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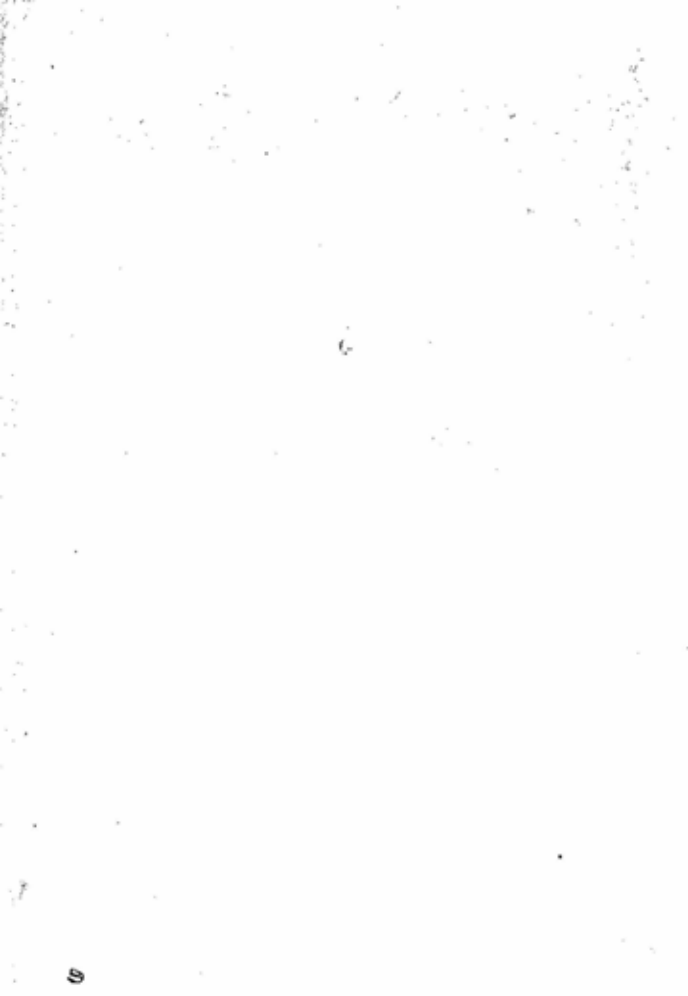
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LIBRARY ORGANISATION

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LIBRARY ORGANISATION

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By

B. S. GUJRATI

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Dedicated to

Shri S. S. Saith, B.Sc. (Pb.) M.A. (Edin.)

Dip. Lib. (Lond.), F.L.A. (Lond.)

Director, Institute of Library Science
and Head of Deptt. of Library Science,
University of Delhi.



FOREWORD

LIBRARY ORGANISATION by B. S. Gujrati is a welcome addition to Indian library literature. Mr. Gujrati is a veteran librarian of the Panjab and has a distinguished record of work in many types of libraries. Whichever library he served, he left his personal mark on it by his constant initiative and effort to improve on things as he found them. His devotion and zeal found its befitting reward when he was appointed Librarian of the newly established Central State Library at Chandigarh in 1955. A career rich with varied and extensive experience is reflected in this book.

The book gives in lucid language the elements of library organisation. Whatever a student in a library class or a rising professional worker in a library needs to know about any aspect of library organisation, he will find it in these chapters, explained in a style and language which an average student or worker will easily understand. Mr. Gujrati is not ostentatious about his learning, but it is clear that a vast amount of reading and practical wisdom has gone in the preparation of this work.

Mr. Gujrati like all men who are sensitive to the mood of modern times has discarded the image of a librarian as a bespectacled gentleman absorbed in his own particular speciality. Instead he views the librarian's work as essential to the social and educational growth of a community. This view finds a clear expression in his treatment of every aspect of library organisation, from circulation

work to library legislation. As such the book makes an advance of many books on library organisation. His treatment of school librarians particularly links the library with the latest developments in educational theory and practice.

While Mr. Gujrati is conversant with the library literature in the West—who among us can forget our debt to England and U.S.A. in this matter—his central purpose is to turn the student's or library worker's attention to conditions in India.

It is clear from his treatment of library movement in India, library legislation, and the *Report of Advisory Committee for Libraries (Ministry of Education, 1959)* to which he makes numerous references.

I recommend this book to all students of library science, and professional workers in public and academic libraries to whom it will be of great value.

Delhi, September 3, 1962.

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INTRODUCTION

THE OBJECTIVES of this book are to provide guidance in the study of library organisation and of developments that have occurred in the field of Indian Librarianship. Libraries are growing all over the country and their success will be determined to a large extent on how well they are managed. There are very few books covering the various aspects of library organisation published so far in India and keeping this in view an attempt has been made in this volume to provide information and guidance on various aspects of library organisation in a concise and handy form. The book has also been written to provide dependable guidance to the library organisers and library workers in the performance of their daily duties efficiently. It may well serve as a text book for students of Library Science as it covers the extensive area of professional education in librarianship ranging from the elements of organisation and its varied aspects from circulation work to legislation.

The historical background against which the libraries have developed since classical times in various countries of the world and particularly in India and the part which they played in building up the present culture through reading, writing and preserving the books, has been included. It also provides a teacher with necessary knowledge of those basic library techniques by which a school library may be begun and run efficiently without undue labour. The question of instructing pupils with

use of library and of books is also dealt with.

In keeping with the importance of the document, the book contains a large number of references to the Report of Advisory Committee for libraries published by Ministry of Education, Government of India, 1959. It also gives description of the principles on which the size and organisation of various "Units" of the future system would be determined in this country.

The readers will find almost all other topics of interest connected with the organisation of library.

I am grateful to all the writers and publishers of books and periodicals which have been referred to in this book and thankfully acknowledge their valuable references and citations, especially the Editor "Span" for giving permission to reproduce the article "The New York Public Library" by Gilbert Millstein and also to the Information Department of the U.S.S.R. Embassy in India for permission to reproduce the article "The Lenin Library" by Y. Gorin. I will be failing in my duty if I do not acknowledge my debt of gratitude to the Madras Government for according permission for the reproduction of the Madras Public Libraries Act, 1948, in this book.

My sincere thanks are due to Shri S.S. Saith, B.Sc. (Pb.) M.A. (Edin.) Dip. Lib. (London) F.L.A. (London), Director, Institute of Library Science and Head of Department of Library Science, University of Delhi, who willingly share his expert knowledge with me on various occasions and without his advice and encouragement the book could not have taken its present shape.

B.S. GUJRATI

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CHAPTER I

MODERN IDEA OF A LIBRARY AND ITS ORGANISATION IN THE LIGHT OF CONDITIONS IN INDIA

"The word 'Library' comes from the 'Latin word' 'Libraria', which means a place where books and other writings are kept. But the library of today is much more than a building stocked with books. It is a workshop for the students to accumulate knowledge and wisdom. Through its doors, every body can step into a world of adventure. It is sometimes called a 'treasure house with an open door'. There is a library for every thing. The libraries of cities, districts and villages provide ready service for every one, young and old, in the community. Many Commercial and Technical libraries have been established for persons in the industry. Hospitals and law makers have libraries of their own and newspapers have libraries to help them to explain the news to their readers."¹ Where there are books and people who value them, there will be libraries and this has always been so. In modern life, you will find libraries in homes which usually contain popular fiction, some reference books and some dictionaries and classics. The library of today is an important part of our community life. It is essential to democracy and provides special facilities for adult education.

The profession of librarianship came into being with the development of libraries and the office of a librarian

¹ *The World Book Encyclopedia, Vol. 10*, Chicago, Field Enterprises, Inc. 1955.

has come to enjoy a position of respect in society. Formerly the librarians were scholars and keepers of books, but the idea changed. With the change came a new organisation of libraries for service to the community, new techniques to give the service. The librarians of today have to undergo training in librarianship.

The modern library is organised solely for the convenience of its readers. The different sections of the library are so arranged that materials used are easily available. Books are placed on shelves where they may be easily found. Provision is made for separate rooms for the most important activities in the library such as story rooms, rooms for clubs. Sufficient lighting, air conditioning and sound proofing are also the latest features of a modern library.

The organisation of libraries is fully explained in the report of the Advisory Committee for libraries, which proposes a comprehensive structure for public library service based on national and state library laws. There is good work going on in all states, with Madras and Andhra already having library legislation. Punjab is on its way to have it soon. It has already to its credit a fine Central State Library situated in the heart of the capital. The state government has already established five District Libraries and many more District Libraries are proposed to be set up in other districts as the plan progresses. In West Bengal, the scheme of establishing a net-work of public libraries is being taken up under the social Education Department by means of an annual grant. Nineteen district libraries are in operation and over 250 rural libraries have been organised. There are also instances where libraries have developed without legislation. These are organised by private charities,

Social welfare organisations, government sponsored trusts and Panchyats. Central Government and State Governments also subsidize such libraries.

There is no planned and comprehensive library service in the country. There are no means of complete coverage. The present structure lacks standards of provision, inspection and control and improvement. There is no co-ordination among the different departments in this behalf. The fact has been explained in the Report of the India Advisory Committee for libraries.²

"No where is there a properly planned system of libraries. The word 'system' is important because it implies rhythm of organisation and unbroken service. In planning the future set up of libraries our cardinal axes of reference are free service to the people as a matter of right and regular statutory funds meant solely for that purpose and not the mercy of any individual or of a department."

The reasons for the slow progress are that the establishment of a National library will be very expensive and it would be easy to carry on the present system. Moreover, the existing public libraries seem to be doing good work. Lastly, they have to play a restricted role in cultural activities.

The picture of the library organisation in India will be more or less as follows :

There will be local centres in villages which will be nourished and supported by libraries in districts either directly or through libraries placed at strategic points. The District Libraries will in turn be supported by regional libraries, or Central State Libraries and at the

² India. Advisory Committee for Libraries. *Report*. New Delhi, Ministry of Education, 1959.

apex there will be a National Central Library for India as a whole.

The village library will be supported by the larger staff and bigger book fund of the headquarters library (District library). It will have a mobile van to serve a large number of Centres on the road side. A Headquarters library is usually also a town or city Library in its own right.

The Central and Regional library will serve as a copy right library. It can also purchase books in bulk and render technical library services for the whole of the language area. This will release the District Librarian for work with the people. The Central Library will also act as a centre for training library personnel for its area. A regional library can also cater directly to student group.

National Library service, will only come by a slow building-up process using the existing frame work of state and local Government.

Such library organisations are developing in many states of India.

The library system in Great Britain is entirely founded on permissive local legislation. The National Central library & the regional schemes of Co-operation, were founded by voluntary association, with no legislation. The present Regional library Bureau, have no legislation. Great progress has been achieved by the librarians working in association with limited funds.

In addition to the great collections of the British Museum there are special libraries such as the science library attached to the Science Museum, the Patent office Library and the art library of the Victoria and Albert Museum. Britain lacks a Public Medical library but there exists Royal Society of Medicine, the Royal College of Surgeons and the Wellcome Historical Medical Museum

which contain good Medical collections. The privilege of receiving books by copyright also exists in the National library of Scotland in Edinburgh, the National Library of Wales in Aberystwigh, the Bodleian Library, Oxford, the Cambridge University library and the library of Trinity College, Dublin. They are supported by the University libraries.

The task of organization of public libraries is entrusted to Library Authority. For counties and the county Libraries, the Library Authority is the County Council. For towns it is the Local council or corporation as it may be called if the town is also a county borough. The powers of Local Authorities to organize public libraries are laid down in the Acts of Parliament.

There are over 30,000 libraries or library service points in Great Britain serving a total population of over 50 million. The total stock in these libraries is 57 million and loans from their stocks for home reading number 370½ million in a year. These figures of 1961-62 show how much library service has been developed in this country.

In America, the American library Association and State Library extension agencies have set up standards for librarianship for the collection of books and for services, and staff and building. Each of the forty-eight states maintains at least one State Library agency. Most States have several other libraries specialising in law, historical documents, medicine and other materials of special or general information. Extension library service is provided by the State Library, by Education Department or by an independent commission. In various States, the service is stimulated by various kinds of grants-in-aid. In some cases the States even give direct rural services. But inspite of this much work remains to be done to bring

library service to all.

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CHAPTER II

HISTORY OF LIBRARY MOVEMENT IN DIFFERENT COUNTRIES WITH SPECIAL REFERENCE TO INDIA

History of library movement in different countries may be stated as follows.

