



NNL News

The Newsletter of the Nepal National Library



Issue No. 28

September 2012

Celebration of Fifth Library Day

Library day is being celebrated all over Nepal since 2008, in the remembrance of the historical event to establish "Pustak Chitai Tahabil" in August 31st that is the date of Bhadra 15th of Nepali Calender.

The main objective of the library day celebration is to foster reading habit, advocate the role and importance of libraries and information centers and to help to create knowledge based society.

A main organizing committee was formed under the chairmanship of the then education secretary Mr. Kishor Thapa. Later, it was taken over by Mr. Suresh Man Shrestha. The first meeting had determined the main slogan i.e. visit library, increase reading habit. The meeting has decided Mr. Basudev Dhungana, president of Nepal Community Library Association (NCLA) as a co-ordinator of the main organizing committee. Mrs. Janaki Karmacharya, Chief Librarian of Kaiser library was nominated as Member Secretary of the main organizing committee. Kaiser Library has played the role of Secretariate.



The main organizing committee has requested to circulate a letter to all the Regional Education Directorates, District Education Offices through Ministry of Education to celebrate the library day in district and local level. The committee had also requested to all the library related stakeholders to celebrate the library day through out the country.

A week long library day celebration has began organizing Press meet in the date of 24th August, 2012. Journalist representing from various media houses were present on the occasion. President of the Education Journalsit Group

Mr. Prakash Silwal and his committee had helped and facilitated to disseminate the library related activities.

In addition to main organizing committee, following sub-committees were formed to help the main organizing committee:

S.No.	Name of the Subcommittee	Coordinator
1	Library management	Mr. Basudev Dhungana
2	Economic management	Mr. Bhola Kumar Shrestha
3	Publicity	Mr. Juju Bhai Dnagol
4	Social activities	Mr. Bhim Dhoj Shrestha
5	Publication	Mr. Prakash Kumar Thapa
6	Creative activities	Mr. Ashok Thapa
7	Educational activities	Mr. Ramesh Niraula
8	National and international coordination	Mr. Yadab Chandra Niraula
9	Felicitation and prize	Mr. Krishna Mani Bhandari
10	Talk programme	Mr. Ganesh Shaha

All the subcommittees have actively participated to make success the fifth library day.



Datewise activities carried out were as follows:

8th Bhadra 2069: Press meet in Kaiser library.

9th Bhadra 2069: Blood donation programme was organized in the blood bank building lead by social activities subcommittee. Mr. Akarsan Pradhan has contributed snacks for blood donors.

10th Bhadra: The prize subcommittee has decided the names of the persons to be honoured and felicitated after a series of meeting and informed them. Likewise members of the main organizing committee met the newly appointed Education Secretary Mr. Suresh Man Shrestha and informed the activities going on. The committee had also requested to chair the national programme going to held on Bhadra 15. Mr. Shrestha shown his keen interest on it and ready to took over the responsibility.

11th Bhadra: A discussion programme was organized by Martin Chautari on "history of library literature in Nepal". The programme was led by Mr. Vishnu Prasad Aryal, Editor of the Pustakalay Awaj, a monthly journal dedicated to advocate and promote Librarianship in Nepal. The discussion was able to draw the attention of the current condition and future challenges as well as the opportunities in LIS literature Nepalese context.

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Rural Community Library Deurali-1, Bhojpur.

Introduction

Library and information center's roles are defined as a local education institution outside the formal education system except from school. It provides various learning opportunities for rural development and improvement of quality life people. In Nepal many children are still outside of school. They have number of challenges to approach the school; such as household, workload, poverty, gender discrimination of society, cultural tradition and other various facts and reasons are responsible on it.

Keeping in mind the above mentioned fact, Rural Community Library (RCL) Deurali has established as a non-profitable organization. It is registered at Chief District Officer's Office, Bhojpur in 2010. It is located at Jhyaunpokhari Deurali VDC word no-1 in Bhojpur district. It is governed by elective board of 11 member including president, a vice president; secretary; vice secretary; one treasure and six executive members. The executive members are specialized in education; they are trained in basic library and information management.



