

7th December 2006

Dear Mr. Prime Minister,

Public libraries play a pivotal role in dissemination of knowledge. In your inaugural address for the National Knowledge Commission on 2nd August 2005, you had recognized public libraries as an extremely important element of the foundation of a knowledge economy. Following up from this, the NKC has consulted extensively with diverse stakeholders. As part of this process, we also constituted a Working Group of experts and professionals. Their names are listed at the end of this letter. There is a widespread agreement that there is an urgent need for reform in the Libraries and Information Services (LIS) sector. Several initiatives in this regard have already been taken by the Government. Our recommendations for formulating strategies in the LIS sector are as follows:

- 1.0 **Set up a National Commission on Libraries:** A permanent, independent and financially autonomous National Commission on Libraries should be eventually set up by the Central Government as a statutory body to address all the information and learning needs of the citizens of India. To launch the process in mission mode, a National Mission on Libraries should be set up immediately, for a period of three years. The Mission should subsequently be converted into a Permanent Commission. Further details regarding the role of the proposed National Mission/ Commission on Libraries are at Annexure 1.
- 2.0 **Prepare a National Census of all Libraries:** A national census of all libraries should be prepared by undertaking a nation-wide survey. Collection of census data on libraries would provide baseline data for planning. The Task Force that has been set up by the Department of Culture for this purpose should be given financial and administrative support to implement this activity and complete the survey on a priority basis (within one year). Survey of user needs and reading habits should be periodic at the national level as part of the National Sample Survey.
- 3.0 **Revamp LIS Education, Training and Research facilities:** The proposed Mission/ Commission on Libraries must assess as soon as possible the manpower requirements of the country in the area of LIS management, and take necessary steps to meet the country's requirement through LIS education and training. To keep the LIS sector abreast of latest developments, necessary encouragement should be given to research after evaluating the research status in this field. Establishing a well equipped institute for advanced training and research in library and information science and services would provide the necessary impetus to this task. Further details regarding the functions and organizational structure of the proposed Institute (Indian Institute of Library and Information Science (ILIS)) are at Annexure 2.

- 4.0 **Re-assess staffing of libraries:** In the changed context, it is necessary to assess the manpower requirements for different types of libraries and departments of library and information science, keeping in mind job descriptions, qualifications, designations, pay scale, career advancement, service conditions, etc. Detailed suggestions regarding staffing of different libraries are at Annexure 3.
- 5.0 **Set up a Central Library Fund:** A specified percentage of the Central and State education budgets must be ear-marked for libraries. In addition, a Central Library Fund should be instituted for upgrading existing libraries over a period of 3-5 years. Initially, the value of funds from the Government sector may be Rs. 1,000 crores, which may be matched by the private sector through corporate philanthropy. This fund should be administered by the National Mission/Commission on Libraries.
- 6.0 **Modernize library management:** Libraries should be so organized and the staff so trained that they become relevant to user communities (including special groups) in every respect. Also, to optimize resources, efforts should be made to synergize the strengths of different types of libraries through innovative collaboration. An outline for this modernization is proposed at Annexure 4, which includes a model Library Charter, a list of services to be performed by libraries, and proposals for a library network and a National Repository for Bibliographic Records.
- 7.0 **Encourage greater community participation in library management:** It is necessary to involve different stakeholders and user groups in the managerial decision-making process of libraries. Public libraries must be run by local self-government through committees representing users of the library. These committees should ensure local community involvement and should be autonomous enough to take independent decisions to conduct cultural and educational community based programmes. Libraries should integrate with all other knowledge-based activities in the local area to develop a community-based information system. In the rural sector, the responsibility for village libraries/Community Knowledge Centres must lie with the Panchayats. These should be set up in close proximity or on the premises of schools.
- 8.0 **Promote Information Communication Technology (ICT) applications in all libraries:** The catalogues of all libraries should be put on local, state and national websites with necessary linkages. This will enable networking of different types of libraries and setting up of the National Repository of Bibliographic Records and a centralized collaborative virtual enquiry handling system using the latest ICT. To enable equitable and universal access to knowledge resources, libraries should be encouraged to create more digital resources by digitizing relevant reading material in different languages, which can be shared at all levels. Peer reviewed research papers resulting from publicly funded research should also be made available through open access channels, subject to copyright regulations. It

is recommended that open standards and free and open source software may be used for the above.