IN GREAT BRITAIN AND NORTHERN IRELAND¹

The earliest public library under civic control was in all probability that associated with the Guildhall of the City of London, records of which go back to the early 15th century. The Provincial libraries date from the early 17th century. The most successful type of general library before the rate supported public library was the public subscription library—the most important of which is the London Library (St. James Square) founded by eminent scholars in 1841 at the suggestion of Thomas Carlyle. William Ewart, M.P. and Edward Edwards of Manchester were responsible for the first Public Library Act of 1850. The Act was permissive and Norwich was the first town to adopt it. By 1877 forty six authorities had adopted the Act of 1870. With the formation of the Library Association in 1877, the figure rose to 400 at the turn of the century. In 1954 there were 510 Municipal and 94 County Library Authorities in Great Britain and Northern Ireland, operating library services from over 30,000 service

¹ *Encyclopedia Americana*, Vol. 17, N. Y. Americana Corporation. 1958.

points. The largest public library systems are now available at Birmingham, Bristol, Edinburgh, Glasgow, Leeds, Liverpool, Manchester and Sheffield.

UNITED STATES

The earliest library was the library of Harvard College founded in 1638 with 400 volumes. From an 1876 report on Public libraries in United States it is known that there were, in 1776, twenty nine public libraries in the thirteen American Colonies and they stocked altogether 45,623 volumes. In the year 1800 the number of libraries had increased to fifty-nine. The library of Congress, now the National Library, was established in 1800 for the use of Congress. Subscription libraries continued to be established during the early decades of the 19th Century. In 1850, excluding Public School Libraries, there were 694 libraries in the United States with a total of 2,202,623 volumes. In March 1848 the Massachusetts legislature passed an Act authorising the city of Boston to establish and maintain a public library. Federal laws govern only the Library of Congress, the libraries of the District of Columbia and those of the various federal departments, bureaux and independent agencies. Each State makes some legal provision for official libraries and library legislation was greatly stimulated after 1890 by the organisation of library commissions and similar other extension agencies. Though many States have legislation providing State aid to libraries, progress on federal legislation to secure additional financial assistance for libraries has been much slower. As early as 1938 there was agitation for federal aid to libraries. There are now laws in 14 states requiring public libraries, serving in municipal, county and regional libraries to appoint

trained staff. Each of the 48 states in the United States has recognised some responsibility for providing library services. The progressive states are trying to develop an effective statewide system of public and school libraries as a necessity for well-informed citizens in a democracy. Most of state library agencies are giving demonstrations of new library services while extension agencies are constantly active in promoting library legislation. In short the American Public Library system is organised under State Law, city Charter or Ordinances, or some form of Corporate organisation, usually an association or private trust. Control is usually vested in a Board of Trustees responsible to the executive or legislative authority of the local government of the area served. In the American College or University the library is an operating unit of the institution as a whole.

The Soviet Union after 1917 made the existing libraries in Moscow, Leningrad, Odessa, Kharkev and Kiev into large Central libraries and set up new Central libraries in the capitals of the constituent republics. Popular libraries have been established on a generous scale and now number upward of thirty five thousands.

The library movement in India is not altogether a foreign imposition. Even before the age of writing a vast literature had developed and was being passed on from father to son or from preceptor to disciple by word of mouth. The Brahma Rishis may be called "Moving libraries" of that time. Later on after the invention of writing, manuscripts used to be written and were kept safe in Maths and Ashrams which served as libraries. It was in Budhistic times that libraries were greatly developed. For example, scholar Fa-Hien the Chinese pilgrim has made reference to the great library of Patali-

putra in the city of Patna. There were also good libraries functioning at Nalanda, and Texila. It is said that in a library at Nalanda, the books were stored in a nine storeyed temple. These libraries were destroyed by the army of Bukhtiar Khilji in the 13th Century A.D.

In the Muslim period, some Muslim rulers were great scholars and considered their books as a valuable treasure. The Sultans had private libraries which they constantly enriched and preserved.

During the British period, through the initiative of Lord Curzon in 1901, the Calcutta Public Library was amalgamated with the Imperial library which was originally founded in 1891. The library was opened to the public in January 1903.

The pioneer of the modern library movement in India was Sir Sayaji Rao II, a ruler of Baroda. In the year 1910, he appointed Mr. E.A. Borden, an American as organiser and Director of State Library Department in Baroda in order to make the facilities of libraries easily accessible to the people of his State. The ruler built up a system of travelling libraries and village libraries in his state. In 1927 Mohinder Dev Rai Mahashaya of Bengal founded the Bengal library Association and tried to give Bengal a Library Act. In 1914, the Andhra Provincial Library Association gave an impetus to the growth of library movement. The Indian library Association was founded in 1933 which inspired many to set up library Associations in the states and encouraged to produce literature for libraries. The Punjab State Library Association is also the oldest library Association and the credit of starting it goes to Shri R. Manchanda, Shri Sohan Singh, Shri S. S. Saith and Shri Sant Ram Bhatia. Shri Sohan Singh's selfless services to the cause of library pro-

profession will always stand as milestone in the history of library profession of the country. He made tremendous contribution in the form of initiating a scheme for setting up Central State Libraries in the Second Five Year Plan, the setting up of Advisory Committee for Libraries, and a Committee for preparing Model Library Act. When the Congress came into power Government played a dominant role in establishing libraries for which there was a great demand. In 1955, Travancore State set up eighty rural libraries. The credit for setting up a fine Central State Library at Chandigarh goes to the Punjab Education Department and particularly to Dr. A. C. Joshi, the present Vice-Chancellor and formerly Education Secretary to Punjab government. There had been also a flow of library literature in the country. The name of Dr. Ranganathan deserves to be mentioned here. Many Library Associations and Universities started courses of training Librarianship.

The Libraries of India vary in size from the National Library at Calcutta, with its more than half a million volumes, to the average town village library, with a few hundred volumes.² Most of the larger cities possess municipal libraries, and some of the State Capitals, like Chandigarh, Hyderabad (in Deccan), Bombay, Allahabad etc. have state managed public libraries. In 1949, a public library project for Delhi was sponsored and organised jointly by Unesco and Indian Government. The library was opened in 1951 under the supervision of Mr. D. R. Kalia, the Director of the Library. The library has been extremely successful and is an important event in the history of Public Libraries not only in India but in whole

² *Encyclopedia Americana*, Vol. 17, N. Y. Americana Corporation-1958.

of Asia. There are about 39 Universities in India. Some are a century old, and some started only recently. The Universities Grant Commission has rendered great help by grants under Wheat loan programme. The learned and research institutions also have well-equipped libraries of their own, chief among them being the libraries of the Asiatic Society of Bengal at Calcutta and the Bombay branch of the Asiatic Society. The Indian Institute of Science at Bangalore has a specialised library. Government has also established libraries in National Laboratories. The various ministries of Government maintain their own libraries.

The condition of our college libraries is not satisfactory. According to 1951 there are seven hundred and nine college libraries and majority of them possess book stocks under 10,000.

In May, 1954, the Delivery of Books Act was passed by the Government of India. It is responsible for delivering to the National Library books and periodicals within a month of publications. The National Library annually receives about 50,000 books under this Act.

The first and second Five Year Plans of Educational Development included the scheme "Improvement of Library Services". Under the scheme a net work of libraries was set up all over the country. Provision for library expansion has also been made in the Third Five Year Plan. India still needs an integrated library system and financial support from Central Government.

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CHAPTER III

LIBRARY LEGISLATION

In order to provide for a permanent and progressive national public library service, co-ordination and overall control of development is urgently needed. This can only be achieved by legislation, i.e. making or giving library laws. Such laws enacted by the people's representatives not only stimulate spread of libraries in the states, but also ensure proper organisation, sympathetic and democratic administration and, above all, the use of libraries. Through such a legislation, financial support is guaranteed. *The Report of Advisory Committee for Libraries* published by Government of India in 1959 has also stressed the urgency of library development through a legislation.

GENERAL PRINCIPLES OF LIBRARY LEGISLATION

Library legislation should only be enacted after the need for libraries is ascertained in the country. Local conditions should be thoroughly studied so that laws should meet the country's needs. Some principles however can be helpful. The legislation must be simple and general and should not be rigid in its regulations. It must encourage development of libraries and library services. It should coordinate library activities. It must cover the country with different types of libraries and ensure financial assistance from public authorities. The law must clearly define the respective responsibilities of local, state

and national administration regarding public libraries for provision of adequate finance, buildings, trained staff and suitable selection of books and other related facilities, should provide for free membership and access to libraries of all class of people and should also stress cooperation between libraries. The stock of libraries should cover every subject and represent various shades of opinions. It should also provide for the establishment of libraries for children, schools, hospitals, jails etc.

The legislation should ensure economic administration and better library service to the readers as a whole. The law must provide a separate department for Central Library administration and organisation in the State which should be attached to a government department possessing prestige and financial means. The organisation must have a Director of Libraries as its head, who should be responsible to the Government for smooth running of libraries in the State. The law should also provide for committees representing all shades of opinion, i.e. State Government, local governments, library associations, universities and the public. The committees may be recommending, reporting or executive. The State Library Committees will advise the State Government on all library matters. It will be their responsibility to supervise and inspect the libraries and to see that the law is being carried out efficiently. The committees will also advise on all library problems, organise international library loan, encourage library extension, study library problems, conduct research, arrange professional training and if possible centralize book purchase.

IMPORTANT POINTS

Before a library is established, a sound financial source

of income must be guaranteed and it must be ensured that the service provided is not integrated and sufficient library material be provided. The appointment of a trained and experienced hands is absolutely essential. Arrangement of suitable and continued publicity be made and the library should lend cooperation to all other libraries.

LIBRARY LEGISLATION IN GREAT BRITAIN

The first Public Libraries Act for England and Wales was passed in 1850, which invited great criticism in the Parliament. It was objected that with the spread of popular education the Act will be harmful to the country and it will be sheer waste of public money.

Local authorities took their own time to adopt the Public Libraries Act and initially the establishment of libraries proceeded at a very slow speed. Till 1869, only forty six authorities had adopted it. The 1919 Act was of great importance to Public Libraries in England and Wales which encouraged library movement in every direction. Moreover the library projects became possible due to the fall in the purchase value of the pound.

The present condition of public library legislation in United Kingdom is not encouraging. More powers are needed to Library Authorities in organising and administering the libraries in the country. There is a demand also that all public library services should be under government supervision and a minimum standard should be instituted.

HISTORY OF LIBRARY LEGISLATION IN INDIA

Outstanding library workers in our country have been trying for a considerable time to interest the government

in providing compulsory library service in rural and urban areas. They thought that a mere enactment of law would solve all library problems. But they could not succeed until India became independent when Dr. S. Ranganathan, one of the most outstanding librarians of today, was instrumental in bringing in to being the Madras Public Libraries Act of 1948. "An act to provide for the establishment of public libraries in the province of Madras and the organisation of a comprehensive rural and Urban Library service therein" received the assent of the Governor General on January, 1949. Six years after the Madras Act was passed Hyderabad State placed on the statute books the second Library Act in India. This was not in response to popular demand for libraries but the result of pressure exerted on government. "According to the India Government statistics of 1951, there were only six libraries in Hyderabad state, only one of which was a public library. The main difference between the Madras and Hyderabad Acts is that the latter provides not only for the establishment but also for the maintenance of public libraries and the organisation of a comprehensive rural and Urban library service in the state of Hyderabad (from the Hyderabad Public Libraries Act 1955). The State library Authority of Hyderabad is legally more powerful than that of Madras. Both Acts provide for local library authorities to levy tax of six pies per rupee. "In Hyderabad the Asfia State Library is charged with the function of the State Central Library" as stated in the *Annual report of National Library, Calcutta, 1956*.

BASIS OF LIBRARY DEVELOPMENT IN THE PUNJAB STATE

A study of library development in many of the

countries of the world will convince us that they achieved success through library legislation. Great Britain adopted it in 1850. The Act was amended and replaced by a series of Acts and finally by the Libraries Act of 1919. This Act provided every township to establish a library in its area and levy rate to raise funds to run the library. In United States, the Public libraries operate under a variety of enactments. France adopted Library Act in 1945 which authorised the establishment of Bililiothèques Centrale in all its principalities. Japan is the first Asian country which enacted for establishment of libraries in 1899.