There is lack of well equipped library and educational institution, lack of physical facilities, electricity and motor able road, markets etc. in rural Nepal. Many children are out of school because of their poor economic status. Students and teachers who are involving in study and teaching in rural area are facing the problem of reading materials due to the lacking of library. Students, local

Library Management Directive Feedback Workshop

Nepal National Library organized a half day feedback workshop on library management directive in collaboration with Ministry of Education, Library Coordination Section and READ Nepal. There were 50 participants. Mr. Yadab Chandra Niraula, Chief Librarian, NNL presented the draft of the directive on 10th Jun 2012.

Education Secretary Mr. Kishor Thapa said the workshop will be able to find out the common interests of all the library and information stakeholders to make the directive more relevant. Dr. Madhusudhan Karki, Mr. Murari Binod Pokhrel, Mr. Krishna Mani Bhandary, Mr. Dasharath Thapa, Mr. Basudev Dhungana, Mr. Ashok

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planners, housewives, farmers and teachers are deprived from updated information and knowledge.

RCL has successfully organized basic Library and information management training with the support of NNL in March 2010. It has started book corner in school classroom. The objectives of library are to provide well equipped library and information service, to help integrated rural development through mobile library service, cooperatives, provide scholarship fund for rural children who are deprived from educational opportunities.

Vision: Well equipped library builds up aware, educated and well being rural community.

Mission: Improving the life style of each, library service will enhance creating the knowledge based society, rural development, generating income and opening new employment opportunities.

Goal: Rural Community Library will be well-equipped and technologically accessible in rural area.

Objectives: (1) To increase institutional capacity of Library; (2) To build well equipped Library in rural area; (3) To established relationship, partnership, collaboration with local CBOs, NGOs, and INGOs empowering the society.

Our BSC programs:

- Book for rural areas;
- Scholarship for rural areas;
- Computers for rural areas.

In Nepal, most of the schools haven't their own library. Students and teachers are facing difficulties for conducting effective teaching learning activities. In the absence of Information and Communication Technology, rural people are deprived from the various opportunities. We urge to all the stakeholders, donors to help us to bridge the gap between the rural and the urban people. Instrested donors are requested to contact to the following address:

Rural Community Library
Mail to: rcl_deurali@hotmail.com
Phone no. 9779842145705, 025690983
Post Office: Deurali Post Office Deurali Village
Development Community, Ward Number-1, Bhojpur
District, Koshi Zone Nepal.

Thapa, Mr. Sudeep Dhakal, Mrs. Saroja Shrestha commented and gave their valuable input on the draft of the directive.

Mr. Bhola Kumar Shrestha, Coordinator of the drafting committee and members of the committee: Mr. Punya Prasad Ghimire, Mrs. Pratima Subedi, Mr. Bhola Nath Sharma has assured that the comments will included for the betterment of the directive.



The committee has incorporated all the valuable comments, suggestions and submitted to the Ministry of Education for the approval.

Education Award

Mrs. Bhagirarhi Adhikari, Senior Book Binder of NNL has received the Education award, 2068 distributed by the Ministry of Education, Government of Nepal. Likewise Mr. Gangaram K.C. Office Assistant has received in the year 2069.



Retirement

Mr. Shankar Lama Typset Na. Su. has retired from his 35 years long service from 29th June 2012. We express his happy retirement life.



Nepal Library Association has conducted Library and Information Science Level-3 training in Kathmandu and Dang recently. Education Secretary Mr. Kishor Thapa, distributed certificates to the participants of Kathmandu training.



Likewise, Library Management and Information Service Centre has conducted same type of Training. Former Minister and social worker Ms. Bhadra Kumari Ghale has distributed the certificates to the participants.

Healthnet Nepal has also conducted a 35 days long Digital Library Management training. Pro. Dr. Gunanidhi Neupane, Rector of Tribhuvan University distributed the certificates to the participants.