9.0 Facilitate donation and maintenance of private collections: There are numerous rich private and personal collections in India which need to be identified, documented and preserved for posterity. While there is a need to create a decentralized model for identification of personal collections, it is also necessary to sensitize organizations to receive and preserve donations of personal collections through a simplified process. The National Mission/ Commission may set up a Committee on Private and Personal Collections under the Chairpersonship of an eminent scholar. Detailed Terms of Reference of the Committee are at Annexure 5. Since special facilities for maintaining private/ personal collections are not easily available, it is suggested that Ten Regional Centres with specific mandates be set up in different parts of the country for this purpose.

10.0 Encourage Public Private Partnerships in LIS development: Philanthropic organizations, industrial houses and other private agencies should be encouraged through fiscal incentives to support existing libraries or set up new libraries. Also, the ingenuity of civil society may be utilized for preparing necessary infrastructure to meet the special ICT needs of the LIS sector.

In order to facilitate the coordinated development of libraries across different sectors and to provide the legislative framework, required legal support and financial backing to the library sector, the Government could, in course of time consider including Libraries in the Concurrent List of the Constitution of India. This should be done without in any way abrogating the existing responsibilities of the States towards Libraries.

We hope our recommendations will dovetail with the commendable work already underway in the country.

Thank you and warm personal regards,

Sam Pitroda
Chairman
The National Knowledge Commission

cc- Smt. Ambika Soni, Minister, Ministry of Culture
Shri Montek Singh Ahluwalia, Dy. Chairman, Planning Commission

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Recommendations on Libraries

Annexure 1: National Mission on Library and Information Services (NMLIS)

Annexure 2: Indian Institute of Library and Information Science (ILIS)

Annexure 3: Staffing of Libraries

Annexure 4: Modernizing Library Management

Annexure 5: Private and Personal Collections

ANNEXURE 1

NATIONAL MISSION ON LIBRARY AND INFORMATION SERVICES (NMLIS)

Library and information services are fundamental to the goals of creating, disseminating, optimally utilizing and preserving knowledge. They are instrumental in transforming an unequal society into an egalitarian, progressive knowledge society. Developments in information communication technology (ICT) have enabled libraries to provide access to all, and also bridge the gap between the local, the national and the global.

Yet the Library and Information Services (LIS) sector in India has not kept pace with the paradigmatic changes taking place in society. It is imperative that all libraries (public, academic, research and special) change gear and develop at an accelerated pace. At present, being a State subject and coming under the purview of different apex agencies, there is no common direction or coordination among them.

To give a proper direction to the LIS sector, there is a need to set up a body which will deal with this sector in a more rational manner. The activities which are now being performed as piecemeal and isolated ventures by different agencies may be streamlined for the benefit of a much larger group of stakeholders at all levels. In order to launch this process immediately, a National Mission on LIS must be set up for a period of three years with statutory backing and a regular budget. NMLIS should be converted into a permanent National Commission on LIS in not more than three years, to become an important part of the development process.

The Role of the NMLIS

1. Develop Libraries and Information Services
2. Advise the government on Libraries and Information Sector
3. Set standards for collection, services and technical processing
4. Encourage public private participation
5. Interact with State Governments
6. Conserve cultural heritage
7. Review and assess LIS education and in-service training needs
8. Support R&D and technological development
9. Ensure access to all publications including government and institutional public documents
10. Set up a system for monitoring the working of public libraries

NMLIS and later the National Commission should be headed by a person of eminence and high public credibility with demonstrated interest in and knowledge of libraries.