It will thus be observed that even in foreign countries growth of public libraries was encouraged through library legislation only. Library legislation is consequently *sine qua non* for establishment of library system in the Punjab State. The use and growth of libraries can only be facilitated by library legislation. It is not based on theoretical reasoning. If library service is to be set on a permanent footing, it must develop according to local needs and should be unaffected by political upheavals. The aim of integrated library throughout the State can be achieved only on a statutory basis. It is the responsibility of the state to make this provision. The State Government must realize that library legislation is essential for the efficient functioning of democracy.

The Modern Public Libraries Act 1948 of Madras State is given in Appendix A.

In conclusion it can be stated that a library is necessary for the growth of civic consciousness among Indians, for keeping them well informed and their intellect in constant exercise. Library legislation is also necessary for establishing Library Authorities with powers to establish public

libraries and to organise comprehensive rural and urban Library services. India being young democracy with its vast and multisided requirements of cultural, social, economic and political problems, the need for Library legislation becomes pressing. It is therefore imperative that the Government of India should give serious consideration to the growth of Library legislation in the country.

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CHAPTER IV

LIBRARY FINANCE

Finance is very important factor in the success of any organisation not the least for Libraries, even though libraries cost small amounts as compared to other public institutions.

The existence of a library depends on provision for building, books staff and establishment. There are two methods of preparing a library budget, the first is to apportion the income from the various divisions of expenditure and the second to increase the amount of the budget year after year. The best way in which a budget can be prepared is to survey the needs of the service for the coming year and to turn the needs into items of rupees and Naya Paisas. The first and foremost point is the framing of a clear cut policy in library affairs for the locality concerned. Where there is a bigger population, consideration of greater complexity must be faced, such as development and growth of children's libraries and enormous increase in reading. The method of preparing the budget is to prepare a list of heading taken together, and then to over all the library demands which cost money.

The headings should be grouped under broader terms. A workable series of headings include books, staff, upkeep of buildings and administrative charges and equipment. In addition there are other items, like loans and items of miscellaneous contingencies. Allotment of the amounts under different headings call for much thought

and calculation and the librarian is likely to be judged strictly in this connection. In Government libraries wrong estimates are likely to lead to trouble for the person who has framed the budget, as they are critically scrutinised by the Administrative and Finance Departments. In case of variations, the librarian is called upon to explain. The only proper method is to work out the estimated details for the coming year and put down those figures.

Such record should be preserved carefully. It will be of great help to the Librarian in case of unavoidable adjustment or reduction. In case of up-keep of Government building it is better to seek advice of the P.W.D. authorities in determining the estimate of expenditure figures. Administration and equipment requirements do not differ greatly from year to year, but the present position must be taken into account. The main problem will be in estimating purchase and replenishment of the book stock and the payments for the staff as there are no definite standards for them. Regarding book stock a library must have an adequate stock capable of meeting all needs of the readers, keeping in view the local circumstances. Estimate for staff salaries mainly depend upon the grades and scales of various posts and are determined by the authorities from time to time.

On the library income side, receipts are from grants from the Government, fines for over due books, sales of waste papers etc. Receipts are given by the library for all money received and deposited into the Treasury at regular intervals.

In big public Libraries, the librarian keeps check of expenditure month by month under each of the headings in the years' tabulation of estimates, so that he can space his expenditure evenly over the year.

EXPENDITURE-QUOTATIONS AND ORDERS.

The Librarian submits his recommendations to the library committee for everything to be purchased except routine purchases, i.e. contract and miscellaneous contingencies. All contracts with the book-sellers are to be reviewed every year and comparative quotations called. In Government libraries when large purchases other than books are to be made, the demands are communicated to the Controller of Stores, who obtains articles on behalf of the institution on comparative rates by inviting tenders through advertisements. Order should be placed on standard forms on which are shown the name of the vendor, articles required, the quoted prices with the number or dates of the quotations, the address to which the goods are to be delivered and when necessary the date by which the order must be filed. It may be clearly stated that no good, be supplied except on written orders and that no delivery be effected without any bill for them. Bills when received should be immediately checked with the order so that if there is any discrepancy, it can be corrected without any delay.

The auditors deputed by the Accountant General in each State usually check the receipts and cash records of the Librarian and certify them. This is not appreciated by some of the librarians, as auditors sometimes ask questions and point out the errors of the librarian. A good librarian is never irritated about it and is never afraid of such investigations. He should never resent them. The Librarian must realise that auditors have a delicate task to perform.

In short the librarian should have pleasant relations with all in the service of his Authority and particularly with the Finance Department. The Finance Department

knows the whole case that has been submitted by the Administrative Department and if there is any flaw in it, it can be rejected by a single sentence. My experience in the Central State Library has been that a sympathetic officer can be of great help in the development of library Schemes and therefore the suggestions of the officers should be accepted cheerfully.

In the end, it must be noted that good library service will largely depend upon sound financial organisation and the Chief Librarian should be well up in accounts. If the Librarian follows both in letter and spirit the different provisions of the financial rules, it will mean well balanced budget and effective administrative control over the library. Any laxity in this regard, is, however, bound to disintegrate the entire financial administration and must be avoided. Sound dictates of financial administration require that all librarians should thoroughly understand their duties and powers which the rules require and that these should be performed efficiently and diligently. As Head of the office he is responsible to see that the rules regarding the preparation of vouchers are observed, that money drawn from the Treasury is either required for immediate disbursement or has already been paid from the available appropriation and that all steps have been taken to obtain additional appropriation if the expenditure has either exceeded or is likely to exceed the appropriation and that there is no excess in the grants communicated to him,

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CHAPTER V

LIBRARY STAFF AND TRAINING

The phase of library movement known as Modern Library movement started in the middle of the nineteenth Century. Regular arrangements for training in librarianship was given a practical shape in the last quarter of the 19th Century. The first school of training for librarianship in the world was established by Melvil Dewey in 1887 at Columbia College in the United States of America.

The first library training class was started in Lahore by the University of undivided Punjab under the care of Mr. Asa Don Dickinson, also an American Librarian. The University continued the training courses until the partition. The late Khan Bhadur K.M. Asadullah Ex-librarian Imperial Library, Calcutta, now known as the National library, Shri Sant Ram Bhatia, Shri D.R. Kalia, Delhi Public Library, Shri P.C. Bose, Librarian, Calcutta University, Shri D.L. Puri, Librarian, Punjab High Court are some of the outstanding among the living librarians who took library training from this University. Later on the then ruler of Baroda appointed Mr. Bordon, as librarian Baroda Central Library. Mr. Bordon also started the training course in India. The facilities were also open to outsiders. Madras Library Association organised its first Summer School of Library Science in 1929 under the leadership of Dr. S.R. Ranganathan. This was later on taken over by the Madras University in 1933. The Diploma

Course was started by the same University in 1938, and by the Andhra University in 1935. Facilities for library training now exist in several Indian Universities, such as Banaras, Bombay, Calcutta, Delhi, Nagpur, Aligarh, Punjab. The Punjab University started its Diploma course in 1960 under the librarianship of Dr. J.S. Sharma, Librarian, Punjab University. Delhi University went a step further and provided for a Master's degree course as well as a Doctorate. The Indian Government has recently started an Institute of Librarianship under the ablest and most experienced librarian of India Mr. S.S. Saith who is now working as Director of this Institute. Mr. Saith is one of the outstanding personalities in the library profession and has a varied and rich experience to his credit for imparting such training. Besides, many library Associations, like Delhi Library Association, Andhra Desa Library Association, Maharashtra, Granthalaya Sangha, Library Association of Gujrat, Library Associations of Karnatak, Bihar and Howrah are running short courses in library Training.

The basic curriculum of the courses includes, Philosophy of Librarianship, Classification (theory and practical) Cataloguing (theory and practical), Bibliography Reference work, Book selection, Library organisation, and Library administration. In the Punjab University Diploma Course, a candidate is required to submit to the University Librarian a term paper of at least thirty type written pages, on a subject assigned to him, before the expiry of his examination. The candidate is further required to submit a sessional Note Book which records of his practical work in classification, cataloguing and observations on the working of different sections of the library.

STAFF ORGANISATION

The strength of the staff depends on the size of the library, the kind and standard of library service to be provided by it. There should be a suitable proportion of professional and non-professional personnel, in a big library. It is also not possible to lay down the exact duties of the library staff in view of the varied conditions of library service. The library must be staffed by librarians who are educators in the broad sense and not only custodians of books. For a Central Public Library, the following type of staff is recommended.

CHIEF LIBRARIAN

The librarians' unique opportunity is to bring books and readers together. The professional librarian is at least a graduate of a College or University with professional education. He must possess personality and qualities for leadership in the educational, cultural, and civic life of the community. He should be aware of community needs, objectives and problems and should have a wide knowledge of books.

Advisory work demands that he should study the needs of readers and advise on selection and purchase of needed books. He may also advise readers and research workers on books of reference and relevant bibliography. Personal qualities necessary in a librarian are a good memory, a logical and methodical bent of mind and scholarly disposition. Good physique, clear speech and good eyesight are essential. As stated above love of books and interest in reading are the primary qualities of a librarian. He should be able to handle tactfully various types of readers, children, students, research scholars, leisure time visitors and lay readers.

DEPUTY LIBRARIAN

He has to help the Librarian when the latter cannot personally attend or acts as officiating librarian in his absence. He supervises the daily work of all departments, arranges staff duties, attends to leave cases and holidays. He will also attend the meetings of the Library Committee. His other duties consist of assisting in the preparation of budget, supervising inventories, preparation of salary schedules and maintenances of personal records, making recommendation regarding appointments, promotions, transfers, salary adjustments and other personnel matters.

He should have a good knowledge of Modern Library organisation, procedure, policy, aims and service, wide knowledge of two or more foreign languages, ability to plan, lay-out, direct and co-ordinate the work of others.

HEAD OF TECHNICAL DEPARTMENT

Under supervision of the chief Librarian, he will have the charge of the cataloguing and classification of books in the library. His duties will include cataloguing, classification and assigning subject headings, making master cards, recataloguing, necessary supervising and handling processing details, developing the catalogues and cataloguing procedures to meet the needs of the institution and maintaining a manual of cataloguing routines.

The Head of the Technical Department must have a working knowledge of classification and cataloguing procedures and problems and of the uses of catalogues, bibliographies and book lists, knowledge of modern library organisation, procedure, policy, aims and service, particularly as they relate to cataloguing and knowledge

of modern library organisation, procedure, policy, aims and service, particularly as they relate to cataloguing and knowledge of books. He should possess accuracy in his work, good judgement, orderliness, resourcefulness and ability to organise work and to get along with superiors, co-worker and subordinates.

ORDER LIBRARIAN

The librarian must be familiar with the order procedure and other printed material. He must be able to use bibliographical tools and be able to handle processing details, accessioning etc. The librarian must have knowledge of library material, publishing standards, publishers' output, custom laws and regulations.

CIRCULATION LIBRARIAN

He heads the Department of circulation of books in a library. He shall be responsible for developing the circulation procedure to meet the needs of the institution and assist readers in the selection of books. He shall supervise the work of book shelving, taking inventory, making recommendations for the acquisition of books, decisions in matters of circulating policy, keeping records and statistics, handling correspondence and overdues.

He must have a working knowledge of circulation procedures and problems, knowledge of modern library organisation, procedure, aims and service, ability to use catalogue, knowledge of books, skill in the performance of circulation work. He should be aware of needs of community, and possess resourcefulness and sense of humour and ability to get along with his subordinates.

HEAD OF REFERENCE DEPARTMENT

His duties consist of aiding the readers, with their difficult problems, developing reference procedures, bibliography, making decision of reference policy maintaining the routine of manual of reference, keeping statistics and making recommendations for the purchase of reference books in the library. The Reference Librarian must have a good knowledge of reference procedure and problems, knowledge of modern library organisation, aims and service. He should be able to make a good use of the library catalogue, bibliographies, book lists and indexes. He must have an aptitude for research, initiative and intellectual curiosity and ability to size-up situations and people accurately. He should be able to meet the readers pleasantly.

CHILDREN LIBRARIAN

The duties of the Children's librarian include arranging story hours time to take place after school hours or at intervals during school holidays, to arrange talks by authors or travellers bringing out special book lists and arranging small exhibitions. The librarian's chief job is to give individual service to young readers as they come to the library. The children's librarian should survey the circumstances of the children, including the educational facilities for them and study the ways in which the library might attract them.

