

THE RATAN TATA LIBRARY

Development Plans Requirement for the XII Plan Period (01.04.2012 to 31.03.2017)

1. Equipment

Purpose	Estimated Cost	Justification
1. Photocopiers	Rs. 4 Lakhs	One for office work and another for Library Users otherwise all photocopy works have to be got done from outside the RTL
2. Projector	Rs. 2 Lakhs	For regularly conducting Library Orientation Programmes (LOPs) at the RTL

2. Non-Teaching Staff

	Category	Designation of post	No. of posts	Justification
Existing Activities	Ministerial		(03)	
	1. Mrs. Reeta Khurana	Assistant	01	Accounts/Finance & Bill passing work: Maintenance of Accounts of all transactions under Other Charges, Additional Grants, Endowment Fund, Maintenance of Personal Files of Staff and Leave Records. Additional Charge Of Maintenance of Personal Files & Leave records
	2. Mrs. Bhuvneshwari	JACT	01	Typing work, data entry, secretarial assistance in all sections,
	3. Vacant: (Mr. Saroj / Mr. Ajmali transferred w.e.f. 01.11.2011) on strength of DoEconomics	JACT	01	Diary /dispatch work of all sections.
	Technical/ Professional		09 Professional Assistant (PAs)	

			08 Semi Prof. Asstt. (SPAs) 12 Library Attendants (LAs)	
	1. Mrs. Krishna Vig	Professional Assistants (PA)		I/c Periodicals Section : Maintaining records of periodicals subscription and bill passing of journals, soliciting suggestions for renewal and inviting/receiving for subscription of periodicals and their processing; Completing and verification of bibliographical details before placing order for subscription of periodicals. Additional work of Processing Section in lieu of Vacant Position of AL/PJ
	2. Vacant: (Sh. S. K. Arora retired on 30.11.2010)	PA		
	3. Mrs. Girja Dhar	PA		Processing Section: Classification, Cataloguing and preparing the data sheets; subject indexing; metadata preparation, editing of cataloguing and classification entries of books in Economics and Commerce
	4. Vacant: (Ms. Lata Bhardwaj retired on 31.12.2010 & engaged on contract)	PA		Periodicals Section: Issue reminders for non-receipt of issues of journals, display of loose issues, maintaining records of journals delivered at the library on day to day basis.
	5. Mrs. Kiran Nayar	PA		I/c Acquisition Section: Completing and verification of the bibliographical detail of books and other documents before processing the same for purchase and approval by A.L/D.L./Librarian; maintenance of records and correspondence; Receiving books on Approval.

			Additional work of Section I/c in lieu of Vacant Position of AL/PJ
6. Mr. Santhan Gopal (On long Leave due to illness of wife)	PA		Acquisition Section: Receiving bills and checking them with Purchase Orders, correspondence with University and with suppliers, accessioning of books maintaining the budgetary allocation
7. Mr. Hari Har Prasad	PA		I/c Membership & Circulation: Performing, Supervising and of staff; Issuing the No Dues/Clearance Certificates, Issuing of reminders for overdue books, maintenance of records of cash collected from users on account of late return of books, loss of tickets/books.
8. Vacant: (Mr. Raghubir Singh retired on 31.12.2011)	PA		Processing Section: Classification, Cataloguing and preparing the data sheets; subject indexing; metadata preparation, editing of cataloguing and classification entries of books in Sociology and Geography.
9. Mr. R C Sharma	PA		Accounts/Finance, Establishment: Maintenance of records of all Staff relating to Salary and Establishment.
10. Vacant : (Mr. Mahender Kumar (transferred to Botany Deptt.))	Semi Prof. Asstt. (SPA)		I/c Weeding of Books Section and Stock Verification Section: Preparation and Maintenance of records Of Stock Verification of books.
11. Mr. P K Bharija	SPA		Processing Section: Attending typing, data entry operations, preparation of shelf guides, due date slip, book card, filing of catalogue cards.
12. Mr. R C Balmiki	SPA		In charge of Tendering work for Binding and Periodicals

13. Mr. Duli Chand	SPA		Periodicals Section & I/c Stores: Order/renewal of periodicals subscriptions whenever required, Attending typing, Xeroxing and Data entry operations registering the current issues of periodicals (manual and computerized), downloading and uploading periodicalsData, Reminders for non-receipt of periodicals, Preparing billsFor payment of subscription/adjustment of advance, Display of Current issues of periodicals wherever required, Additional Charge Of Stores Section
14. Mr. Manoj K Yadav	SPA		Reference Section
15. Vacant: (Mr. Gopal Singh expired on 06.01.2012)	Library Attendant (LA)		Text Books Section: Shelving and servicing of Books.
16. Vacant: Library Attendant (Mr. Gopal Singh expired on 06.01.2012)	LA		Text Books Section: Shelving and servicing of Books.
17. Mr. Laxmi Prasad	LA		Circulation Section: Issue return of Books.
18. Vacant: (Mr. Jaipal Singh retired on30.11.2011)	LA		Shelving of Books and Maintenance of Stack Halls Nos. 3, 4, 5.
19. Mr. Rajeev Sirpaul (Unauthorized Absence w.e.f. 27.01.2011)	LA		Circulation Section: Issue return of Books and Check Point (Entry) Duty
20. Mr. Raju Goswami	LA (Temporary Status: Compassionate Ground)		Check Point (Entry)/Exit Point Duty and Circulation Section: Issue return of Books and data entry
21. Mr.	Office Attendant		Office Dispatch Work