ANNEXURE 2

INDIAN INSTITUTE OF LIBRARY AND INFORMATION SCIENCE (ILIS)

India has a long tradition of libraries and has contributed to the development of basic concepts in the discipline such as fundamental principles of library services and knowledge organization tools. However, R&D activities in Library and Information Services (LIS) today are extremely limited. LIS, though concerned with global information resources, need to pay close attention to the local environment. The diversity within the country in terms of socio-economic-cultural factors, the multiplicity of languages, varying levels of literacy and educational achievements and access to information and communication technologies, make it essential that planning for LIS take into account the ground realities. Further, the exponential rate of change and innovation relating to this discipline also warrants intensive R& D initiatives. It is also necessary to provide guidelines and training for the use of tools and technology so that research results are effectively utilized.

Globally, much of the research in the field of LIS is being adopted and utilized in organizing the Internet. It is generally accepted that the present search engines lack semantic knowledge of the documents processed. Whether it is a huge collection of information within a Library or Internet, the tools and techniques that have long been used by Library and Information Science professionals will be of immense help in making the Web a "Semantic web".

Keeping the above in view, it is felt that a national institute for advanced training and R&D in LIS (suggested name: Indian Institute of Library and Information Science) needs to be set up. The proposed Institute would have two major functions:

- a. To offer training programs in relevant areas and to conduct continuing education programmes (including training of trainers) for the library and information professionals.
- b. To identify, sponsor and conduct R&D programmes in the field of Library and Information Science, including newly emerging research areas. Among the areas needing immediate R&D, the following were identified by the Working Group:
 - Cross Language Information Retrieval with an emphasis on information in Indian Languages
 - Standardisation of Indian names
 - Vocabulary control over Indian subjects developed in terms of multi-lingual thesauri and subject heading lists
 - Development of open source software
 - Development of Digital Libraries, both in English and Indian languages
 - Technical standards for Indian scripts, Optical Character Recognition (OCR) for Indian scripts, and search engines which can implement stemming algorithms for Indian languages
 - User needs and reading habits for different groups

- Organisation of community information and development of appropriate standards

The Institute's scientists will carry out research in major areas contributing to Libraries and Information Science. In addition, they can undertake externally funded projects and provide consultancy to other organizations.

The Institute will also undertake activities to disseminate the research findings such as printed and online publications, seminars and conferences, web portal, etc.

Proposed Organizational Structure for ILIS

ILIS should have an Advisory Board consisting of experts, a Director (administrative head), research groups for different activities and other supporting staff.

Aegis

The Institute would logically function under Ministry of Culture as major libraries of India including The National Library are already under its purview.

ANNEXURE 3

PROPOSALS ON STAFFING OF LIBRARIES

I. Libraries can be classified into the following –

- i. National Library and other national level subject libraries
- ii. Public Libraries which have four tiers viz. State Central Library, District Library, Sub-Divisional/ Town Library, Rural Knowledge Centre/ Community Information Centre
- iii. Academic Libraries which have three tiers viz. university, college and school libraries
- iv. Special Libraries including Government Libraries (special libraries would comprise R&D libraries, industrial libraries, and specialized libraries)

II. Skills required to fulfill the changing role of libraries–

- i. Library and information handling skills
- ii. Service orientation
- iii. ICT knowledge skills
- iv. Communication and training skills
- v. Marketing and presentation skills
- vi. Understanding of cultural diversity
- vii. Knowledge mapping skills

III. Staffing requirement of various types of libraries –

1. **National Library**

The National Library, Kolkata has been categorized as a Category VI Library. It is the only library in India which has been mentioned in the Constitution of India as an Institution of national importance. Therefore, it must be developed into an institute of excellence with high academic standing. The Department of Culture may review the staffing pattern of the National Library and the Central Reference Library in context of their changing roles and national responsibilities.

2. **Public Libraries**

a. To ensure that the services match the changing scenario, these libraries will also act as Knowledge Centres and be expected to perform the following types of activities in addition to the library's routine responsibilities (the lists given below are only indicative and not exhaustive):

- i. *State Central Library*: Information service, e-learning, knowledge management, knowledge centre activities, content creation and management, subject gateways, content analysis, collaborative publishing, e-governance, training.
- ii. *District Library*: Information service, e-governance, content development, co-ordination of rural knowledge centres.