The children's librarian must have a good education and experience in dealing with children. He must be able to collect book references and circulating materials for voluntary reading and for supplementing class work done in school. The lists of children's books by grade or by subject or of miscellaneous titles should be annotated by

members of the staff working with children. He should keep the library neat and attractive.

CLERKS AND UNTRAINED ASSISTANTS

The duties of clerks and untrained assistants consist of typing, certain aspects of book selection, accessioning of books, scanning stacks for weeding out obsolete books, collecting periodicals and books for binding, mending and repairing of books, certain aspects of making catalogue entries, Registration of borrowers, counter work, issue of overdue reminders and answering simple reference enquiries. Such duties justify a ratio of one professional worker to two and a half or three non professional workers. The untrained assistants should be given elementary training during their probationary period.

STAFF INSTRUCTIONS

Accuracy and uniformity in procedures are the requisites of a good library administration. It prevents waste of time and uncertainty. A manual containing detailed procedure should be carefully prepared, for good library personnel administration. These instructions may be revised or amended from time to time according to changing circumstances. No section of the library should be understaffed.

SALARIES, CONDITIONS OF WORK AND DUTY

Salaries of librarians and library assistants are graded. They pay scales under the Central and State Governments vary from Rs. 100 to Rs. 750. A few class I posts are in the scale of Rs. 600 Rs. 1200. The chief librarians in the higher National Libraries receive a higher pay. In the Universities the librarians are placed either in the

Readers or Professor's grade. There is a clear cut division of professional and non-professional staff. On the whole the librarians get lower salaries than persons working in other professions and therefore there is a general dissatisfactions among them. There is also little scope for advancement.

The normal duration of 36 working hours a week for every member of the library staff is reasonable. Library service must be the main consideration in fixing duty hours. The library staff should be given all reasonable facilities. A satisfactory time sheet cannot be devised unless there are sufficient assistants, but when it is done it should be stable as possible. Each assistant's meal times should be regular. Interchange of library assistants from one section to another is desirable. It gives opportunities to young assistants to become familiar with different kinds of work in libraries.

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CHAPTER VI

LIBRARY MATERIALS

The library materials consist of books, newspapers, periodicals, pamphlets, charts, maps, manuscripts, monographs, micro-cards, film strips, illustrations and pictures etc. It is essential that a regular record of the library materials should be kept.

The record of books is kept on an accession book which is usually purchased from the regular library suppliers and is used for chronological listing of all books in the library. It is the library stock book and contains a brief record of every book ever purchased by the library. There are special simplified books which are recommended to the librarians of small public or school libraries who wish to use an accession register. The entries should be neat and accurate. Never use the same accession number twice. Make note if a book is withdrawn, lost or for which the price is charged. Never access books which are soon to be discarded. It is not possible to get exact cost of old collection. The work of accessioning books is an important part of library routine. It should be in the hands of experienced and trained person.

PERIODICALS

Publications which appear in parts or volumes at regular intervals are known as periodicals or serials. They are useful for every field of knowledge, because research

work under modern conditions is dependent largely on periodicals.

The current issue of any periodical taken must always be available. The files, whether bound or unbound must be complete within the limits set for them. The reader must be able to find the current issues easily and quickly.

Every librarian tries to observe these simple conditions and finds that it is not easy to do so when a large number of periodicals are subscribed to. Commercial and technical libraries purchase several hundred, and also accept journals of local firms, magazines issued by banks, Chambers of Commerce, etc. Periodicals are published at varying times and foreign publications are subject to vicissitudes of port, air, travel and shipping. Each of them must be in the library when it is "DUE" that is, when it is available for purchase at the news agents and the library that cherishes a good reputation should never fail to provide it.

In the first place, it is advisable to set standards in the periodicals taken ; a gift should not be accepted merely because it is a gift. It is a good principle to assess its value on precisely the same criteria as are applied to purchase. If you decide to accept it the donor should be asked to guarantee its supply regularly and promptly for at least a year. The gift should then be treated in all respects as a periodical subscribed to including sending of reminders, if it is overdue. Periodical publications sometimes create problems on account of irregularity in their publication and affect the efficiency of administration. If the non-receipt of a particular issue is not brought to the notice of the supplier immediately, there is a possibility of never getting it. Hence, promptness and vigilance are essential.

Many methods of recording the receipt of periodicals are in use, and the one most suitable for the requirements of the department must be adopted. It should ensure accuracy in the check of incoming issues and immediate action in the case of defaulters. It should record the source, period of publication, cost, date due and date of issue as given on the title page and index. It is also helpful to include details of its ultimate disposal—such record can be kept on check cards, registered cards and classified index cards. No liberties can be taken with periodicals and their files in the commercial and technical library; everything should move with mechanical precision so that each file is correct. The periodicals are the life blood of research and the material should be kept very carefully.

It is not advisable to change the list of current periodicals from year to year. Most of the periodicals should be subscribed on standing order basis. The subscription of most periodicals is to be paid in advance, possibly to be renewed in October, even for Indian periodicals so that the payment is made before the new year begins. To save undue wear and tear, it is necessary that the periodicals should be bound after completion of the volumes to which they belong.

SERIALS

These are indispensable for research and information. A Serial is a publication whose parts are issued serially or periodically, with either number or dates, by which the parts are normally arranged or recorded. A.L.A. defines it as "a publication issued in successive parts, usually at regular intervals and as a rule, intended to be continued indefinitely". Serials include periodicals, newspapers,

annuals (reports, year books) memoirs, proceedings and transaction of societies, and monographic series and publishers series. In a big library a full fledged serials department is suggested which should co-ordinate with the acquisition, cataloguing and other departments.

Films, filmstrips, records, slides, stereographs, maps, charts and pictures are found in most libraries in these days. Pictures are generally kept in vertical files and need not be classified or catalogued. Stereographs are kept in special boxes and there is no need to classify or catalogue them either. Filmstrips, maps, slides, etc. require classification and cataloguing. For such material the readers are advised to follow "Rules for Descriptive Cataloguing in the library of Congress", which includes rules for cataloguing maps. For filmstrips the "Filmstrip Guide" is recommended. The films catalogue should contain the entries of subject, title, producers, directors, cast, length of film, number of reels, its width, sound or silent, coloured whether black and white. The films should be preserved in tin boxes or in vertical files in standing order.

A gramophone record library requires a certain amount of equipment, chief among which must be a good record-player and amplifier so that records can be tested. Special stationery for the issuing of records will also be needed. Records are catalogued with entries under composers, titles and artists. Records are usually issued for a fortnight and are renewable if not required by any other member.

DOCUMENTS

In several universities separate documents departments have been established in order to provide special service

to readers. The department has the responsibility for acquisition only. Cataloguing and classification processes are generally left to the Cataloguing section. Its organisation varies. In one University library in U.S.A., for example, Federal and other documents are shelved in a single room. Access to the Collection is made through printed catalogues, indexes and bibliographies. The procedure has been found satisfactory.

PAMPHLETS

The old style is to be bind up a suitable number into book form or stitch them into stout paper or manila folders. It is better to provide special boxes in which pamphlets may be filed in classified order.

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CHAPTER VII

LIBRARY PLANNING

The public library is an important public service agency and the success of the goals of a democratic society depends in a large measure on the enlightenment of the people and on the vitality of their social and cultural institutions. The complexity and rapid tempo of the modern world put a responsibility on the citizen to educate himself continuously and it has become the duty of the Government to provide the means for the citizen's continued self education. A modern public library is meant to be one of the most effective agencies to fulfil this aim.

Various factors and needs will affect library development. But there are some basic factors for all libraries.

In meeting the objectives of library planning the population area, and financial resources of the institutions are of great importance. An efficient institution provides essential library services and efficient library administration. It will make books and library service easily available throughout its area through its branches. It will provide library service to Regional Library Units, District libraries, Block libraries and village libraries. Frequent library service should be available in the library system anywhere.

FINANCIAL SUPPORT

The quality of library service depends in a large measure

on its financial support. Library income should come primarily from public funds. Gifts and endowments may supplement it. The library budget should also receive a liberal contribution from the State which should provide specifically for library services through special library taxes. The States grants should also be sanctioned liberally.

BUILDINGS

The physical requirements of the library should be worked out so that the most efficient service can be rendered with a minimum of cost. The library building should serve as a symbol of the library's role in the life of community. The site of the library should be of sufficient size to provide space for a building planned not only to meet present needs but also provide expansion of services in the future. It should be planned by a competent librarian and an architect working in collaboration. It should be centrally located for convenience of the greatest number of people. The modern library building should be functional in design and hospitable in appearance. Provision should also be made for small meeting rooms for discussion groups, film forums, radio and record listening and story hours. It should be equipped with the best modern lighting, heating, air conditioning and furnishings and with special library equipment, such as book stacks, other shelving, charging desks and good catalogue cabinets. It must make adequate provision for comfortable seating space for the readers in quiet surroundings. Finally the plan should be sufficiently elastic so that it may be expanded without injuring its architectural beauty.

BOOK COLLECTION

The library has the responsibility of providing books which will contribute to an enlightened citizenry. The collection must reflect the basic library objectives—education, information, aesthetic appreciation, recreation and research and should contain a wide variety of materials, including pamphlets, periodicals, newspapers, maps, pictures, films, recordings and music scores. It must meet the needs of readers of all ages, of varied interests and educational background. It should make available the best literature of civilization and in all fields of knowledge and on all controversial subjects. It should also continue to add important contemporary literature and currently useful information and should provide duplicate copies as needed of important books and pamphlets. Co-operative channels for inter-library loans should be organised so that a book needed by an individual reader may be borrowed from some other library.

STAFF

The library must be staffed by librarians who are educators in the broad sense. It should be the aim of the librarian to bring books and readers together. The librarian should possess the personality and qualities for leadership in the educational, cultural and civic life of the community, should have wide knowledge of books and should be able to appreciate changing conditions of society. The other staff should also be well qualified and should be selected on merit.

In short, modern library planning can be examined from various view points such as financial resources, its area and characteristics of population, library services, its staff (whether it is professionally trained or qualified)

and its extension services, its co-operation with other agencies and finally the building in which the unit is operating.

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CHAPTER VIII

LIBRARY BUILDING AND EQUIPMENT

Library building and equipment constitute the two highly significant elements of a good library. The site must be of sufficient size to provide building space for the building planned not only for present needs but also for the future development. The structure should be sufficiently elastic to allow expansion. It should be located in the centre of the city, the main traffic stream, with the leading market, office, buildings and banks, so that it attracts a great number of people. A modern library should reflect the attempt to meet the needs of a busy library service. It should bristle with activity.

The building must exhibit simplicity of expression in its architectural form. There should be minimum installation of permanent partitions. It should give inviting and restful interior to the eye. There should be an adequate parking space for those who make use of the library or its halls for cultural purposes. The entrance hall is the place where the first impressions are effected. It should, therefore, be spacious, lead directly to as many public rooms as possible, be convenient for the movement of people and have adequate space and fittings for the exhibition of notices, samples of activities, and the cultural life of the town. Level floors without steps are desirable. Lifts are essential in buildings. No public room should lie on a passage to any other public room. Passages and corridors should be so planned that they

do not intercept the outside light from the interior rooms.

The arrangement of the public departments should be such that those that have the most business are on the ground-floor and as near as possible to the main entrance. Separate entrances should be planned for the children's department and for such departments where they exist, as news-rooms, lecture halls and auditoriums. The reference Library should be located in the quietest part of the building. Floors and walls should be treated with sound absorbing materials. In evolving a plan for the library the librarian, the architect and the members of the library committee should jointly work. Many mistakes can be avoided by the appointment of trained and experienced librarian at the start. The building-committee should also profit from the ideas and plans of other libraries. Moreover, the architect should study the suggestions of the librarian and recommendations of the library committee to integrate them in planning the library building.

Fluorescent lighting has not yet been fully developed. Running costs of a fluorescent system are very low. There should be as much regulated natural light as is possible.

FURNITURE AND EQUIPMENT

The cost of furniture and equipment varies in relation to the amount, style and type of equipment selected. In preparing a budget for a new library building, it is recommended that at least twelve per-cent of the cost be allocated for furniture and equipment in addition to the building cost. The amount is sufficient during the first few years when library functions in its new building.

Additional furniture and equipment can be purchased later if and when the need arises. All the furniture in a room should be carefully designed and dimensioned.