Workshop on e-resources

Due to the advancement of Information and Communication Technology, the role and importance of



Participants of Workshop

e-resources is growing especially in the field of research and teaching learning activities. E-resources can bridge the gap between the rural and the urban areas. Keeping

in mind, this fact Tribhuvan University Central Library has conducted a workshop on e-resources at Dhankuta Multiple Campus, Dhankuta on 23-24 July, 2012. The workshop was supported by International Network for the Availability of Scientific Publications. The workshop was able to shed light the need importance e-resources among the librarians, professors and researchers.

Prof. Dr. Ramesh Chandra Chitrakar had facilitated the workshop and supported by Mr. Lal Bahadur Chouhan as a cofacilitator. Mr. Janardan Dhungana facilitated the workshop as an administrator. Likewise Mrs. Huma Dhakal was local administrator. There were 20 participants from different campus of eastern region.

Likewise a follow-up programme on e-resources was conducted on 26-27, July 2012 at Biratnagar. All the participants had presented their action plan as committed in the previous workshop. There were 18 participants.

Moreover, TUCL has organised eight days training on library management and e-resources at TUCL from 12-21 August, 2012. There were around 25 participants from Tribhuvan University system.

Inauguration of EEIC

Rt. Honorable president of Nepal, Dr. Ram Baran Yadav



Rt. Honorable President observing EEIC

has inaugurated the Electoral Education and Information Center (EEIC) on 24th May 2012. Dr. Yadav hoped the center will be able to enhance the awareness and participation of voters towards electoral system. Dr. Yadav also urged to all the political leaders to issue the constitution before the due date. On the occasion Dr. Yadav and other distinguished guests had observed the different sections of the center.

Science writing seminar

Ministry of Environment, Science & Technology, B. P. Koirala Memorial Planetarium, Observatory and Science Museum Development Board has organized workshop cum Training on Science Journalism/Science Writing from June 14-20, 2012. The workshop focused the need



and importance of science writing in the socio-economic development of the nation. Resource persons from India and Nepal has given training on the workshop.

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same day, a presentation related to library day had delivered in front of the 75 District Education Officers (DEO) on Bode Bhaktapur on behalf of Library day National and International Coordination Committee by Mr. Yadab Chandra Niraula and Mrs. Janaki Karmacharya. They requested to all the DEOs to circulate all the schools and community libraries to read at least five minutes any thing that is available in the date of 15th Bhadra 2069 at 12.00 noon.

12th Bhadra 2069: Read Information and Resource Center (READ Nepal) organized "book exhibition" at Mahindra Rastriya Secondary School at Baluwatar. Several other activities like drawing, art and craft, chart preparation, face painting, photo pasting and play games also carried out during the exhibition.

13th Bhadra 2069: Education journalists group had organized a talk programme on the current situation of libraries in Nepal. On the occasion former Minister of Science and Technology Mr. Ganesh Shaha, Former President of Nepal Library Association, Mr. Bholu Kumar Shrestha, Head of Department, Tribhuvan University, Department of Libaray and Information Science Dr. Madhusudhan Karki, Member Secretary of the fifth libaray day main organizing committee, Mrs. Janaki Karmacharya, Representative of Nepal Booksellers Federation, Mr. Prabin Niraula, Manager of Kathmandu Valley Public Library Mr. Jujubhai Dangol and lecturedr of TU, CDLIS, Mr. Bhim Dhoj Shrestha and Chief Librarian of NNL had participated.

14th Bhadra 2069: To inform the actual situation of libraries of Nepal to political leaders, library visit and



Political Leaders and Officials at Library Visit

interaction programm was organized by the talk programme subcommittee led by Mr. Ganesh Shaha. The Programme was started from Kathmandu Valley Public Library. Former parliamentarian and president of constitutional committee Mr. Nilambar Acharya, Mrs Kiran Yadav, Mrs. Brinda Pandey, Mr. Pradeep Gnywali, Member, National Planning Commission, Prof. Dr. Shiva Kumar Rai, Joint Secretary, Ministry of Education Mr. Janardan Nepal, representative of National Planning Commission and library & information professionals

were present at the moment. After visiting KVPL, The group visited Kaiser library and lastly visited to NNL. A presentation about NNL had been delivered by the Chief Librarian of NNL covering a brief history, current condition, future challenges and opportunities. Likewise a short presentation had been delivered by Pratima Sharma covering all the activities carried out by READ Nepal.