Dashkunt Rai			
22. Mr. Kehar Giri	Farash		Dusting work of furniture
23. Mr. Dharambeer Singh	Safai Karamchari		Safai Work: Second floor and 5 th & 6 th Stack halls
24. Mr. Diwan Chand	Safai Karamchari		Safai Work: Current Periodicals Halls & 1 st & 2 nd Stack Halls, toilets
25. Mr. Jai Pal	Safai Karamchari		Safai Work: Ground floor and 3 rd & 4 th stack Halls, Toilets
26. Mr. Mahesh Tiwari	Press Staff Temporary Status		Check Point Duty & Circulation Section
Technical on Contractual basis			
27. Mr. Atul Kumar Sharma	Against Vacant post of Machine Operator		Maintenance of Computers H/w & S/w & looking after e Library/e resources (Morning shift)
28. Mr. Babu Khan	Junior Library & Information Assistant (JLIA) Against Vacant post of SPA		Acquisition section
29. Ms Manju Tomar	JLIA Against Vacant post of SPA		ILL, Secretarial Assistance to DL/AL,
30. Mrs. Jyoti Arora	JLIA Against Vacant post of SPA		Assistance in Processing Section and Periodicals Section
31. Vacant: (Mr. Kunal Prasad resigned w.e.f. 01.10.2011)	LA Against Vacant post of SPA		
32. Vacant: Mrs. Geeta's service terminated w.e.f. 26.02.2012	LA		
33. Mrs. Anjana	L.A (DULS Strength)		Membership: data entry of members for new Membership/ renewal/clearance
34. Mr. Dharambeer	L.A (DULS Strength)		Evening Duty in Periodicals Section Shelving & Servicing

	35. Mr. Parvesh Kumar	L.A (RTL Strength)		Maintenance of Computers H/w & S/w & looking after the Library/e resources (Evening shift)
	36. Mr. Jagdeesh	L.A (RTL Strength)		Reader's Services/ Tracing of Bound Journals
	37. Mr. Mehtab	L.A (RTL Strength)		Stack hall 1: Shelving & Servicing
	38. Ms Shaheen	L.A. (DULS Strength)		Circulation section duty
	39. Ms. Nidhi Sharma	Seasonal Staff		Stack hall 3: Shelving & Servicing
	40. Ms. Maya	Seasonal Staff		Stack Hall 2: Shelving & Servicing
	41. Vacant:	Part Time Worker		
	42. Mr. Manoj	Part Time Worker		Dusting of Books/Journals/Tables etc.
	43. Mr. Narender	Part Time Worker		Dusting of Books/Journals/Tables etc.
New activities proposed				
	Ministerial staff			
	Technical Staff			
		Junior Lib & Inf. Assistant	01	Since creation of Endowment Fund In 1993-94 (now stands at app. Rs. 23 Crores, No additional manpower Engaged for annual subscription of journals app. 250 costing app. Rs. 60 Lakhs
		Library Attendant	01	For Shelving and servicing of Periodicals purchase out of Endowment Fund
		Library Attendant	01	Prof. Sukhamoy Chakravarty's Reading Room is now housing personal live collection of Prof. Sukhamoy Chakravarty with a collection size of app. 4,000 books which is now serviced by the Staff.
		Library Attendants	06	Due to addition to the collection after accessioning and processing of app. 1 Lakh documents during 2007-2010 which were received as gratis between 1955-2005.

		Library Attendants	04	For manning property Counters for 12 hours
		Computer Operator	01	For Scanning
		Computer Operator	02	E library houses 64 computer terminals with internet, e mailing, and e resources facilities for the users and now manned by only one staff of the rank of computer operator (got temporarily converted from the post of machine operator). It requires at least one Technical Assistant and two computer operators . Hence, shortage of one Technical Assistant (computers) and two Computer Operators.
		Technical Assistant	01	To assist users in accessing e Resources & in maintaining Computer Network etc.