BOOK SHELVES

Normal book accommodation is about ten volumes per foot-run in lending departments and about eight in reference departments. Book-shelves should be of the standard length. The shelves should be adjustable, double-faced, each measuring 7'-6" high \times 6'-3" wide and 21" deep outside, made of seven shelves (Bracket type). The actual depth of each shelf is 9" on both the faces and these consist of seven compartments on each face. The end-sides of each unit are enclosed by double-sides steel sheet panels for full height and depth. The sheet should be of twenty gauge and painted enamel grey with spray machine. The top should remain open. Two chromium-plated table holders and one painted mild steel (enamel grey) range indicator are fitted on one end of the stack.

MODULAR SYSTEM

The most revolutionary development in the field of library architecture has been the concept of modular construction. In this type of construction the entire library building is conceived as made up of a number of uniform modules. Each module, in two dimensional terms, is a rectangular area. One of its sides is a multiple of three feet, which is the standard length of a book-shelf, and the other side is a multiple of $4\frac{1}{2}$ feet, which is the centre to centre standard distance between ranges of shelves. At the corners of the modules are four columns, which carry the weight of the roof or the floor above

and eliminate the need for the load-bearing walls. The height of the modules, from floor to ceiling, is 8 feet to 10 feet. Different sizes of modules 18×18 ft, $18\text{ft} \times 22\frac{1}{2}$, $27 \text{ft} \times 27$ ft, etc. are in use. For larger buildings, modular construction is economical and allows for maximum flexibility and growth. The height of the modules and width of the building have to be adjusted to our climatic conditions in India.

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CHAPTER IX

LIBRARY EXTENSION SERVICES

Library extension services means that the library services should reach more and more people and the ultimate aim is that every body may enjoy the benefits of adequate services. There can not be a uniform policy to be adopted every-where. Each country must adopt the plan for development best suited to it.

Best use of communication should be made and the library service should be extended to the whole of region. State and national agencies for public library extension are necessary for every country in order to co-ordinate local authorities or themselves provide library services. The State should also sanction grants for this purpose. The State can also help by providing research publishing material and by providing facilities for professional training.

The library premises should be in a central place where all people have access. The place must be attractive and pleasurable to visit. A few chairs and tables must be provided. Choice of opening hours must be decided according to local conditions. The number of staff will depend upon the population to be served. Book-stock is of great importance, otherwise readers, will not be able to enjoy adequate choice of books. If the library organises exchange of stock, it will benefit every body. The organisation is a growing institution, if it has a sound library extension programme.

The important factor in library extension consists of knowledge of library extension, staff, desire to associate and material resources. The authorities should have the knowledge of such organisation in other countries. The staff should be experienced and qualified. All local authorities should support library development and finally the authorities should be encouraged to provide staff, books and equipment according to the means available. Where mutual beneficial course is not adopted, a separate provision of library service should be arranged. In brief an efficient library service should be the aim of the library Extension services.

To conclude, the main problem of the extension work is the way in which people are scattered and the method in which contact between library service and readers can be established. The greater our success in establishing these contacts, the more useful the extension work is likely to become.

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CHAPTER X

LIBRARY CO-OPERATION

There is continuous expansion and improvement in libraries. All libraries are different. Sometimes, even the smallest may have books not available anywhere else. Thus all can contribute to the common wealth. Of course, every book is not found in National libraries. Any reader, anywhere might need any book. How can he get it? The reply is, "By cooperation only".

In England there is a co-operative system, although, it is not yet thirty years when it was initiated. It centres round the National Central Library which was started in 1916 as the "Central Library for the students" with the object of supplying books to adult students individually and in classes. As the need for organised inter-library loans became more and more evident, the scope of the library was widened until in 1931 it assumed its present title and constitution. The National Central Library is unique both in function and character.

The development of library cooperation in England was along two lines, the outlier libraries and the Regional Bureaux. The outlier library applies books when requested by the N. C. L. to the readers of other libraries who need them. They are about 145 in number. The Regional Bureaux plan is, to a great extent, a delegation of functions by the N.C.L. The whole country has been divided into nine regions. Apart from a few public

libraries, there are university and special libraries that pool their resources. Each region has its own Central Bureau and in eight of them a union catalogue of non-fiction stock of the participating libraries has been compiled. Each library contributes to the administrative expenses of the Bureau.

Many Local Authorities in counties are not populous enough or rich enough to be able to provide a library rate sufficiently large to cover the expenses of an adequate library service. Deficiencies of this character have been made up through co-operation with county libraries in the following way :

1. Payment of the equivalent of any county library rate by an urban or other authority to the county library in which case the latter assumes responsibility for the library service to the urban or other authority;
2. A Scheme whereby arrangements are made for county residents to use the lending departments of urban libraries;
3. Loans of particular books.

The co-operation has been much more in the counties than in the large urban systems, and a great deal of pioneer work has been done which has led to much more ambitious schemes in which all types of libraries have willingly taken part.¹

Co-operation with other bodies has been a much stronger policy in county libraries than in municipal libraries, because counties have relied so much on voluntary help. The National Book League provides booklists for members and is doing useful work. Apart from this

¹See Harrison, C. "Library Co-operation in Great Britain". *Library Trends*, VI, No. 8 (1958), 352-63.

the N. B. L. provides a monthly News-sheet and book exhibitions are arranged from time to time at the League headquarters. Schemes for co-operative purchase have as yet hardly begun. Some progress in co-operative interlending has, however, been made. The purchasing of periodicals and reference books has made some progress. Sheffield has made a start in the Inter-change of Technical publication schemes where some effort has been made to lessen duplication of periodicals and expensive technical books as between the public library and certain industrial libraries. The London borough libraries have set up a pool of little-used books to help in the operation of regional interlending. The South Eastern Regional library system has allocated the whole of the Dewey classification between its members and constituent libraries buy every book given in the B. N. B. under their subject. The scheme was started in 1950 and preliminary survey seems to indicate that the working of the scheme has proved successful. The system of interlending of books in Great Britain is carried out under a full co-operative scheme which includes the National Central library, outlier libraries, university libraries in England and Regional Bureaux. The chief medical libraries of London have also arranged inter-lending and mutual cooperation by producing a union catalogue of their medical periodicals. Law libraries of London have also cooperated with the Institute of Advanced legal studies to produce a union catalogue of their periodical holdings. The union catalogue of Russian books and periodicals has made considerable progress. Cooperation with B.B.C. has developed in recent times. Yorkshire has not regional bureau, but libraries are divided into five zones. Requests are submitted to a zonal centre and are

met by a Zonal library, otherwise the request eventually goes to the National Central Library.

The idea of Central storage library is being realised in New England Deposit library. In cooperative storage, America has set an example by the establishment of the Midwest Inter-library service. There is a considerable cooperation between university and special libraries of an informal character in the United States. A scheme is in operation having been started by Unesco for International cooperation for issue of Unesco book coupons.

Such scheme cannot be effectively organised unless there are sufficient trained staff and adequate book-stocks available. The libraries should have adequate set of common bibliographical tools which are quite necessary for assistance to readers.

The Advisory Committee for libraries in its Report submitted to the Government of India has pleaded for co-operation between the different types of libraries. It says that the Public library should cooperate with the school, college, departmental, research and university libraries and even with the subscription libraries which are ultimately to be absorbed in the public library pattern. School libraries, it says, are of great and strategic importance to the public library system. The school libraries should serve the public after school hours where there are no public libraries. The Report further suggests that the university library should cooperate with the public library system by issuing booklists on subjects to certain groups in the public, admitting as regular members the more serious minded readers among the public and by performing reference function of the State Central library, where these libraries are not established or not able to discharge their reference function. The Report further recommends

that the Government of India should sponsor preparation of four union catalogues as follow :

"The University Grants Commission should undertake the work of publication of a Union catalogue of all the publications in the various university libraries in the country. The Ministry of Education should take the responsibility of publications of a union catalogue containing all publications in the departmental and research libraries under the Government of India. A union catalogue of all copyright holdings in the State Central libraries is also suggested. A union catalogue of all scientific and learned periodicals in the university and research libraries in the country is also recommended, which work should be undertaken by the Scientific Research wing of the Ministry of Scientific Research and Cultural Affairs." No progress has been made in this connection in the country.

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CHAPTER XI

ORGANISATION OF DIFFERENT TYPES OF LIBRARIES

1. UNIVERSITY LIBRARY

A university library is primarily concerned with the conservation and propagation of basic knowledge and ideas as well as their research and interpretation. The essentials of a university library programme should, therefore, consist of the provision of resources for instruction, research and reference, proper display and arrangement of this material, competent library staff, convenient furniture and seating arrangement and also the proper integration of the library with general administrative and educational policies.

A well-organised university library directs its activities towards the fulfilment of these functions. By accumulating and arranging books, manuscripts, journals and other material. The university library serves as a valuable aid in the conservation and dissemination of knowledge and ideas and as a very valuable aid in teaching, research and extension programme of the university. Through its various bibliographical services the library helps members of the instructional and research staff who are engaged in the preparation of materials for publication.

The importance of the university librarian needs no emphasis. He is the pivot of the whole organisation and administration. His duties constitute intellectual operations of a highly responsible nature. He must understand the

complexity of the operations involved in the efficient running of the library. He is expected to be able to make the library a highly attractive place where expert professional advice and facilities are readily available to its well-read readers. It is up to him to prepare and administer the budget, acquire the required material and employ technically qualified personnel towards the achievement of important social ends.

In order to perform these functions the librarian must possess high academic qualification, deep and wide study, and best available training, sufficient experience, charming personality and develop contacts with learned societies in his own field.

Subject arrangement or departmentation in a university library—In recent years the trend in university libraries has been towards centralisation of book-stock in the main library. Huge buildings and the interdependence of various branches of knowledge along with improved library technique have favoured this idea of centralisation. With centralisation, general books and central catalogue are accessible to all departments equally. The Central library provides excellent opportunities for informal contacts between research scholars of various departments. Immediate access to the whole stock by readers and the library-staff is also facilitated. Centralisation makes for greater efficiency and economy. Moreover it makes the charging system very simple. The administration of a central library is economical too.

Reference service—In university libraries, reference service may be provided by (i) a Central Reference Department in the general library building or (2) decentralised departments either within the central library building or in separate departmental libraries on or off this campus.

The duties of the Reference Assistant in the university library consist of making resources and references available.¹

The university librarian by a careful selection of his colleagues and by encouraging systematic study of literature on various subjects, can build up a type of service which many research workers fail to find in most other libraries.

Circulation Department—Work in the circulation department consists of circulation books for home or library use to members of the university faculty and students and keeping records of all books so circulated; to circulate books from the general library collection to other departments of the library, to supervise the stack, and shelve all books therein, to take an annual inventory of the general library collection; to keep record of all lost or missing books and to arrange for replacement or withdrawal, to handle correspondence regarding overdue books. The interlibrary loan work consists of conducting correspondence with other libraries, dealing with both borrowing and loaning of books, collecting requests by other libraries, issuing to individuals books which have been borrowed for their use from other institution, keeping record of all transactions and issuing special library privilege cards and stack permits.

Prompt delivery of materials to readers is the principal service expected from the circulation department.

Periodical Department. The importance of periodical collection in a library associated with university that stresses research has generally been recognised. Periodicals may be divided into two classes, general and special. The

¹Wilson, L. R. and Tauber, M.F. University library. New York, Columbia University Press, 1956, p. 210.

special periodicals, however, form the backbone of a university library collection. To which of many specialised periodicals the university library should subscribe to depend largely upon the instructional and research programmes undertaken by the university. Generally, the selection of periodicals of restricted subject fields is left largely to the faculty members.

The acquisition and preservation of newspapers involve serious problems. The library must provide resources for binding and housing of the files, as well as for their use by researchers.

The duties of the assistant incharge of periodical department consist of receiving, recording and stamping periodicals acquired by the library, distributing periodicals to the current reading room shelves or to departments of the university, claiming missing numbers, returning imperfect numbers, keeping necessary periodicals and rendering reference service in connection with them and maintaining exhibits and preparing periodicals for binding.²

2. PUBLIC LIBRARIES

Public libraries are now considered to be the most dynamic means of popular education. Any man may have access to public library as a right.

In our country, the Madras Public Libraries Act of 1948 may be taken as a pioneer work of great importance according to which it provides library service at a state level. Another important development took place in 1950, when the Delhi Public library was established by Unesco and Government of India as a pilot public library project.