- iii. *Sub-divisional/ Town Library*: Lending of books, reference services, inter-library loan, web-based services such as e-learning, banking and insurance, community information, content and database creation.
 - iv. *Rural Knowledge Centre/ Community Information Centre*: Lending of books, web-based services such as e-learning, banking and insurance, panchayat-level information, e-governance, community information, content and database creation.
- b. There should be proper co-ordination of activities between the different levels of Libraries, specially in respect of those activities which will be of common interest, e.g. training, sharing of databases and contents, problem solving, transaction analysis, gathering of information towards developing uniform standards and modeling of inspection of need, access and dissemination, and inspection of progress of knowledge based activities and identifying weaknesses in the system, if any.
 - c. The following routine jobs may be outsourced: stack management, library binding, stock verification, retro conversion, bar coding, borrowers' registration, digitization, library security and upkeep, physical infrastructure and maintenance, computer network and maintenance. Work of administrative staff such as night watchman, cleaner, mali, driver, book binder and sweeper may also be outsourced.
 - d. Keeping in view the above categorization, the following staff structure is recommended for public libraries.

State Central Library (Category III)

- i. Managerial Staff (Group A)
 - a. State Librarian
 - b. Deputy Library Director
 - c. Assistant Library Director (presently designated as Information Officer)
- ii. Professional/ Technical Staff (Group B)
 - a. Information Assistant
 - b. Junior Information Assistant
 - c. Data Entry Operator
- iii. Para-professional/ Support Staff (Group C)
 - a. Library Attendant
- iv. Administrative Staff
 - a. Administrative Officer
 - b. Stenographer
 - c. Cashier
 - d. Administrative Support Staff
 - e. Night Watchman, Cleaner, Mali, Driver, Book Binder, Sweeper, etc, to be outsourced

District Library (Category II)

- i. Managerial Staff (Group A)
 - a. District Librarian
- ii. Professional/ Technical Staff (Group B)
 - a. Information Assistant
 - b. Data Entry Operator
- iii. Para-professional/ Support Staff (Group C)
 - a. Library Attendant
- iv. Administrative Staff
 - a. Night Watchman, Cleaner, Mali, Driver, Book Binder, Sweeper, etc, to be outsourced

Sub-divisional/ Town Library (Category I)

- i. Managerial Staff (Group A)
 - a. Town Librarian
- ii. Professional/ Technical Staff (Group B)
 - a. Data Entry Operator
- iii. Para-professional/ Support Staff (Group C)
 - a. Library Attendant
- iv. Administrative Staff
 - a. Night Watchman, Cleaner, Mali, Book Binder, Sweeper, etc, to be outsourced

Rural Knowledge Centre/ Community Information Centre (Block Level)

- i. Professional/ Technical Staff (Group B)
 - a. Information Assistant
 - b. Para-professional/ Support Staff (Group C)
 - c. Library Attendant
 - d. Administrative Staff
 - e. Village Level Volunteers

An Information Officer is needed to look after and co-ordinate the activities of clusters of four to six District Libraries and their Knowledge Centres.

3. Academic Libraries

Keeping in view the changing scenario and new responsibilities, the existing staffing pattern, duties and qualifications of library staff in schools, colleges and university libraries should be reviewed and altered wherever required to meet the new challenges. The existing designations may also be reviewed by the National Mission/ Commission.

4. **Special Libraries**

Special libraries are parts of parent institutions and, unlike public and academic libraries, do not enjoy any individual identity in their staffing structure. In the emerging knowledge society era, special libraries must be reshaped as knowledge management centres that will require linking people, knowledge, and technology that would facilitate knowledge flow and transfer to foster knowledge assimilation and knowledge creation. Special libraries should have the same staffing pattern and promotional avenues as available to other staff in the same organization.

