

**Project Name: UP-GRADATION OF IQBAL LIBRARY SIALKOT**

**Introduction of the project:**

The District Administration Sialkot intends to upgrade Iqbal Library Sialkot. The Municipal Corporation Sialkot and the District Administration have sufficient funds to renovate and upgrade the library but do not have trained library professional and technical expertise. The Chughtai Public Library initiative under the umbrella of the Chughtai Foundation is a trusted name which is actively working to promote libraries and reading culture in Pakistan. The CPL has the infrastructure and the trained technical staff required to run the state of the art public libraries. Both parties, MC Sialkot & Chughtai Foundation are eager to join hands for the best interest of the public.

**Scope of the Project:**

IQBAL LIBRARY in Sialkot City will be renovated, automated, digitized and upgrade.

**RESPONSIBILITY OF MUNICIPAL CORPORATION SIALKOT**

Sr.	Statement
1	<p><b>Renovation &amp; repair includes:</b></p> <p><b>1. Reception</b></p> <ul style="list-style-type: none"> <li>➤ Background of reception</li> <li>➤ Help Desk</li> <li>➤ Newspaper stand</li> <li>➤ New Arrivals Rack (already available, need to polish)</li> <li>➤ Computer Printer</li> <li>➤ Sofa</li> <li>➤ AC</li> <li>➤ Water Dispenser</li> <li>➤ Bag Rack</li> <li>➤ Desk of Security Guard</li> </ul> <p><b>2. Children Section</b></p> <ul style="list-style-type: none"> <li>➤ AC</li> <li>➤ Small Book Racks</li> <li>➤ Small Table &amp; Chairs</li> <li>➤ White Board</li> <li>➤ Carpet</li> <li>➤ Bean Bags</li> <li>➤ Floor Cushion</li> <li>➤ Staff Table &amp; Chair</li> <li>➤ Laptop for Children Librarian</li> <li>➤ Color Printer</li> <li>➤ LCD for Educational Videos</li> <li>➤ Show Rack</li> </ul> <p><b>3. Main Reading Hall 1 &amp; 2</b></p> <ul style="list-style-type: none"> <li>➤ New Book Racks</li> <li>➤ New Study Table with electric sockets &amp; Chairs as per capacity</li> <li>➤ AC</li> </ul>

	<p><b>4. Research Lab</b></p> <ul style="list-style-type: none"> <li>➤ Study Carrels with electric sockets as per capacity on a wall of reading hall.</li> <li>➤ 5 laptops for library users</li> <li>➤ AC</li> </ul> <p><b>5. Librarian Office</b></p> <ul style="list-style-type: none"> <li>➤ Office table with chair, Visiting Chairs (already available)</li> <li>➤ Computer / Laptop</li> <li>➤ 3 in 1 printer, Scanner Photocopier</li> <li>➤ AC</li> </ul> <p><b>6. CSS Section</b></p> <ul style="list-style-type: none"> <li>➤ Study Carrels</li> <li>➤ Tables &amp; Chairs</li> </ul> <p><b>7. Females Section</b></p> <ul style="list-style-type: none"> <li>➤ New Books Racks</li> <li>➤ Table &amp; Chairs</li> </ul> <p><b>8. Washroom</b></p> <ul style="list-style-type: none"> <li>➤ Female washroom (Renovation &amp; Repair)</li> <li>➤ Male Washroom (One store need to transfer as washroom for male)</li> </ul> <p><b>9. Pantry</b></p> <ul style="list-style-type: none"> <li>➤ Another store need to be transformed as pantry with following requirements:</li> <li>➤ Fridge</li> <li>➤ Microwave Oven</li> <li>➤ Wooden Cabinet</li> <li>➤ Wall mounted counter and stools</li> </ul> <p><b>10. Additional Requirements</b></p> <ul style="list-style-type: none"> <li>➤ Networking &amp; Internet (2 connections)</li> <li>➤ Security Cameras &amp; DVR</li> <li>➤ Attendance Machine</li> <li>➤ UPS / Generator</li> <li>➤ Paint</li> <li>➤ False Ceiling, Electric Work, &amp; Repair where needed</li> </ul>
2	<p><b>HUMAN RESOURCE INCLUDES:</b></p> <ul style="list-style-type: none"> <li>➤ Data Entry Operator: 02</li> <li>➤ Attendants: 02</li> <li>➤ Sweepers: 02</li> <li>➤ Gardener: ones a week</li> <li>➤ Security Guard: One for Morning and one for evening</li> </ul>
3	<p><b>UTILITY BILLS INCLUDES:</b></p> <ul style="list-style-type: none"> <li>➤ Electricity</li> <li>➤ Water</li> <li>➤ Newspapers</li> </ul>
4	<p><b>MONTHLY CONSUMABLE ITEMS INCLUDES:</b></p> <ul style="list-style-type: none"> <li>➤ Cleaning Items</li> <li>➤ Stationery &amp; Library Supplies</li> <li>➤ Tea &amp; Coffee Items if need to start for library members just like CPL</li> <li>➤ Day to day repair &amp; maintenance</li> </ul>