A National seminar on public library development was held in Delhi in October 1955 under the able guidance of

²Wilson L.R. and Tuber, M.F. University library. New York, Columbia University Press, 1956, Pp. 231-32.

S. Sohan Singh, which recommended the setting up of a library commission to enquire into the problems of public library development in India. During the first and second Five Years Plans the Ministry of Education gave considerable grants-in-aid to State governments for the implementation of library schemes. Since then many State and District Libraries have been established. The progress is slow but satisfactory. The Unesco international seminars held in 1955 and 1961 also studied the principal public library problems and draft proposals for the development of library service in the country. These seminars were of great help to the organisers of libraries in the States. The recommendations to the State governments provided a very sound basis for the future public library structure in India.

In organising the public library system, overall control is necessary and this could only be done through legislation. It should ensure provision of funds, efficient administration of service and qualified staff. A public library should be financed by public funds, whether national, state or local, preferably through levy of library cess, supplemented by Union and state grants. Recruitment of suitable and qualified staff is very necessary and standard of training should be high. The Indian Government has recently started an Institute of Librarianship under the able guidance of Shri S. S. Saith and the Institute is doing excellent work. Pilot projects should be established in each state for the sake of demonstration. Children's sections should be started in each State Libraries and library service to children should be provided in each library. The libraries should be provided with suitable literature. Library associations should be well organised and should determine professional standards through meetings, conferences and publication work.

When assessing the value of the library, it must be seen through its considerable indirect influence upon the life of the community. Is it prepared to meet with its services and resources the numerous and complex problems of to-day and tomorrow? Does it have an active programme for informal adult education adapted to the needs of your community? Does it give any advisory service to individuals and groups. Does it co-operate with the educational programme of various specialised discussion groups and film forums? Is the organisation operating in the antiquated building which has outgrown its utility? Is it poorly located and arranged? Is it well-heated, ventilated and lighted? Is the book collection large enough and broad enough in scope to meet the community needs?

To conclude, a public library is essentially an economical method of providing books and information to educated citizens of the state and expert assistance to them in making use of it.

3. CHILDREN LIBRARY

Every effort should be made to create an attractive and homely interior which children should love to enter and from which they would be encouraged to cultivate the habits of reference and serious study. One of the first essentials is that appeal should be made to the child's sense of responsibility and pride in personal ownership. The child should regard the library as his own property. A Children's library should have arrangements for the exhibition of educational films and those of general interest. A separate entrance for children is of great importance and its provision is necessary. The processes of catalogue, reference, book-selection should be identical to those in other departments of the library. Lectures should be

arranged on the use of the catalogue and the organisation of the library which will be great help to readers. Sometimes educational broadcasts or film shows are arranged which are instrumental in creating the interest of the young readers. An informal lay-out of furniture and coloured pictures will also add to the charm of the library. Special exhibition of books for the guidance of teachers and parents may also be arranged in the library or in an exhibition hall meant for the purpose. The children's room in the public library should be colourful enough to exert a marked influence on the minds and tastes of the children. The librarians dealing with the children's section should have learned the art of penetrating the inner recesses of the minds of the budding children so as to have a correct idea of their real need and interests and to cater to them accordingly. All this is achieved by an atmosphere of cheerfulness and welcome. Story hours should be arranged regularly for them.

As children's rooms are chiefly used till evening, day light is the first consideration. Toilet facilities should be provided in the library. Heating arrangements in the winter should also be provided.

The library should be equipped with low chairs, possibly collapsible or removable. Continuous book-cases five shelves high are suggested for the library. All the furniture should be carefully designed and dimensioned. Card catalogue, racks for magazines, dictionary and atlas stands, book-display cases, sufficient vertical file cases for pamphlets, pictures and bulletin boards are some of the essential requirements. Care should be taken to avoid sharp corners on any table or chair.

4. COMMERCIAL LIBRARIES

Commercial Libraries in England were first created during the war of 1914-18, when information on commercial subjects was found to be inadequate.

A commercial library is controlled and financed by representative organisations of commercial men and has a sound financial standing.

It should be housed in a commodious building and should be near the leading business centres of the city. It should be easily accessible to the business community.

The organisation and work of a commercial library must, therefore, be based on two main principles; its stock should be standard, current and upto-date and, secondly, the staff must be fully competent in library techniques and be able and willing to give a high standard of personal and courteous service.

The stock should consist of code books, government reports, encyclopaedic work and works on commercial law. Materials of a temporary nature, pamphlets, reports, etc are also received in the library. The library should contain news-cuttings, catalogues and price-lists. Trade directories and other standard works should be added to the library every year. The library should also subscribe to trade journals in every language, particularly in German and French. Most of them are purchased while a few of them are received gratis. Literature from the patent offices and other technical and commercial departments of the Governments should also be included. The current issue of every periodical must always be available and files must be complete. It is advisable to observe certain set standard in periodicals taken. In short, the library should specialise the books and materials that can be useful to persons engaged in local industries and trade. It may be

stated that the commercial library cannot work in isolation if it is to do its job adequately. It should be part of great and rapidly-growing organisation designed to provide the research worker with any details he needs on a scientific and technical subject-available anywhere in the world.

Working hours should be fixed on a reasonable compromise between the needs of the readers and those of the staff.

The stock of a commercial library needs close subdivision and therefore a general library scheme such as propounded by Dewey will be quite helpful. As regards cataloguing, the accepted practice should be followed. The reader should be able to identify a particular edition of a book, and the contents of several or multi-volume publications should be fully entered on catalogue cards.

The librarian should be familiar with the technical and scientific bibliographies and indexes. He should know abstracting annotating and indexing. He must have a knowledge of the books published on the industries of the locality and also be able to produce lists of books and references from the periodicals on various industries or trades. He should also be thoroughly acquainted with foreign trade catalogues and scientific books. Knowledge of Government publications is essential. He must be capable of getting co-operation from his department, other libraries of such kind and universities. His knowledge regarding facilities offered by A.S.L.I.B. will be helpful in his daily work. He should also discharge the responsibility of keeping the records of the specialities of the various manufacturers, industry of the town and other business magnates. Some knowledge of French and German is also essential for the librarian for the successful discharge of all his duties. The librarian will carry on the policy of

the library authorities. He will be responsible for the work of the entire staff under him for maintaining and looking after the stock, building and equipment. The whole of the management will be entrusted to him. He will be an official of the Committee.

5. TECHNICAL LIBRARIES

Technical libraries are of a special type as they collect material concerning only their respective fields of study. Their chief function is to help the pursuits of the readers interested in procuring scientific information. This is a highly responsible job which can only be undertaken by this kind of libraries. The libraries of the Central Board of Irrigation and Power, New Delhi, Indian Institute of Science, Bangalore, the libraries attached to the Tata, Iron and Steel Co., Jamshedpur, are some of the prominent examples of technical libraries in the country.

These libraries supply their readers with upto-date, specialised sources of knowledge in the fields served by them, compile bibliographies in their subject fields and give assistance to their research scholars. These libraries also keep contact with other special libraries of foreign countries in order to get the latest literature.

Such libraries are built on the advice of several experts, and a highly-qualified librarian plays a great role in organising it.

6. COLLEGE LIBRARIES

College libraries should have their book-stocks limited in range and variety by the field and the standard of specialisation of the respective colleges. The specialised libraries should have more copies of the books frequently in demand, and the university library should be used as

the reservoir for the less-used books. For general books, the members should be directed to the public library. So far as the needs of the undergraduates are concerned, each university library with its associated college libraries, should be a unit. College libraries should have open access system.

Browsing rooms should be as attractively furnished as possible with comfortable chairs and reading lamps.

The physical requirements of a college library, such as location, arrangement and relation of reading rooms, bookstorage administration offices and work-rooms, should be so worked out as to make available the most efficient library service. The unit should be sufficiently elastic to permit expansion.

7. SCHOOL LIBRARY

The school library is now an indispensable part of every secondary school in western countries, particularly in U.S.A. The term 'School Library' is no longer applied to a collection of ragged books in a class-room used as a class library or to an array of old-fashioned volumes kept locked in one or two glass-fronted almirahs in the school hall. The modern conception of the school library is that it is a part and parcel of education in school. A library is now regarded as the most useful piece of educational apparatus at the teacher's disposal. The school library not only deals with children who are eager to read, but also with backward children who read with difficulty and so require verbal aids and all kinds of incentives to study. School library must be an integrating factor in the life and work of school and it must at the same time form a link with out-of-door school and adult interests.

One of the fundamental laws of library science is that books are for use. So it is essential that a great deal of energy, enthusiasm and thought is put into making the library a factor of lasting influence in the education of a child.

The most important feature of the school library is that it is directed towards definite educational aims. The educational aims of school library are four-fold, namely,

- (i) to encourage the reading habit ;
- (ii) to develop in pupils the habits to learn from books without the help of a teacher ;
- (iii) to encourage extension methods ;
- (iv) to impart social-training to the child.

In the face of the modern conditions of life, the development of the reading habit in the pupils is an urgent task for the teacher. The teacher should try to develop in them the habit of reading for pleasure and he must control their reading. The teacher must ensure that no child who is promising enough to be capable of going even a little further shall become stuck up for life, as he easily may, at the Daily, Weekly or Cheap story Journal stage. Most children, as soon as they can read, will read, and the teacher should put suitable books with their reach. The age 8-10 is the best period at which the child may be set on the way to becoming a life-reader. Many children who do not have their own volition take to reading will do if they are helped and directed at the right moment. They need to be given the necessary push and inspiration by the teacher.

The teacher must know what particular steps can be taken through the school library to encourage the children who are natural readers and to convert others to the reading habit. In the first place, if you wish children to

read, you must give them books which are attractive in appearance. Books suitable for children require a format different from that of books meant for grown-ups. There should be corresponding difference in the printing and get-up of the two types of books. But any book which presents bright, new appearance will attract a child, and the teacher must, therefore ensure that the volumes in his charge are clean and tidy. Having obtained attractive books, one must provide the children with an attractive place in which to read them. A library is much more than a mere collection of books, and its cultural influence on the child does not lie solely on the advantage derived from the reading material it supplies. A library should have an atmosphere, the essentials of which are quiet, space, dignity and beauty. The school library should be a homely, comfortable and workman like place and must have an atmosphere which is entirely its own, and which suggests neither that of the class room nor of the public library.

(ii) *Introduction to books*—After having provided the books and the place wherein to read them, the teacher must know how to introduce the books to the children. The best method is the indirect one. The teacher must continuously, in all his lessons, talk about books, refer to character and scenes in them, quote from them and put them into pupil's hands. He must read short exciting passages from the book, stopping when he has excited the interest of the class and letting them have copies of the book so that they may finish the story for themselves. A persistent and systematic introduction of books by such methods as this is the most effective way of teaching any literature. A critical sense is slowly acquired by reading, by discussion and by

experience of books and life ; it cannot be taught. The teacher's reading to the class will certainly help the child who does not show a natural learning towards books. It is not a waste of time to do this regularly, and for fairly long periods, provided the book is a suitable one, and the teacher reads well. The practice is to be made not an end in itself but a means of encouraging independent reading by the children. It is the teacher who concentrates upon getting his pupils to read books for themselves and who best develops their literary taste.

Ample time must be provided in the time-table for silent reading, which should include browsing in the library, for a child cannot understand a book as adults often can by a hasty glance at it. Silent reading of pupils should be controlled by the teacher. He may keep some record of what the child is reading and occasionally ask him questions or set him written composition upon this material and then award marks.

The child's desire to read is best developed by his being given freedom, and the personal sympathetic advice of his teacher. "A back-ground interest" in books and literary matters can be built up by the teacher if he plans a series of lessons on printing and book-binding so that the child is able to appreciate good craftsmanship in book production. "Human interest" in books can be created by the teacher's giving a short biographical sketch of the author of the books, and making of displays based on an author. A display based on author should incorporate biographical notes, pictures of the author, his home and scenes from his books, and, of course, copies of his books and of similar books by other authors.

In order that his pupils may have some conception of the usefulness of books for the various practical purposes

of life, the teacher must give instruction as to how to use books and libraries and he must find ways of making his pupils want to use books.

Training in the use of books should be imparted to the child by a properly organised course of instruction pertaining to the following topics :

1. The handling of books ;
2. The parts of books and their purposes ;
3. Reference books and how to use them ;
4. Book classification ;
5. The Library catalogue and how to use it ;
6. Bibliographies and sources of books ;
7. Periodicals and periodical indexes.

