

**Raja Rammohun Roy Library Foundation**  
**Block- DD-34, Sector - I, Salt Lake City, Kolkata- 700 064**

**MATCHING SCHEME FOR FINANCIAL ASSISTANCE FOR DIGITIZATION OF COPYRIGHT FREE MANUSCRIPTS, RARE BOOKS, RARE DOCUMENTS, OLD JOURNALS, RECORD OF HISTORY AND OTHER MATERIALS**

**1. Title**

The scheme is known as “**Matching Scheme for financial assistance for digitization of copyright free manuscripts, rare books, rare documents, old journals, record of history and other materials**”

**2. Scope / Objective**

The object of the scheme is to assist to digitization of copyright free manuscripts, rare books, rare documents, old journals, record of history and other materials and to preserve and conserve those data of Central Libraries, State Central Libraries, District Libraries, Other Public Libraries and Other reputed organizations / trust / societies etc.

**The financial assistance will be given for:-**

**A. Digitization of documents:**

- Digitization and preservation/conservation of copyright free manuscripts, rare books, rare documents, old journals, record of history and other materials
- Metadata creation
- Cleaning and cropping operation of all the digitized objects, as well as installation of digitized images in the provided server.

**B. Creation of local Digital Object Repository-cum-Retrieval System** based on Open Source Platform.

**C. Procurement of Associated Hardware for preservation of data (One Time) :**

One server, two desktop computer(s), a small LAN setup, one printer, One Portable external backup device, UPS, electrical installation etc. for preservation and conservation of those data, if found essential for undertaking the digitization work.

**D.** Any other related item required for undertaking the project, if considered essential by the Grants Committee.

**Only those documents which are either free of any form of copyright or the Library / Organization has an exclusive right would be covered for digitization under the scheme. A declaration from the competent authority is to be submitted along with the application.**

**3. Types of Libraries / Institutions Eligible for Assistance**

1. Financial assistance under this scheme will be available for Central Libraries, State Central Libraries, District Libraries, Other Public Libraries and Other Reputed Organisations. In case of Non-Government libraries, it must be registered under the Indian Societies Registration Act of 1860 or any other equivalent State Act or a public trust Registered under any law for the time being in force.

2. If the Grants Committee and/or a separate committee constituted by the Grants Committee exclusively for digitization has reasons to believe that particular rare materials lying in the custody of an organization / institution / library mentioned herein above are of national importance/unique in character, on the recommendation of the Grants Committee, may recommend for consideration of financial assistance under the scheme.

#### 4. Extent of Financial Assistance

##### A. Digitization

Type of Library	Maximum Limit/ per year	Repetition
State Central Libraries	Rs.3.00 lakhs	<b>As per decision of the Grants Committee.</b>
District Libraries	Rs.2.00 lakhs	
Other Public Libraries recommended by State Library Directorate	Rs.2.00 lakhs	
Non-Government Libraries	Rs. 2.00 lakhs	

**N.B.: However, the quantum of assistance would be decided by the Grants Committee in consideration of the proposal and may recommend for additional grant.**

**The Uniform Rates per page for Digitization:**

Size	Rate per page for Digitization
A4 / A2 Depending upon condition of materials	Within Rs.2.50-Rs.4.00 per page (without OCR) and Rs.4.00 to Rs.6.00 (with OCR) including metadata creation.

Subject to the decision of the Grants Committee depending on the bulk of records to be digitized and location of the library / Institution, the Rates may be fixed through competitive bidding by the recipient organization as per quality and standards specified by the RRRLF for the digitization work including metadata creation.

Sanctioned amount for digitization will be released in suitable installments depending on the progress of works and 25% of the total project cost will be released after completion of the approved project on submission of documents after utilization.

**N.B.: However, the quantum of assistance would be decided by the Grants Committee in consideration of the proposal and may recommend for additional grant.**

- B.** The financial assistance would be released directly to the Library / Institution or the Directorate of Library Services or to the agencies in case the project is assigned to any agency by inviting open tenders/quotations, if requested by the organization as per GFR 2017 or State Govt. approved procedures.