Likewise Russian Center for Science and Culture (RCSC) has organized a talk programme on the occasion library day in Nepal and national knowledge day of Russia "Future and challenges of libraries in Nepal" on the same day. Mr. Krishna Mani Bhandari, Dr. Madhusudhan Karki, Mr. Ashok Thapa were the keynote speakers.

15th Bhadra 2069: The main day programme was began with a rally at 7.30 A.M form KVPL with the main slogan "Let's go to library, develop the reading habit" and various banners, play cards to mark the Day.

A symbolic book donation programme was organized by Nepal Tourism Board with a short speech by the Executive Director Mr. Suvash Niraula. The rally was initiated by the eduction secretary Mr. Shreshman Shrestha, Joint secretary Mr. Janardan Nepal, former Minister Ganesh Shaha, senior Library & Information professionals and reached at Russian Center of Science and Culture, Kamalpokhari.

Honorable Minister for Environment, Science and Technology Dr. Keshav Man Shakya has officially inagurated the national programme. On the occasion Mr. Shakya said library is a zone of peace for studious people. He also added that the government will take initiatives to ensure different facilities including computer and internet in community as well as school libraries of the country.

Chairman of the Committee Mr. Sureshman Shrestha, stressed on the need of budget increse by the government for the promotion of libraries.

On the occasion, The first lady librarian Mrs. Shanti Mishra, was honoured for her contribution to the LIS field in Nepal, specially in the arena of Higher Education. Likewise Mr. Chiranjivi Neupane and Yamini Kumar



Mrs. Shanti Mishra addressing the ceremony after Honored

Deep were honoured for their contribution in the development of library. In the same way, Mr. Shankar Prasad Pandey and Kishor Thapa as felicitated for thier contribution to the development of libraries and library advocacy in Nepal. Mr. Sagar Lamichhane was feliciated as the best reader of the year.

Mr. Shakya also distributed to the winner of the essay competition, acknowledgement letter to the 29 blood donors.

Similarly, a rally was organized in Bhaktapur on the joint initiatives of School Library Network and Gyan Bijay Lower Secondary School. Students from 37 community schools in the district joined the rally. Bhaktapur Library Association organized certificate distribution ceremoney to the participants of 21 hour basic library management training.

Fifth Library Day celebrtion in Pokhara

Fifth Library Day main organizing committee was formed in the coordination of prof. Dr. Bishwa Shrestha in Pokhara. More than 16 organizations including Pokhara University, Pokhara Public Library, TULSSAA, P. N. Campus were members in the committe. The committee has organized various activities such as poem competition.



Mr Banstola and Shrestha after felicitaton

The committee has publicly announced to submit poems related to library and promotion of reading habit. A subcommittee was formed to select the poems. It had selected 10 poems out of 28 and spell out on the occasion. Mr Santosh Gautam took first place, likewise Mr Indramani Dhungana, Kapil Subedi, Niraj Babu Bhatta and Amrita Gautam has took second, third and santwana position. Chief guest Mr. Narayan Gopal Malego, Literary man Mr. Sarubhkt, Mr. Tara Bahadur Karki, Executive Officer of Pokhara Submetropolitan City were spoke about the importance of librarie.

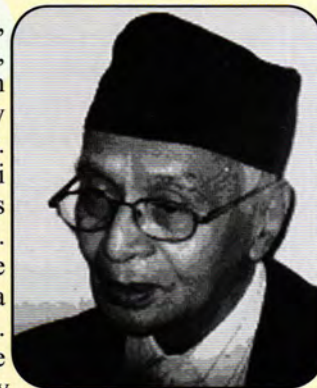
On the occssion, Mr. Krishna Prasad Banstola and Mr. Arjun Prasad Shrestha were felicitated on their outstanding contribution for library development.