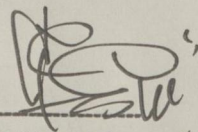
**Responsibilities of Chughtai Public Library**

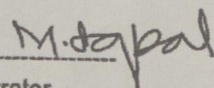
Sr	Statement
1.	<p><b>HUMAN RESOURCES INCLUDES:</b></p> <ul style="list-style-type: none"> <li>➤ Librarian / Library Administrator: 01</li> <li>➤ Children Librarian: 01</li> <li>➤ Liaison Librarian (Will visit Iqbal Library Off &amp; on)</li> <li>➤ Cataloger: 02 (will work online)</li> <li>➤ Classifier: 02 (Will work online)</li> <li>➤ Digitization Office: 01</li> <li>➤ Metadata Curator: 01</li> <li>➤ The CF will provide and Pay salaries for the above staff.</li> </ul>

2	Provision of Library database to automate the Iqbal Library, Library will be automated & access to OPAC (online public Access Catalogue) will be ensued, people would be able to explore the bibliographic details / catalog of book from anywhere through internet.
3	The CF will ensure the cataloging and classification of all library material.
4	The CF will be responsible for the Digitization of rare books in Iqbal Library including metadata & quality assurance.
5	Book purchase of Library member's demand will be facilitated by the CF
6	Access to the Digital Library of CF have more than 45,000 rare digitized books will be provided.
7	The CF will launch Human Library in Sialkot.
8	<ul style="list-style-type: none"> <li>➤ Variety of Courses for Kids including summer camp will be offered</li> <li>➤ Weekly storytelling, art &amp; craft &amp; Counseling sessions for kids</li> <li>➤ Science Club Sessions</li> </ul>
9	Launch of Book Clubs for kids, youth senior citizens in Sialkot.
10	Arrangement of constructive volunteer programs (Books Talks / Author Talks) Literary events
11	Chughtai Foundation will be responsible for the overall administration of the library

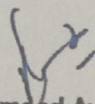
**Terms of the MOU:**

1. This MOU will be effective for 05 years with option to renew or terminate with the notice of three months from either party.
2. This library will be named as Iqbal Library, Managed by Chughtai Public Library (A Project of **Chughtai Foundation**). Main Boards will be displayed outside the library.
3. Each Party shall be an independent party and shall not be constructed to be an agent or representative of the other party. In addition, neither party, nor of its employees, agents or sub contractors, shall be deemed to be employees or agents of the other party.
4. The library and all its assets shall remain the exclusive ownership of the Municipal Corporation Sialkot.
5. The amendment of any term or provision of MOU must be in writing and signed by both parties.

  
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 Dr. A. S Chughtai  
 Chairman Chughtai Foundation  
 Date Signed:

  
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 Administrator  
 Municipal Corporation Sialkot

**Witness**

  
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 Adnan Mahmood Awan  
 Deputy Commissioner  
 Sialkot