3. Infrastructure

category	Numbers	Approx. size in meters	Estimated cost	Justification
Passenger Lift	01		Costing app. Rs. 25 lakhs	Passenger Lift (for 4 persons) in 6 storied stacks required for aged and disabled
Book Lift	01		Costing app. 5 lakhs	Book Lift to carry app. 100 Kgs wt in 6 storied stacks

4. ICT requirements

Name of items	Number	Total Estimated cost	Justification
1. High End Scanner		Rs. 20 Lakhs	Old Volumes of Census, Statistical

			Abstracts & Gazetteers are in bad shape from and require scanning/digitization
2. Network scanner		Rs. 2 Lakhs	For sending through network
3. Laptop		Rs. 0.50 Lakh	To do LOPs in the departments
4. Desktop Computers		Rs. 10 Lakhs	E library at the RTL has got 64 computers out of which 21 (Pentium IV) computers were donated by the Centre for Development Economics of the Department of Economics in 2007 which were purchased by them in 2002. All these computers require immediate replacement by 21 new computers.

Summary of Recommendations:

Annually

For Five Years

Infrastructure.....

1. Additional Space with Modernization

Rs. 200 Lakhs

2. Equipment

Rs. 6 Lakhs

3.1 Photocopiers

Rs. 4 Lakhs

3.2 Projector	Rs. 2 Lakhs
3. Preservation/Digitization	Rs. 275 Lakhs
Periodicals, old bound vols. (50 lacs x 5)	Rs. 250 Lakhs
Theses	Rs. 25 Lakhs
High End Scanner	Rs. 20 Lakhs
Network scanner	Rs. 2 Lakhs
5. Electronic Data Bases	Rs. 25 Lakhs
6. Computerization	Rs. 15 Lakhs
21 Computers	Rs. 10 Lakhs
01 Laptop	Rs. 0.50 Lakh
7. Staff Training	Rs. 5 Lakhs
8. Books	Rs. 250 Lakhs
9. Periodicals	Rs. 350 Lakhs
10. Furniture etc.	Rs. 5 Lakhs
11. Maintenance of the Collection	Rs. 10 Lakhs

1. Infrastructure

1.1 Space

Library is extremely short of space. The shelving area needs reinforced Structure to carry the load of heavy steel shelves. A large number of books and periodicals statistical sources, government publications, legislative assemblies debates, central and state government budgets etc. are all lying scattered in unusable form. In the previous plans proposal we already asked for additional space

It is proposed that separate rooms like depository for old volumes and less used material could be set up and for the purpose the RTL needs at least **Rs. 1 Crore, out of which Rs. 30 Lakhs in first instance.**

1.2 Renovation & Modernization:

Given in Appendix.

2. Equipment

2.1 Electronic Databases:

For editing of database in the subjects of Commerce, Economics, Sociology & Geography and **Rs. 10 Lakhs required annually for 8 years.**

2.2 Computerization & digitization

Presently, RTL has 86 PCs (out of which 48 PCs are very old require update/replace.) and server. The RTL still needs at least 20 more Pcs for users and staff. Each PC costs around Rs. 40,000/- and sever costing Rs. 5 Lakhs and updating of PCs require Rs. 20,000/- each. The total cost of computerization is around Rs. 22,60,000/- apart of this a high end scanner is needed for digitization of rare books and other documents costing around 20,00,000/-. Hence, the total cost of **computerization and digitization is around Rs. 42, 60, 000/-.**

3. Staff:

Be deputed for various sorts of Training in IT, Manpower Planning , Human Resources Management, Inter Personal Relationship & Psychology for which an **amount of Rs. 10,00,000/-** is required. Every body requires change in the mindset in the context of the today's requirement.

4. Books & Journals

Steep rise in the prices of books , journals , binding and depreciation in the value of rupee in terms of major world currencies and zero budget growth has led to almost a crises situation in the RTL.

4.1 Books

Levels of acquisition of books and periodical titles have declined substantially. There is an increase in the price of books 30% to 40 %. The average cost of a book is approximately Rs. 5,000/-. The purchase of book level has gone down to only 3,200 books a year approximately. Between the Budgetary recessions, The

RTL has missed a number of good books. To fill up the important gaps and to keep updated, RTL needs at least Rs. 50 Lakhs every year.

4.2 Periodicals

The periodical acquisition in the RTL has been hit hard by rising prices, decreasing budget and steep decline in the purchase power of rupee. We have to prune down good titles of periodicals. To sustain existing number of titles we need at least Rs. 70 Lakhs per annum.

4.3 Binding:

The vital area being neglected because of the non availability of funds is the maintenance of collection. The book flap of number of books, periodicals and other documents are torn and binding boards have become loosened. A large number of books need binding and have become unfit for use. Therefore, there is urgent need of Rs. 2.5 Lakhs annually

Summary of Recommendations:

	Annually	For Five Year
1 Infrastructure		Rs. 100 Lakhs
2. Equipment		
2.1 Electronic Databases	Rs. 10 Lakhs	Rs. 50 Lakhs
2.2 Computerization & digitization		Rs. 42.60 Lakhs
3. Staff	Rs. 2 Lakhs	Rs. 10 Lakhs
4. Book & Journals		
4.1 Books	Rs. 50 Lakhs	Rs. 250 Lakhs
4.2 Periodicals	Rs. 70 Lakhs	Rs. 350 Lakhs
4.3 Binding	Rs. 2.5 Lakhs	Rs. 12.50 Lakhs