John Dewey, in his book "School and Society" while expounding the basic principles of New Education has mentioned the library as the nerve-centre of the school. It is to this Centre as Dewey says, that pupils bring their varied experiences, problems and questions and there discuss and pursue them in search of new light from the experience of others and especially from the accumulated wisdom of the world garnered, arranged and displayed in the library. The New Education requires for its fulfilment a fully stocked and well-conducted library. The New Education expects the teacher to know where to stop and what to withhold, so that pupils are left with a real urge to complete in the library what they have started in the class; the rhythm of the lesson must carry forward into the library. For adding correlative reading to the old curriculum, the New Education looks to the school for help. It will supplement the restrictions of the class room with the freedom of the library hour.

Until the New Education is established throughout the school, the library hour will be the one occasion when

individual attention and development reign supreme. During this hour, the pupil will set his own pace; the individual questions, speculations and curiosities, which in the class room go unexperienced and unsatisfied, will find their complete realisation and fulfilment and lead to the flowering of the child's intellect and personality.

(iii) *Teaching Extension methods*—The extension of class room lessons into library work is a simple technique which a teacher must employ or the teacher can direct his lesson towards a number of small topics which the child must later investigate for himself in a subsequent library-period. He may collect the most interesting questions asked by the children during the lesson and set the children to discover the answers in the school library.

Let us now consider some ways in which the staff and students of a school can be made to regard the library as a centre of recreation and of information covering all aspects of life. The library can be made the school's vocational guidance centre. Pamphlets upon choice of careers' books dealing with local industries, and details of further educational facilities can be placed in it, and the senior teacher incharge of the class can hold regular library sessions with the children who are in their last term at school.

A link with home life will be forged if children are encouraged to form their own personal library. Each child's collection should include a recreation section containing his favourite stories, an information section containing books dealing with sports and hobbies, and reference section containing dictionary, maps, railway time table and so on.

(iv) *Social Training*—The fourth and the last aim of the library is the important part it can play in the social

training of the child. The school, allied with other beneficial influences in the child's life, tries to fashion a young animal into a social being, and the school library is an ideal field in which self-discipline, a sense of responsibility, and respect for the rights and property of others can be taught. The librarian can share responsibility and work in the library among a large number of children by furnishing tasks suitable for children of widely varying ages and abilities. The younger children can carry out simple manual tasks, such as impressing the school library stamps on new volumes, sticking in date labels, replacing books and tidying the rooms. Older children can do clerical work such as making out borrowers' cards, preparing new volumes for the shelves, and tracing over due books. The senior children who show a flair for library work can be appointed library prefects and entrusted with advanced work connected with indexing and cataloguing or be given supervisory and instructional duties to perform. Children who have been properly trained can prove invaluable to the librarian, especially when the library is open during the lunch break and after school hours.

There should be a school Library Committee which should meet regularly on which representatives from each class should be co-opted so that it may have a voice in the organisation of the library and in book-selection. This would certainly enhance the importance of the library as a means of providing social training, and at the same time develop the interest of the children in the library itself.

In order to develop a school-library on lines suggested above, it will have to be dove-tailed very exactly into the organisation of the school. The foremost problem, there-

fore, is how to fit library work into the curriculum. Some kind of syllabus for library work is necessary. A rigid syllabus is not required for this purpose. On the other hand, the syllabus should give only a bare outline of the work child is to cover at each stage of his school career. Actual details of the work appear better in the various subject syllabuses, which should be so designed as to make a spreading of the work into the library inevitable. As regards the time-table, four hours per week in the library should be allocated to each pupil. There should be a spacious reading-room in the library which is capable of accomodating an entire class at one time.

Teacher Librarian—The person responsible for the school library should be a teacher-librarian who is first and foremost an ordinary member of the staff who has specialised in the educational use of the library and has some knowledge of the technical side of librarianship. It is ordinarily not possible or even advisable to have a whole-time librarian in the school as a matter of educational policy on reasons of finances. A teacher-librarian must teach not only through his library, but in the class-room like every other member of the staff. This is necessary because unless he shares class-room teaching he will neither see the library truly as an educational instrument, nor will he see it in its proper perspective.

All the other members of the staff also must be competent to assume charge of the library when they take groups of pupils into it, when the teacher-librarian is away otherwise in teaching or doing the administrative and technical work of the library. This means that all teachers must have some training in the use of the school library.

The teacher-librarian is responsible for book selection,

and for the submission of properly prepared lists, showing author, title publisher and price of the books which are required for the library. He is also responsible for those books, once they have arrived in the school, of accessioning them, accounting for them, and finally discarding them.

It is only when the educational authorities have accepted the basic conception of the school library as an indispensable educational device that they must consider the important problems of finding ways and means to provide funds to meet the cost of running it. A useful school library is likely to be an expensive preposition, but it is well worth the money spent on it. The Headmaster should be responsible for the financial side of the library but the teacher-librarian should have a large say in the allocation of the library funds to books, periodicals, other materials and decoration. Both initial and annual grants must be generous if the library is to be real value to the school, in the same way as a science laboratory in the school. A stock of 800 books is regarded as the bare minimum for a school library in a school with 500 pupils in western countries and its estimated cost would be Rs. 3,000. An annual grant of Rs. 1,000 is required to maintain it and to bring the library to the size of 3000 or 4000 volumes.

8. HOSPITAL LIBRARIES

For a healthy provision of a library service for staff and patients of a mental hospital, several important aspects of the problem have to be considered. The need for judiciously-selected books as a source of mental rehabilitation in the cases of long illness is sufficiently clear. We must not forget that medical authorities attach great

value to the patients' tranquility of mind, especially, in the case of nervous disorders. For mental cases reading could be a solace during convalescence. As the standard of the hospital library service is bound to be higher and the requirements are different than in case of other libraries, special facilities of all kinds shall have to be provided.

There should be a stack-room from where books may be distributed to the patients by bringing them on wheeled trolleys. Sufficient space will have to be left around the stacks. The doors will be wide enough so that patients may easily be wheeled about the room, if necessary. A reading room separate from the stack-room will have to be provided where quiet atmosphere might prevail for the purpose. Book-trolleys will wheel around the wards so that the patients may easily make the selection of books.

As the accomodation problems are solved, books will be procured for the staff as well as for the patients. Much depends on the frequency with which the wards are visited, and of course, on the number of books available. The Guild of Hospital Libraries has suggested a minimum of three books per bed. In case of mental hospitals the number should be increased in view of their long stay than that of the patients in other hospitals. Similar library facilities are also needed for the hospital staff. This would create interest for every body concerned with the service. The library service can be provided in either of the following ways.

1. Service by the Hospital Department. It is staffed by workers or assistants assisted by voluntary workers.

2. A service organised and administered by public

libraries staff. The staff will be trained in elementary routine librarianship. For every 3,000 beds, the services of a qualified Librarian will be imperative. He should be a person equipped with the necessary library education of having the requisite social welfare experience. Sufficient staff will be required to secure a visit to every ward in every institution at least once a week. The librarian will function in close co-operation with the physician and the nurse-incharge. He should be capable of giving due publicity to the library. The librarian must not infringe hospital etiquette and must deal sympathetically with patients.

Library organisation should also be consideration of paramount importance. Modern but simple methods of library routine should be adopted. Simple forms of Dewey and simple cataloguing should be resorted to. Books will be arranged on shelves in a classified order, and a detailed catalogue will also be compiled by the library staff. For such library service there must be definite budget provision for work, salaries, books, maintenance of furniture and binding.

It is suggested that a predominant portion of the library stock of a mental hospital should consist of books dealing with interesting subjects so as to provide mental relief to the sufferers. There should also be some selective reading for the readers suffering from hallucinations. Magazines should be sent to every ward regularly. The technique of book-display should be made use of to entice the patients to reading. For those who cannot read, picture-books, should be provided. In short, much more co-operation will be needed between the hospital management and the Library authorities. The Librarian should function in close co-operation with the psychiatrists and the nurse-incharge of the department.

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CHAPTER XII

REACHING READERS

The work of a Readers' Advisory is very interesting and has no bounds. In order to build up a satisfactory library service, the suggestions and enquiries of the reader are of greatest importance.

Half of the difficulty is to find out what the reader really wants because he cannot describe exactly what he needs. This wastes time unnecessarily in tracing the subject in which the reader is really interested. The reader is at fault, because he insists on having certain book which he thinks but does not know if it contains the answer to his query. If the reference assistant can make the reader mention his query rather than demand a book on any subject, much time will be saved and the reader will also be satisfied.

Most enquiries arise out of current topics and the assistant is advised to note the main points in the daily newspapers before the library opens in the morning. This will help him to know the source of a question and its probable answer. The assistant should classify the queries and consider his basic resources-dictionaries, the encyclopaedias, and bibliographies.

In case of a difficulty, the Assistant should ask the reader straight away to explain the subject and, in case he is not explicit, he should be provided something to go on with, and should never be left without material. He should provide the reader subject index to periodicals or

the British Museum subject index to search for suitable books. Meanwhile, the assistant might gauge into the nature of the subject to which his query pertains and help the reader accordingly. If he cannot answer, he should not permit the reader to go without giving him indication of where the answer is likely to be found. He may ascertain from all sources of reference which library specialises in the particular subject under enquiry and then contact it. Care should be taken that the reader does not abuse the facilities offered by the specialist library.

"Periodicals should be exploited to the full." It is necessary that the library staff should be familiar with the important periodicals, so that they are aware of advances being made in as many spheres as possible. They should also acquire some acquaintance with their contents.

All unsatisfied queries should be recorded and search for the answers continued. The assistant should not try to establish a monopoly of being the only assistant capable of answering difficult reference enquiries. Resources of books should be shared by all members of the staff. Readers should be encouraged to know individual members of the staff.

In short the work of assisting the reader is largely a matter of commonsense coupled with a detailed and comprehensive knowledge of books and human affairs.¹

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CHAPTER XIII

LIBRARY STRUCTURE FOR INDIA

RECOMMENDATIONS BY THE ADVISORY COMMITTEE FOR LIBRARIES

The Advisory Committee for Libraries was set up by the Government of India under the Chairmanship of Mr. K.P. Sinha, former Director of Public Instruction, Bihar, to recommend a future library structure for the country. The Committee was formed in pursuance of a recommendation made by the Seminar on "The Role of Libraries in Social Education" held in Delhi in 1955. It discloses that at the end of March, 1954, the country had nearly 32,000 libraries, most of them small stagnating pools of books. Between them, they had to stock of a little over 7,100,000 volumes.

The Advisory Committee points out that the phrase "Public Libraries" is used in a loose sense. Most of the so-called public libraries are only subscription libraries. Strictly speaking, the number of free public libraries in India can hardly be counted.

LIBRARY PATTERN

The Report points out that the library pattern in the country should consist of a national library, Central and State Libraries, District libraries, block libraries and panchayat libraries.

It further recommends that it would be desirable to have an independent Directorate of Social Education and

Libraries in every state. Wherever, owing to special local circumstances, this is not possible, the State Government should have at least a whole time Senior Class I officer of the rank of Deputy Director of Education placed incharge of library development.

The committee has said that every panchayat should have a library. The management of such libraries should vest in the panchayat or village committees. Block libraries form the next stage and district libraries the pivot of the library service in a state.

There should be, the Report continues, an all India Library Advisory Council under the chairmanship of the Union Minister of Education to review and assess the work of the State Library Committees, to collect and publish statistical reports on the working of libraries in the State, to lay down the minimum standards of library education in the country and also the minimum standards of library service for various sectors.

An interesting recommendation is that libraries in big cities as well as district libraries should have attached children's wings.

Pleading for co-operation between the different types of libraries, the Advisory Committee of Libraries says that the public library should co-operate with school, college, departmental research and university libraries and even with subscription libraries which are ultimately to be absorbed in the public pattern. School libraries, it says, are of great and strategic importance to the public library system.

The Advisory Committee says that the Government of India and the State Government should have 25 year plan to raise the library structure from its present embryonic stage to one which will do justice to the cultural and

educational needs of the people.

In order to fulfil this task, the committee has suggested that Government should levy a cess of 6 nP. on a rupee of property tax in all places, with provision for local bodies to raise the cess. The Government of India, it adds, should contribute to the library funds of a State an amount equal to the cess collected in that State. To begin with the State Governments are urged to provide grants equal to the cess collected and gradually to raise their contribution to three times the cess collected.