C. Normally no assistance will be given if the project for which the financial assistance applied is covered under any other scheme of the Central Government or State Government / Union Territory Administration.

**D. Installment Ratio:**

- 1) For projects having financial implication of Rs 1.00 crore (Rupees one crore) & above, the sanctioned amount will be released in two installments (50% as first installment and 50% as 2nd installment).
- 2) For other projects having financial implication less than Rs 1.00 crore (Rupees one crore), the assistance will be released in two installments in 75%: 25% ratio i.e. 75% as the first installment and 25% as the 2nd installment after completion of work.
- 3) In case of procurement through GeM or through Government Agencies, both for Government / Non-Government Libraries, the sanctioned amount of assistance will be released to the Library authorities in one installment.

Director General may relax the installment payment in respect of Govt. libraries / organization on receipt of request from the State/U.T/District Library Authority or Government Library with justification

**5. Procedure for Submission of Application**

In Case of State Level Libraries or Voluntary Organisation Libraries or Other reputed Organisations they should submit their application/proposal recommended /approved by the State Library Committee (SLC) to the Director General, Raja Rammohun Roy Library Foundation (RRRLF), Block DD-34, Sector-1, Salt Lake City, Kolkata - 700064. Where there is no SLC, the applications should be recommended / approved by the Secretary of the Controlling Department of the respective State Government/U.T. Administration looking after library services.

**Application should be submitted in the prescribed format with due recommendation of the competent authority with the following documents:**

- (i) Detailed description of the digitization project for which the assistance is required, giving item-wise details of expenditure in the prescribed format;
- (ii) Information relating to assistance received, promised or the requests thereof made, if any, to other bodies;
- (iii) List of copyright free rare materials to be digitized, stating the title, authors, years of publication/creation, language, type of document (i.e. book, manuscript, periodical etc) for each of the document
- (iv) Estimated Cost for each of the Component as mentioned
- (v) In case of non-government organization, each application should be accompanied by the following documents –
  - a. Constitution or the Memorandum of Association,
  - b. Copy of Registration Certificate,
  - c. Copy of the latest available Annual Report and

d. Recommendations of the State Government/U.T. Administration or the State Library Committee, in the prescribed form.

**6. A. Project Activity:**

Sl. No.	Activity	Description
1	Digitization of rare books, journals in PDF / TIFF format	The Library / Organization shall identify the materials for digitization. Continuation in supply of material will be ensured to avoid delays in scanning. The library / organization needs to ensure that only copyright free materials are selected for digitization.
2	Metadata creation	Administrative metadata (as .xml file) shall be prepared for each file to locate each material using Dublin Core Standard.
3	Cleaning and cropping operation of digitized objects.	Cleaning and Cropping on the scanned object for better quality required to be done by using specified data creation standards.
4	Delivery of scanned digital assets in DVD.	DVDs containing the digitized material and metadata files shall be provided by the entrusted agency, one copy in TIFF and PDF to the Library / Organization and one copy to RRRLF.
5	Installation of Digitized images in the provided server	The Library / Organization shall make arrangement for necessary hardware and software related to the server as per the requirement of the entrusted Agency.

Three types of metadata by following Qualified Dublin Core (metadata elements + Refinement + Encoding schema) needs to be created. The metadata types will be – (i) Descriptive metadata elements; (ii) Administrative metadata elements and (iii) Structural metadata elements. The mandatory nature, repeatability and search ability of fields will be determined at time of software level implementation. The metadata encoding during data entry time will be based on selected encoding standard as advised by W3C.

**B.** Verification & Certification of metadata and digitized content have to be done by the library on a regular basis. A fortnightly report of documents digitized has to be submitted to the RRRLF.