Besides this, Library day was observed in various programes through out the country. In Jhapa, Triphala National Library Dhulabari and other seven libraries

had organized library day with various activities. Likewise library day was observed in Achham, Chitwan, Kailali, Bajura and many districts with various activities.

Obituary

Mr. Punya Prasad Amatya, born in 19th March 1924, First Professional Librarian of Nepal, has passed away in 30th May 2012. Mr. Amatya was the first Nepali citizen to do Bachelor's Deree in Library Science. He had earned the degree from Delhi Univerity as a student of S. R. Ranganathan in 1953. He had initiated Nepal Library Association in 1955 and initiated to publish **Nava Nirmana** a Journal of Library Science. He was the first professional librarian honoured by the library and information professional on the occasion of the first library day in 2008. He was also awarded by the Saraswati National Award.



We express our heartfelt condolence to late Mr. Amatya and his family.

Annual General Management KVPL

The seventh annual general meeting of Kathmandu Valley Public Library was held on 13th July 2012. Chief guest and the chairman of Communist Party of Nepal (Unified Marksist and Leninist) Mr. Jhalanath Khanal has inagurated the AGM. Speaking on the occasion Mr. Khanal said that there was a time establishing public libraries was treated as a crime but now time has changed, public libraries can help to enhance the capcity of the general people, help to uplift the democratic norms and values so the Government should increase the budget on library budget. Mr. Khanal talked his personal collection and willing to donate to the right place that might be KVPL.



President Khanal addressing the AGM

Special guest and the leader of Nepal Communist Party Unified Maoist Mrs Hisila Yami, assured that if the

authorities has approached with the detail plan regarding the library, she is ready to help them to approach Prime Minister The programme was chaired by Dr. Narayan Khadka, Chairman of KVPL. Mrs Yankila Sherpa welcomed to all the guests. Former Minister of Science and Technology, Mr. Ganesh Shaha and other guests had also spoke on the occasion.

Annual General Management of NLA

Nepal Library Association (NLA) has organized it's General Assembly and Picnic programme on 16th July 2012 at Sallaghari, Bhaktapur. On the occasion, President of NLA Mr Prakash Kumar Thapa has chaired programme and presented the progress report.

NCLA organized AGM in Capital

Nepal Community Library Association (NCLA) has organized it's third Annual General Meeting on 13th July 2012 in Kathmandu. Chief guest Mr. Pradeep Gnywali has inaugurated the programme. Speaking on the occasion, Mr. Gnywali said that there should be library in each



Mr Banstola and Shrestha after felicitation

community and book bank. The libraries should develop as research centers. On the occasion youth leader of Nepali Congress and former Parliamentarian Gagan Thapa said libraries can contribute to change the society peacefully. Likewise Mr. Ganesh Shaha, Mr. Rishiraj Lumsali, Mr. Punya Prasad Ghimire, Mr. Bhola Nath Sharma, Keshav Shrestha also express their views. Mr. Basudev Dhungana, Chairman of NCLA said that Jhuwani Community Library, Chitawan is among the 20 best community libraries of the world. He also shared the success story of the library. The programme was welcomed by Rajendra Prasad Chaudhari and conducted by Ganesh Prasad Neupane.

Discussion about TNL in the Capital

Triphala National Library (TNL) Jhapa-Kathmandu Coordination committee and the Voice of Library has organized a talk programe at the hall of Sagarmatha Pulic Library, Kuleshor, Kathmandu on 1st July 2012.



Mr Prakashari speaking in the programme

On the occasion, Mr. Tikaram Aryal, Mrs. Rama Sharma, Mr. S. P.Asha, Mr. Haribhakta Budhathoki and Khagendra Kholsaghare were felicitated for their continuous support to TNL.

Chief Guest Prof. Dr. Govinda Raj Bhattarai has cogratulated to Mr. Prem Prakash Falahari for his selfless effort and service to establish TRN and it's sustainability. President of Panchanga Nirnayak Samiti Dr. Madhab Raj Bhattarai, Rama Sharma, Mr. Bhola Kumar Shrestha expressed their views on TRN. Mr. Bishnu Aryal welcomed to all the guests. The programme was conducted by Mr. Prem Prakash Phalahari.

