureau
- iii. Technical Service
- iv. Mobile service
- v. Reference and Information service
- vi. Lending Section

- vii. Periodical Section (Newspaper and Magazine Section)
- viii. Reference Section
- ix. Children Section
- x. Government Publications Section
- xi. Manuscripts/Rare Book Section
- xii. Electronic Resources section
- xiii. Research and Training section
- xiv. Cultural activities, Adult Education, Non-formal education and extension programme section
- xv. Section for Visually Handicapped
- xvi. Administrative section

**8.3** State Central Library shall maintain collection of books for all types of readers on different subjects and in different languages. It shall also have reference resources of general nature. It shall have Central as well as State Government Publications, debates and proceedings of state legislative assembly, Census and economic survey Reports, Gazetteers, Village and Town Directories, Statistical Reports, Population tables etc.

State Central Library shall develop guidelines for Inter-Library Loan facility.

**9.0 District Public Library System:** In each district the District Public Library System shall consist of District Public Library Authority (DPLA), along with District Public Library Board (DPLB), and the District Library, which shall be the nodal Public Library in each district of Punjab. All other public libraries in the concerned district shall work in co-ordination with the District Public Library.

Composition  
of District  
Public  
Library  
Authority

Each District Public Library Authority shall consist of the following members:

**(a) Ex-officio members**

- (i) Member Parliament representing the district in Lok Sabha shall be the Chairman of District Public Library Authority (DPLA. )
- (ii) Deputy Commissioner of the District shall be the Chief Executive Officer of District Public Library Authority



(iii) District Librarian shall be member secretary of District Public Library Authority  
(DPLA.)

(iv) District Education Officer/nominee

(v) District Public Relations Officer

**(b) Nominated members**

(i) Two Presidents of Panchayat Samities or equivalent bodies nominated by Government

(ii) One person nominated by Government from amongst the Sarpanches of the Gram Panchayat of each revenue division of the district

(iii) One person elected by the council from amongst the councilors of each municipal council in the district.

(iv) One librarian of any Government college in the district nominated on rotation basis by the government

(v) One member elected by the presidents of the governing bodies of aided public libraries in the district.

(vi) Two persons to be nominated by the government who have rendered eminent service to the cause of libraries or adult education, education and social work.

(vii) One person each nominated by the Punjab Library Association (PLA) and the Punjab College Librarians Association (PCLA) from among its members.

(viii) Two librarians working in one of the Public libraries in the district nominated by Government

(ix) Shiromani Sahit and other State and National award recipient in the concerned district.

**9.2** Term of nominated members would be 3 years.

**9.3** District Public library Authority would have at least one meeting in a month.

**9.4** Rural and Urban Public Library systems shall be developed by District Public Library Board (DPLB) in respective district. Each district library shall have the following sections:

- (i) Lending Section
- (ii) Reference and Information section, along with District Information Unit this section shall insure that every library in the rural and urban Public library system in the district has the high speed internet connectivity.
- (iii) Periodical Section (Newspaper and Magazine Section)
- (iv) Technical Section
- (v) Children Section
- (vi) Administrative Section
- (vii) Other Services section
- (viii) Cultural activities, Adult Education, Non-formal education and extension programme section

#### **10.0 Urban public library system :**

shall consist of City, town, municipal libraries to be set up by District Public Library Authority (DPLA) in cities and towns having municipal corporations, municipal committees, and notified area committees. Every local self-government in the urban area shall establish public libraries in their respective urban areas. City/Municipal/Town Libraries established under urban public library system shall be organized under similar sections as the District Public Library, except for the District Information Unit.

#### **11.0 Rural Library System:**

shall consist of libraries at District, block and village level. Every Panchayat Samiti shall function as a library authority for the area under its jurisdiction and shall establish, develop and maintain public library in every village.

#### **12.0 Finance and Accounts:**

- 12.1** The Government shall create a separate fund to be known as the State Public Library Fund for smooth functioning of the Public Library and Information System in the State. The Punjab Government will provide funds for public libraries

State Public Library Directorate (SPLD) shall develop plans for getting grants (matching and non-matching) and other support under various national missions, programmes, and agencies, such as National Literacy Mission (NLM), Sarv Shiksha Abhiyan (SSA), MP Local Area Development (MPLAD) Fund, and Raja Rammohun Roy Library Foundation (RRRLF) Kolkata. Similarly, other national and international agencies, such as UNESCO, International Development Research Centre (IDRC), International Monetary Fund (IMF), Asian Development Bank (ADB), The Bill and Melinda Gates Foundation (USA), and other NGOs shall also be approached for funding.

**12.3** An account of all assets and liabilities of each District Public Library Authority shall be maintained in the prescribed manner.

**12.4** The account shall be audited annually in such a manner as may be prescribed.

**13.0 State Public Library Service (SPLS):**

**13.1** A separate cadre for librarians working in Public libraries, integrating different categories of library staff working in different libraries in the state would be created. This would be called State Public Library Service (SPLS) shall consist of the following categories:

- a) Director
- b) Joint Director
- c) Deputy Director
- d) Assistant Director
- e) Librarians (all cadres)
- f) Assistant Librarians (all cadres)
- g) Para professionals and other categories, as may be notified by the Government.

**13.2** The salary and promotional avenues of librarians, assistant librarians and para professional library staff shall be on a par with that of librarians, assistant librarians and para professional library staff in the college cadre.

### **Reports, Returns, and Inspections**

- 14.1** Every District Public Library Authority shall submit reports and returns and furnish information to the Director, State Public library Directorate.
- 14.2** The Director, SPLD shall prepare an annual report of the progress made by library authorities during the year through the State public library Governing Board.
- 14.3** State Public library Directorate shall inspect any library under its jurisdiction for verifying whether the provisions of the Act, Rules and Bye-laws made there under are duly observed by the libraries. For carrying out the provisions of the Act, SPLD shall prepare an Inspection Code.

### **15.0 Rules, Bye-laws and Regulations:**

- 15.1** The State Government shall, after previous publication, by notification make Rules, Bye-laws, and Regulations to carryout the purpose of the Act within 12 months from the enactment of the Act.

**Dated Chandigarh**

**Secretary to Government of Punjab  
Department of Higher Education**