**C. The digitization specification for e-record creation, transfer to NVLI and preservation:-**

Historical Materials	Raw Master Image	Bit depth	Clean Master Image	Access Image
Manuscripts	TIFF (Uncompressed) 300 dpi (output)	24 bit	TIFF (compressed) 300 dpi (output) group 6 CCITT Spatial Resolution: 8"x10" at 300 dpi	JPEG2000 and PDF  Spatial Resolution: 1024x768 pixels
Printed Books Colour	TIFF (Uncompressed) 300 dpi	24 bit	TIFF (compressed) 300 dpi (output) group 6 CCITT	JPEG2000 and PDF / PDF-A

B/W		8bit		
Photographs Colour	TIFF (Uncompressed) 300/600 dpi (output) 1200 dpi or higher for special cases	24 bit	TIFF (compressed) 300 dpi (output) group 6 CCITT	JPEG2000 and PDF
B/W		8 bit		
Slides / Negatives Colour	4000 dpi TIFF (Uncompressed)	24 bit	TIFF (compressed) 300 dpi (output) group 6 CCITT	JPEG2000 and PDF
B/W		8 bit		
Map / Drawing Colour	TIFF (Uncompressed) 300/600 dpi (output) 1200 dpi or higher for special cases	24 bit	TIFF (compressed) 300 dpi (output) group 6 CCITT	JPEG2000 and PDF
B/W		8 bit		
Other Materials	Organisation may specify standards depending on the type of objects			

**N.B.: Higher resolution depends upon materials.**

## **7. Conditions of Financial Assistance**

- i. The Librarie(s) / Institution(s)/ Organisation(s) in receipt of financial assistance shall be open to inspection by the RRRLF.
- ii. The library / executing agency should provide TIFF and PDF of each digitized documents along with metadata and a copy of documents **digitized to RRRLF which will be uploaded in NVLI for open access.**
- iii. Metadata have to be created using the standards recommended by RRRLF.
- iv. Quality of digitization has to be done as per standard specified for each type of object.
- v. No assistance will be considered unless the requisite documents in utilizing earlier assistance are received.
- vi. Once the activities and estimates have been approved and financial assistance assessed on the basis of these estimates, it shall not be modified by the respective institution / library without the prior approval of the RRRLF.
- vii. Financial assistance will be released to the eligible institutions / libraries on receipt of the stamped pre-receipt and acceptance of the terms and conditions in the prescribed form.
- viii. When the RRRLF has reasons to believe that the sanctioned amount is not being utilized for approved purpose, the institution / library shall be liable to refund the sanctioned amount to the RRRLF.
- ix. Expenditure prior to the receipt of the sanction order will not be computed towards utilization of the financial assistance.
- x. The library / institution must submit an undertaking to the effect that -  
 "The use of the archival material or the articles and documents or any part thereof, provided under this scheme is not infringing any Copyright or any other relevant Intellectual property right of any third party. The library / institution further undertakes that if any material provided under this

scheme becomes the subject matter of any claim/suit/proceeding for infringement of Copyright or any other right, library / institution shall pay all the damages/costs/expenses incurred by the RRRLF including but not limited to Attorney fees/cost of proceedings/etc”.

- xi. Wherever the work has been assigned to agencies, the project implementation agency should be selected by the applicant institution / library through a transparent and competitive method by inviting open tenders /quotations to ensure fairness and transparency in the enlistment of implementation agency. A report should be submitted to the RRRLF by the applicant institution / library in this regard.
- xii. Decision of the RRRLF in respect of approval of the project/proposal and the amount of assistance shall be final and binding on the grantee institution / library in all cases.
- xiii. An officer authorized by RRRLF may visit and inspect the Archival Repositories or Libraries of States / Union Territories and collect on the spot information on the Progress of the Scheme / project financed under the scheme.
- xiv. The accounts of the project shall be maintained properly and separately and submitted as and when required. They shall always be open to check by the RRRLF or by the respective State/U.T Library authority or their nominee for monitoring the project. They shall also be open to audit, both by the Comptroller and Auditor General of India under the provision of CAG (Duties, Power and Condition of Service) Act, 1971 and the internal audit by the Pay & Accounts Office of the Ministry of Culture.
- xv. A tripartite MoU is required to be signed among the RRRLF, Library / Organization, and the agency entrusted for the digitization work.