5. **Staffing Pattern of LIS Departments**

- a. A system should be set up to foster close co-operation between the teaching/ research faculty and practicing librarians at all academic and research institutions, by measures such as:
 - i. Mobility of staff (in terms of recruitment and in terms of teaching) should be made possible.
 - ii. Practicing librarians and experts should be associated with the teaching faculty for offering specialized courses.
 - iii. Similarly, teachers could be associated with libraries as consultants, for carrying out projects, and for carrying out continuing education programmes to practicing librarians, etc.
- b. The minimum staffing pattern for the Bachelor in Library and Information Science (B.L.I.Sc.) course should be as follows:
 - i. Professor 1 (where possible)
 - ii. Reader 1
 - iii. Lecturers 2
- c. The minimum staffing pattern for the M.L.I.Sc. course should be as follows:
 - i. Professor 1
 - ii. Readers 2
 - iii. Lecturers 4
- d. There should be a 1:10 teacher student ratio.
- e. It was felt that the Department should have not more than 50 students in one class for B.L.I.Sc.course, 20 students for M.L.I.Sc. course, and Ph.D. students according to the University norms.
- f. All departments of LIS should set up computer laboratories and well-equipped departmental libraries with appropriate teaching tools.
- g. Appropriate physical facilities such as classrooms, must be made available to each LIS department.
- h. E-learning materials for upgrading the skills of the existing staff should be provided.
- i. Teachers who will teach in areas such as ICT applications in libraries and other modern methods, should have a specialization in these areas. A system must be set up to allow stringent review of the performance of teachers. A suitable system of rewards, including promotions, should be instituted.

ANNEXURE 4

MODERNIZING LIBRARY MANAGEMENT

Appropriate steps must be taken by all institutions/ organisations that run their own libraries to ensure that they meet the four objectives of the LIS sector stated below. The Government of India should issue a notification to all institutions/ organisations to take appropriate steps to ensure that libraries working under their aegis meet these objectives.

I. A Library Charter

Individual libraries should be asked to display their objectives as part of a library charter. A sample charter is below.

The Library Charter

Recognising that the library's objectives are to:

- Disseminate knowledge as widely as possible
- Serve as a major vehicle to facilitate creation of new knowledge
- Facilitate optimal use of knowledge by all sectors, such as government, industry, rural sector and civil society
- Ensure that people from all sectors and all parts of the country have easy access to knowledge relevant to their needs, in their own language

The library undertakes to:

- Serve as the local centre of information and a gateway to national and global knowledge providing fair access to knowledge and information to as many users as possible
- Offer an inviting and attractive physical space with clean drinking water and toilet facilities
- Offer proactive services to its user communities
- Ensure that users are treated with courtesy and respect by library staff
- Pay attention to the needs of children, women senior citizens and the physically challenged
- Optimize its potential to provide access to information and knowledge to all
- Help users develop information skills to make optimum use of resources
- Improve its collections and services on a continuing basis in consultation with users
- To work more effectively and efficiently by undertaking every activity in a professional manner
- To bridge the gap between the information poor and the information rich

II. Guidelines for Collection Development

General Guidelines

1. All libraries must maintain a well-rounded core collection, including reference material to satisfy the regular needs of its user community. These may be supplemented through networks, e-resources, etc, to achieve better qualitative and quantitative standards.
2. Library collections are dynamic resources and there should be, therefore, constant renewal of materials to ensure that the collection remains relevant to the user communities.
3. Except in the case of national repositories, weeding out of books should be a regular process. Each library should evolve a weeding out policy, approved by the competent authority.
4. The criteria for categorizing libraries in government and public libraries and grading of librarians should be reviewed keeping in mind factors such as size of collection, immediacy index (ratio of current books to total books), users, services and access to electronic resources.

Public library collections

1. The size and nature of the collection should reflect the local requirements.
2. Locally relevant language material should be available.
3. Book purchase should be a continuous process and at least 10% of the book collection should be less than five years old.
4. At least 60% of the library's budget should be spent on collection development.