Promotion

As per the decision of Tribhuvan University Service Commission, Mrs. Aradhana Basnet, Sagar Raj Subedi Assistant Librarian of Tribhuvan University Central Library has promoted to Deputy Librarian and Mr. Vishnu Aryal, Assistant Librarian, Public Youth Camapus has promoted to Deputy Administrator. Likewise Assistant Librarian Mrs. Dipta Karmacharya, Sanothimi Campus, Mr. Bhogendra Jha, Ramshworup Ramsagar Multiple Campus, Janakpurdham and Mrs. Lunashree Upadhayaya, TUCL has also promoted to the Deputy Librarian. We congratulate all of them and wish every success in their future professional life.

Kaiser Library Activities

Ministry of Education has shifted from Kaisher Mahal to Singha Darbar. This Mahal is mainly build for Keshar library by late Mr. Keshar Samsheer Rana and donated to Government of Nepal with his all collections. The library is planning to expand it's spaces and initiated further developmental activities for the well-being of the library.

On 29th June 2012 a meeting/discussion chaired by Mr. Kishor Thapa, Secretary, of Ministry of Education, the present situation of Kaiser Library and its future prospects were discussed. On the Occasion the dignitaries and scholars share their views to collectively decide what is best for the Kaiser Library and its future prospects. The minutes of the discussion program are as follows:



A scene of meeting

Since Kaiser Library is housed at its own premises of Kaiser Mahal, the Government of Nepal should ensure that the library should be equipped with enough spaces and infrastructures for next two decades.

If the Government of Nepal provides adequate support to Kaiser Library, the library proposes that Kaiser Library and Kaiser Museum are divided as individual entity of Kaiser Mahal. The library can extend its opening hours to facilitate its visitors further.

Establishment of Central Open Access Repository

Nepal Library and Information Consortium (NeLIC) has established Central Open Access Repository in Nepal. It helps research scholar to find various articles, conference papers and research work of different academic value at the single platform in Internet. These resources will be openly accessible for all. So that students, teachers, researchers and any institutions involved in research and educational activity can get relevant information as well as they can upload their work in this repository. NeLIC has got support from EIFL to establish this repository and doing advocacy for open access in Nepal.

Experience sharing meeting

Resource Center for Primary Health Care had organised one day workshop entitled "Sharing Meeting" on July 25, 2012. Different person shared their experience and knowledge in this meeting while Ramesh Niraula, Jagadish Chandra Aryal, Lalit Prasad Bist, Pratima Kafle, Bimal Chandra Sharma, Arun Kumar Rai, and Anil Karki presented different papers related to use of ICT in Library.

Entrepreneurship training in RIRC

Entrepreneurship training for women was organized for the first time in Read Information and Resource Center (READ Nepal) from 15th July 012 to 30th July 2012 in RIRC meeting hall. The program was free of cost but they need to deposit 1000 for their assurance and 18 women were involved in the program. Anup Pradhan, member of the library is the facilitator in the training and

gave the training voluntarily. The training was effective and useful for the idle women to uplift their capacity.



A group photo of participants

The training was mainly focused in preparing business plan and field survey for doing low cost business. Everyone is happy to be a part of the training and thanked RIRC for conducting such a wonderful program for them.

Workshop on Modern library management

Central law library organized a half day seminar at its in the present of honorable of chief justice Khila Raj Regmi. Speaking on the programme chief justice congratulate to the librarian for organizing this type of workshop. Supremecourt is ready to help for further development of



