



## CHAPTER 5

# LIBRARY FINANCE

### 1. SOURCES OF FINANCE

The major sources of Library Finance are:

<b>a)</b>	Library fee paid by students;
<b>b)</b>	Grant-in-aid by government;
<b>c)</b>	Donations;
<b>d)</b>	Late fine/overdue charges realised from the students for late return of books;
<b>e)</b>	Sale proceeds of old newspapers, magazines etc;
<b>f)</b>	Miscellaneous income (cost of lost books etc.)

Each student pays library and reading room fee. This fee should form the nucleus of the library fund. All the grants (recurring and non-recurring), donations, sales proceeds of scrap paper, and the realisation of cost of lost books etc. should be credited to this fund.

### 2. BUDGET ALLOCATION FORMULA

The cost of books and periodicals/newspapers is so prohibitive these days that it is very difficult for any school library to provide new books in required quantity. To meet the book needs of students and teachers, the government and other funding agencies should allocate adequate funds for meeting library needs.

The entire amount allotted for library books should be made available to the library at the beginning of the session to facilitate collection and development in a planned way. A definite policy regarding the proportion of library grant to be spent on various heads needs to be spelt out. However, to formulate



such a policy based on percentage or some other convenient principles is not easy. It may not get approval of many departmental heads. Apart from problem of deciding the proportion of budget to each of the heads, there is also the danger of growth taking a very narrow line. Yet the amount of grant-in-aid received has to be allocated to facilitate purchases. There is no better alternative to this.

The non-recurring grants received during the year may be spent on items for which they are released. But the recurring library grant as and when received, must be allocated as far as possible according to the following formula:

Books	50%
Periodicals/newspapers	10%
Librartationery	10%
Miscellaneous (Library equipment and stacks etc)	20%
Binding and repair	10%

The amount allocated for books should further be allocated as follows:

General and recommended books	30%
Reference books	20%
Hobby books	10%
Fiction	30%
Audio-Visual material	10%

As suggested by the Yashpal Committee Report (1993), sufficient contingency amount (not less than 10% of the total salary bill of the school) could be placed at the disposal of Heads of schools for purchase, repair and replacement of pedagogical equipment, which could become part of the library.

**Note:** Should the need arise, the funds may be diverted from one head to another.

### 3. FINANCE

The fund giving agencies should calculate the Library budget as per following formula.



### **3.1. Primary/Middle Schools:**

Rs 30/= per Student

Rs 150/= per Teacher

### **3.2. Secondary Schools:**

Rs 40/= per Student

Rs 150/= per Teacher

### **3.3. Senior Secondary Schools:**

Rs 50/= per Student

Rs 150/= per Teacher