Academic Library Collections

1. In general, the library collection of academic institutions should take into account the number of disciplines offered, the level of the courses, the number of students and faculty and the research activities of the parent organization.
2. At least 6 – 10% of the total institutional budget should be utilized for collection development on a recurring basis.
3. For a new college/ university or a course, a one-time budget may be provided for setting up the basic collection.

Special Library Collections

In the case of special libraries, the collection should be relevant to the specific research needs and thrusts of the institution. Further, depending on their areas of interest, they should acquire materials at the national and international research fronts of their disciplines. The library should acquire books and journals to meet at least 80% of the internal requirements of its user community.

National Library Collections

In the case of the National Library and other national level libraries, the collections should be as comprehensive as possible.

III. Services to be provided by Libraries

To provide access to knowledge and resources, each library must provide a range of services to meet the needs of a diverse user community.

1. Kinds of services to be provided by all libraries:
 - i) **Lending of materials for home use** – however this will not apply to special libraries or special collections in libraries. The National Library should distinguish between its statutory functions as a national repository and its historical obligations as a public library. In course of time it should develop ways and means of segregating these functions.
 - ii) **Reading facilities on premises** – need to be attractive, bright and comfortable. Opening hours should be at the convenience of readers. Libraries should be closed only on national holidays.
 - iii) **Reference service** – Providing qualified and willing staff (knowledge workers) for acting as intermediaries between the users and the collection.
 - iv) **Providing Internet access** – to link the local library to national and global information.

The above four basic services should be free to users at point of use.

The following services may be made available (against payment wherever appropriate), depending on the size of the library and the needs of the user community.

- v) Inter-library loan.
 - vi) Photocopying.
 - vii) Document delivery, including Electronic Document Delivery (EDD).
 - viii) Extension services in public and academic libraries for women, children, senior citizens and physically challenged persons.
 - ix) Community information services.
 - x) OPAC (Online Public Access Catalogue).
 - xi) Electronic/AV resources, workstations and appropriate infrastructure for use and delivery.
 - xii) Training users in information literacy.
 - xiii) Institutional repositories of research articles, reports, institutional publications and Electronic Theses and Dissertations (ETD).
 - xiv) Websites, portals, subject gateways, etc (especially in case of special libraries).
 - xv) Digitization of rare resources (before any digitization programme, one must consider what is to be digitized and whether any other libraries have undertaken similar exercises).
 - xvi) Identify non-users and promote the use of libraries among them.
 - xvii) A periodical review to determine the needs of users and effectiveness of services should be conducted by libraries.
2. Consortia of libraries/ institutions with a common membership should be instituted, facilitated and encouraged.

3. Besides offering routine library services, libraries should initiate new and imaginative services in consultation with the local community relevant to their needs.
4. All academic institutions must set up institutional repositories of ETD. This should be made mandatory for accreditation. Such repositories should be made open access.
5. All public academic and research institutes should be encouraged to set up freely accessible institutional repositories of their full-text articles and publications subject to copyright restrictions.

IV. Monitoring and Evaluation of Collection and Services

Statistics should be collected on the following and be used for monitoring and evaluation:

1. Percentage of registered users to total population.
2. Percentage of collection on loan on any given day.
3. Number of books lent during a stated period.
4. Average books issued per user per unit time.
5. Number of books (including journals, documents, etc.) consulted in house per member per unit time.
6. Number of reference queries answered per unit time.
7. Number of registered users.
8. Number of recommendations received for purchase of books per year.
9. Number of library publications produced by the library per year.
10. Number of books withdrawn from collection per year.
11. Number of photocopies made per unit time.
12. Number of hours that the reading room is open per week.

V. Networking of Libraries

The key to opening the resources of a library is its access mechanism. In today's context it is possible to use technology to bring together the resources of small individual libraries into one seamless large library. The ability to retrieve information from this library depends on standardization of classification, cataloguing, database structuring and exchange formats.