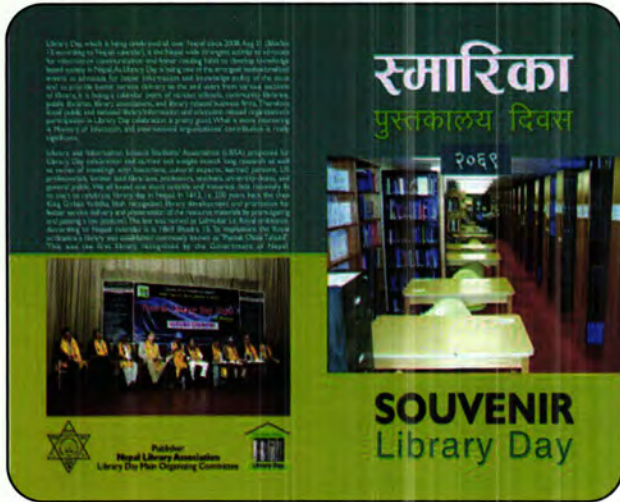
Mr. Subedi presenting his working paper

central law library. On the occasion, justice Bharat ahadur Karki, representative of American Center Linda Parker, President of Nepal Library Association Mr. Prakash Thapa, Chief Librarian of NNL, TUCL were also expressed their views. Chief Librarian of Central Law Library Mr. Madhusudhan Subedi preented paper on the occasion.

Please! don't forget to subscribe and study
"TULSSAA Journal"
 bi-annual, related to Library and Information
 Science
 Published by
 Tribhuvan University Library Science
 Student's Alumni Association (TULSSAA).

Book Review

Nepal Library Association Library Day Main Organizing Committee has published a souvenir on the occasion of Fifth Library Day. Coordinator of publishing committee was Mr. Prakash Kumar Thapa, Preseident, NLA.



The Souvenir is edited by Ashok Thapa and Bishwaraj Gautam.

The 111 pages long souvenir has covered the brief history of initiation of library day, interview with Satya Mohan Joshi, Kamal Mani Dixihit, Purna Prasad Amatya and some articles on the current situation of libraries, use information communication technology, problems of LIS profession in Nepal. So the souvenir has able to shed light the current situation of library movement in Nepal, efforts made to cope with the situation.

Thought the sourvnir has some technical errors, it is useful for all the stakeholders who want to know about Nepalese effort on Library movement.

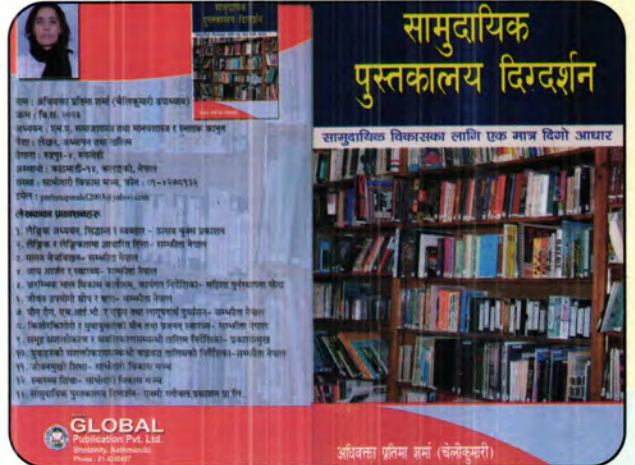
Notice

Nepal National Library is going to reopen its Childrens Section on Saturday from 22th Septmber 2012. We request to all the parents and students to visit the NNL Children's section on every saturday.

To श्री संस्कृति, पर्यटन तथा नागरीक उड्डयन ...
 मन्त्रालय,
 सिंहदरवार, काठमाडौं ।

Community Library Directives

Community Library is such place where all types of users can use it's various services without any discrimination. There is lack of simple guide book to stablish community Library in Nepal. Keeping in mind,



A book has been written by advocate Pratima Sharma (Chelikumari) entitled Samudik Pustkalaya Digidarshan (Community Library Guideline), Published by Acheme Global Publications, Kathmandu.

As appear in the title, this book is equally useful for the policy makers to implementors. It has shed light the methods of establishing community library , getting ownership from the community people, various services can be offered by the library. The book has also discussed about the sustanibility of community library through various in come generating programmes.

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Do you have news of community libraries or resource centres? If so we would like to hear from you. Send us by post, by fax or by e-mail.