1. Collection organization and integrated access

Local access

- i. Access to every document (print and electronic) in a library should be possible through a proper system of cataloguing and classification.
- ii. To help all libraries accomplish this task easily and without delay, and to ensure optimal utilization of expertise and resources, it is essential to develop

- bibliographic utilities which permit downloading of records (catalogue entries) and uploading of holdings information by all libraries.
- iii. Libraries having collections of print and electronic resources should provide integrated access using latest ICT.

National and Global Access

- i. Union catalogues (print and electronic) of periodicals should be updated and put online.
 - ii. Projects should be developed by the National Library and the Central Reference Library, with support of institutions such as National Book Trust, Sahitya Akademi, Central Institute of Indian Languages at Mysore, C-DAC, and Departments of Library and Information Science in order to:
 - a. Convert Indian language scripts/ dialects to Roman script.
 - b. Develop convenient Authority Files for rendering of names of Indian authors and institutions.
 - iii. Vocabulary control over Indian subjects should be developed in terms of multi-lingual thesauri and subject heading lists.
2. Infrastructure requirements for cataloguing, database creation and networking
- a) Open source software should be used wherever possible at present and eventually at all levels.
 - b) An open source web-enabled library management software should be developed if necessary and provided to all public libraries for facilitating networking. This software should support multiple Indian language scripts/ dialects.
3. Networking of Public Libraries
- a) Networking of public libraries should be undertaken in a phased manner. There are approximately 54,000 public libraries in existence.
 - PHASE I: 1,000 of these will be networked in Phase I as a pilot project, by DELNET and INFLIBNET, each covering about 500 libraries in 12 – 18 months.
 - PHASE II: Based on the experiences of Phase I, up to 10,000 libraries will be covered in one year.
 - PHASE III: The remaining libraries may be networked in the third and final phase in three years.
 This project should be completed by 2011.
 - b) Raja Rammohan Roy Library Foundation may give the necessary infrastructural support for the above activity and co-ordinate it.
 - c) The networking agencies should ensure state-of-the-art technology with the following features:
 - i. Open source platform for the software, which also supports multi-lingual environment with multi-user and multimedia content creation capabilities.
 - ii. Storage, dissemination and replication of the data through mirror sites, gateways, portals, and inter-library loan facilities.

iii. Capability of conducting exhaustive training programmes.

4. National Repository of Bibliographic Records

A National Repository of Bibliographic Records should be instituted, according to the following guidelines:

- a) The central repository will contain records of bibliographic resources available in the country.
- b) State central libraries and district/ municipal/ sub-divisional libraries should be provided with a server with dedicated internet connectivity, and should be responsible for creating bibliographic records.
- c) The libraries at block / village level should have broadband connectivity to enable them not only to access internet but also to create and upload local content to the library next in hierarchy.
- d) For this purpose, the present infrastructural facilities provided by agencies such as BSNL, MTNL, or other ISPs, should be used.
- e) In order to operationalize the above, the National Mission/ Commission should:
 - i. Define the scope and objectives of the proposed National Repository of Bibliographic Records.
 - ii. Take stock of the existing situation with regard to bibliographic records.
 - iii. Suggest technical and operational details and necessary linkages to achieve the above.
 - iv. Assess the strengths and weaknesses of the stakeholders in effectively participating in this programme.
 - v. Evaluate the adequacy of the existing legal framework for this purpose and suggest suitable measures.
 - vi. Critically evaluate the capabilities of National Library and Central Reference Library as designated agencies for creation of the National Bibliographic Repository and suggest suitable measures for strengthening them.
 - vii. Assess the financial requirements for achieving the said objectives.

ANNEXURE 5

PRIVATE AND PERSONAL COLLECTIONS

Recognizing the importance of private and personal collections in the knowledge creation and dissemination process, and the fact that there are several rich and valuable private and personal collections in existence in the country which need to be preserved for posterity, there should be an effort to include them in the LIS sector. For this purpose, the National Mission/ Commission may set up a Committee under the Chairpersonship of an eminent scholar.

Terms of Reference of the Committee

1. Survey and assess the national situation with regard to identification, documentation and preservation of private collections. This would entail surveys at both national/ state and at the micro level to identify the existing institutions and private/ personal collections. The survey should be undertaken keeping in mind the categorization of private collections between heritage and contemporary, historical and cultural and personal and institutional. The survey would also need to classify the material into manuscripts, old and rare printed materials and historical documents, letters and diaries, contemporary documents of historical and cultural relevance, audio visual material and other materials such as awards, medals, citations, etc.
2. To suggest a decentralized model for identifying, documenting and preserving private collections.
3. To develop institutional networks at the national and state level to make available inventories or catalogues of private collections, with a view to disseminate information regarding the availability of these collections.
4. To evolve effective measures and schemes for conservation, preservation, documentation and sharing of information on private collections.
 - a) Conservation and Preservation
 - i. A directory of conservation and preservation experts and institutions should be compiled.
 - ii. Survey and documentation of existing methodologies of preservation, both indigenous and international, should be carried out and kept updated to include new state-of-the-art technologies.
 - iii. New technologies for preservation should be introduced at all levels.
 - iv. Standards and benchmarks for conservation of different materials should be prepared.
 - v. Archives for digital documents should be established in each State / Union Territory.

- b) Documentation
 - i. Descriptive cataloguing of personal and private collections should be introduced.
 - ii. International standards should be maintained in the cataloguing.
 - iii. Nodal agencies at the state and national level may be entrusted with the responsibility of conducting the surveys mentioned earlier, and cataloguing the private collections. Necessary financial support should be extended to these agencies.
 - c) Dissemination
 - i. The catalogues of private collections created at the national and state level should be accessible through the web.
 - ii. Private records and collections of importance should be digitized into full text form with proper indexing facilities and should be made available to users against payment where appropriate.
 - iii. Archives of digital documents should also be made accessible through the web.
5. To outline suitable advocacy and outreach strategies for this purpose.
- a) Sensitize individuals and institutions / business houses about the value and significance of private collections as national property, cultural heritage and historical sources.
 - b) Have information about private collections reach all levels of society including administrators, scholars, students and the general public.
 - c) Have extension activities organized by the concerned institutions through different media, including audio visual and electronic media, to generate awareness about the merits, use and importance of private collections.
6. To formulate necessary approaches for human resource development and creation of infrastructure.
- Human Resources*
- a) A system of training may be established in areas such as cataloguing, conservation and preservation, digitization, digital archiving, archival management, rare languages and scripts. Suitable training courses could be devised for this purpose by the Indian Institute of Library and Information Science (ILIS).
 - b) Existing institutions which have the capacity to undertake the management, digitization, documentation, etc, of private collections, should be suitably supported for this purpose.
- Infrastructure*
- Existing nodal agencies and their network of associated institutions should be provided suitable infrastructural facilities such as computers, printers, internet access, multilingual software and manpower, in accordance with certain minimum standards as may be specified.
7. To evaluate the adequacy of existing policy and legal framework and suggest suitable measures to ensure that:

- a) Valuable personal collections are not destroyed or sold/ smuggled out of India.
 - b) Everyone has a right to access the contents of those private and personal collections that are supported by the government, except those excluded by mutual agreement.
 - c) Owners of private and personal collections provide access to their collections by voluntary permission on the basis of mutually agreed terms regarding access/ user fee.
 - d) Institutions supported by government that maintain archival materials be strengthened to archive documents and disseminate these materials for use to the public. These institutions must formulate access guidelines and enabling legal provisions for access (with the help of legal experts), and make these available to all concerned.
8. To develop guidelines for owners of private collections, keeping in view the following:
- a) Copyright issues and the application of Right to Information Act.
 - b) Proprietary rights.
 - c) Government support for individuals having private collections, especially for conservation and publication.
 - d) Training facilities for individuals having private collections.
 - e) Terms and conditions for the acquisition, donation or loan of private collections.
 - f) Terms of reference under which collections could be digitized for wider dissemination.
 - g) Any other issue emanating from local situations.