The library system in each state, according to the Report, should function as follows :

COLLECTION OF TAX

The cess collected in an urban area by a Municipality or corporation will constitute the library fund of the municipality or corporation. Similarly, the cess collected in the area within a block will constitute the block library fund. The Central and the State Governments will each add an amount equal to the cess collected either in cash or in the form of provision of staff or both. This contribution will be placed at the disposal of the district libraries to be administered and spent for the benefit of entire district.

In this connection, the Advisory Committee has recommended that every State Government should enact a comprehensive State Library Law.

The Committee also feels that certain practices which adversely affect the morale of librarians should be abolished. One such practice is the demand to furnish security from a librarian and to penalise him for the loss of book. Such practices, it says are 'iniquitous' and unheard of in the library practice of any advanced

country in the world. The committee is of the opinion that librarians should not be transferred too frequently. Their minimum qualification should be graduation with diploma in library Science and their conditions of service should correspond to the conditions of service of educational personnel in the States.

SUPPLEMENTARY READING

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CHAPTER XIV

THE NEW YORK PUBLIC LIBRARY

The Main building of the New York Public Library, the marble Renaissance palace created by the architectural firm of Carrere and Hastings was opened fifty-one years ago in 1911. The building was dedicated by President William Howard Taft, who declared ; "This day crowns a work of national importance."

Three characteristics of the library are the unconstrained affection in which it is held by its users (a good many of whom write books) and, acknowledge the library's inestimable help in doing so; the liking the library has for its readers, in return, and the library's policy of making its services and collections available to everyone.

The library once said unequivocally of itself that it is "used by more persons for more purposes than any other library in the world ;" it has not been contradicted.

Any day of the year there is none on which at least the great Main Reading Room is not open—some 8,300 people are likely to visit the library. It is estimated that an average of 700 questions a day are asked of the three librarians at telephones behind the information desk, a hallow square manned by 21 men and women. How many are asked of the valiant remainder not even Archibald De-Weese, the information Division's chief for 15 years, is prepared to speculate. Six thousands or so letters a year, no less importunate in their demands for information, also reach his division.

The library's reference resources are so vast that the barest statistical cataloguing is staggering to contemplate.

Eighty miles of bookshelves on seven levels, exclusive of the reading rooms; 4,100,000 books written in 3,000 languages and dialects (the first Gutenberg Bible to be brought to the United States among them); 9,000,000 manuscript letters and documents (quarto and folio printings of William Shakespeare, George Washington's manuscript of his Farewell Address, Christopher Columbus's letter to Queen Isabella announcing discovery of the New World and Thomas Jafferson's first draft of the declaration of Independence to name a few of the priceless displays; more than 4,000,000 pictures; 3,000,000 broadsides, posters, photographs and slides; more than 5,000,000 of what the library calls "ephemera"—permanent research files of clippings, pamphlets, pictures, maps and so on; millions of other maps, music scores, phonograph records, film and microfilm reels, fine prints, globes, Braille and recorded books, periodicals and music scores for the blind.

In all, it has a total of something like 28,000,000 items—and this does not include almost 3,000,000 books in the library's eighty one branches in Manhattan, the Bronx and Staten Island. Contrary to popular belief, the library is run on private money-endowment funds and contributions; the city pays only the operating costs of the branches, the circulation department of the First Avenue Library and part of that building's maintenance costs.

The most important criterion governing the library's selection or rejection of material is; will it be as valuable for research and information in fifty years as it is today?

Towards that end, division chiefs and specialists regularly go over a thousand bibliographical aids from book reviews to publisher's lists, obtained from every corner of the planet. Their selections are made on the basis of the judgment of each chief and his specialists. When broader questions of policy come up—the addition, for example, of large bodies of material offered to the library—they are decided by a Book Selection Committee, a group of division chiefs that meets monthly.

At the point at which items come into the library, they are examined once more. If it is then decided that they do not meet the criterion, they are used for exchange with other libraries. The library thus adds up to 100,000 books a year and hundreds of thousands of other specimens. It never throws anything away.

There are signs posted at the desks where borrowers draw books. They read, "If you do not receive your book within 15 minutes, please notify the window attendant." The average time is less than ten minutes.

"This is an archival library," Harold Ostvold, who heads the Reference Department, once told a visitor, "We attempt to preserve everything for ever. It's an ideal we can't hope to live up to but we do attempt to approximate it. And, we're constantly testing our own premises. We can test them by the use made of the library by scholars doing fundamental research and by the use made of the materials—both materials from different parts of the world and from different periods of time—that aren't available anywhere else." "It seems," he finished, "the premises stand up. If the library didn't match up, we would know."

The testing of the library's premises is carried on unremittingly, year in and year out, in the many challenges

from people representing every occupation and preoccupation known to man; for reasons that are sometimes frivolous; and with exciting results that are now and then, crucial to the welfare of the nation.

Use is piled upon use. Three years were spent in the library by Eliezer Ben Yehuda in the course of putting together his definitive, 16-volume Hebrew dictionary.

In the autumn of 1960, a few days after the election, The New York Times called the library to identify a book on President-elect Kennedy. Information determined quickly that it was a pre-publication copy of Richard E. Neustadt's *Presidential Power*.

A short time ago, the Consul General of New Zealand was being shown about the library by Mr. Ostvold when the two men ran into Marchette Chute, the historical novelist, in the Main Reading Room, "I hope you realize," said Miss Chute, who has written more than one fine book in the library, "You are in the most fascinating and the most wonderful institution in the country."

In the Theatre Collection, Curator George Freedley welcomed the Countess Bernadotte of Stockholm. She was looking for photographs of Eugene O' Neill for a biography of the playwright to be published in Sweden. She had been recommended to the library by the proprietors of a Swedish glassware shop on Madison Avenue.

At the same time Joseph P. Hudyma of Detroit, a retired cinematographer, was looking for material on the Russian motion-picture director, Dovzhenko. Hudyma had worked as a second cameraman under Dovzhenko in the 1920's and had revisited the Soviet Union as a tourist in 1960. He had asked for help by two writers working on a biography of Dovzhenko.

Down the hall, in the Slavonic Collection, Igor Rubach, a clerk for an auctioneer of rare stamps, was reading "The Fifty Year Jubilee of the Law School in Petersburg, 1885." "I have a law degree from that school," he said. He had left Russia in 1920, left Yugoslavia when communism arrived there and made his way to the United States eight years ago via Austria and Germany.

Across the hall, in Oriental, Professor Franz Rosenthal, the great authority on Semitic languages and author of *Ibn Khaldun*, *The Muqaddimah*, was writing a paper on "The Tale of Anthony the Hermit," a ninth-century Arabic work, to be presented at a meeting of the American Oriental Society.

Charles Brachelen Flood, a 31 year old novelist (*Tell Me, Stranger*, among others), emerged from the Frederick Lewis Allen Room, which accommodates a dozen or so writers in individual cubicles. Each gets a key to the room and the door is kept locked to outsiders.

Flood said he had been working in the room on a novel with a Revolutionary War background for a year and a half and was about done. "I have a strong, strong sense of security here," he said. "This is my office, my place of work. And the exchange of idea! Why, here I was working on the Revolution with James Flexner on one side of me and Broadus Mitchell on the other side. Mitchell was doing Alexander Hamilton; Flexner was writing a history of American painting. They helped me greatly."

Two floors above, Karl Kup put on his coat and got ready to leave his domain—Art and Architecture and Prints—for the day. "The satisfaction," he said, "does not come from the appreciation of the trustees—they take you on faith; it does not come from your friends—they

praise you too much. The satisfaction comes from the use of the material by the scholar."

BY GILBERT MILLSTEIN

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The New York Times Magazine.

CHAPTER XV

THE LENIN LIBRARY

To describe fully a day in the life of the Lenin Library would mean describing the thoughts and feelings of the 8,000 people who daily fill its rooms, the activities of a staff of over 2,000, and also a great deal of Research and publishing.

But let's just take a walk round the library, as I did the other day. Our guide—yes, there are guides in the Lenin Library—begins his story with the words; "The library contains over 200 miles of bookshelves." Very little has remained unchanged since the early days of the Rumyantsev Museum, as the library used to be called. The cases, where a few tens of thousands of books were kept, the bas-reliefs and inscriptions on the walls, some old furniture and the echoing vaulted cellars. All the rest has been completely renovated or rebuilt.

The library is no longer confined to one building. It occupies several blocks covering about seven and a half acres. In the old building, which is still one of the architectural ornaments of the capital, there are now four reading rooms for children and teen-agers. Altogether the library has twenty-two reading rooms, special rooms for research workers, for specialists in the natural, technical, physico-mathematical sciences and the humanities, for reading newspapers, periodicals, studying microfilms, manuscripts, rare books, maps, and so on.

In a few minutes a reader can receive any book, even,

say, one of the 5,000 volumes of the Chinese Encyclopaedia from the ninth floor. How is it done? A glance behind the scenes of the library brings to mind a large modern factory—the electric railway, the cablecars, moving belts, electric lifts, control panels, providing communication and transport between the various department.

First of all we come to the collecting department.

Sacks, crates and parcels of literature arrive here in a steady stream. Some of them are the books that the government requires every Soviet publishing house to supply to the Lenin Library. The rest consists of editions that have been bought or received on an exchange basis.

The books are registered, get their "passports" and a place in the catalogue. The next thing to be decided is which new books are of interest to the general public and whether additional copies should be ordered.

To-day the library received about 1,500 books and 6,000 newspapers and periodicals, Soviet editions and books from abroad. From the United States come a 30-Volume encyclopaedia and an atlas for diplomats from France, a volume of the hitherto unpublished letters of Diderot, from Switzerland, a handbook on international aviation and astronautics.

Naturally I wanted to visit the department the library staff call the "foreign ministry"—the book-exchange department. Among the 830 books ready for dispatch there was a selection of bibliographic data and works on physics for the United States, literature on astronomy and astrophysics for Brazil, and large consignments of Soviet books in English and French for Ethiopia.

I learned that the University of Minnesota (USA) had asked for the magazines "Culture and Life", "Hydro-

technical Construction", and the "Proceedings of the All-Union Geographical Society," that a German research Society had just acknowledged receipt of the magazine "Sibirskiya Ogni" and the book "Labour and Wages". A London publishing firm had written to say that it would like to arrange a regular book exchange with the library.

And here is another letter from India. From the Library of Mohkompore.

"Since our library is poor," the letter runs, "and there are no books of your country . . . kindly send us, as a gift books on Science, art, culture and politics."

After a short discussion it was decided to give our Indian friends all possible help free of charge.

The day's work is a busy one in the bibliographic information department. Hundreds of written and oral questions are answered, dozens of requests from all parts of the country dealt with. While I was there the staff of the department compiled a list of books on the uses of cybernetics in medicine, found a map of the distribution of "Pravda" drawn on Lenin's instructions by Krupskaya in 1913, and looked up the translation of the Hippocratic Oath.

The library printers are at work on a publication that is awaited impatiently in many countries—the first volume of the definitive catalogue of Russian books of the 18th Century.

During his trip round the library the curious visitor may also view the restorations department and inspect the chemical, mycological and other laboratories where "ailing" books are restored to health and youth. In the music department he can hear unique recordings.

At 10.30 p.m. the stillness of the reading rooms is

broken by a bell ; time to hand in the books. In half an hour the empty rooms will be in darkness. People will make their way home. Who knows how many new ideas have occurred to those who use the Soviet Union's best and biggest library, how many new lines have been added to scientific works, how much joy people have received from being with that good companion-books.

By Y. GORIN

APPENDIX

THE MODERN PUBLIC LIBRARIES ACT, 1948 (MADRAS ACT XXIV OF 1948)

(Received the assent of the Governor-General on the 29th January 1949 first published in the Fort. St. George Gazette on the 8th February 1949).

(For statement of Objects and Reasons, see Fort St. George Gazette, Part IV-A, dated the 9th December, 1947, page 572, for proceedings in the Assembly, see Madras Legislative Assembly Debates, Volume IX, pages 599,607,619 to 642, Volume XVI, pages 686 to 719 ; for Report of the Select Committee, see Appendix at pages 749-757 of the Madras Legislative Assembly Debates, Volume XVI ; for proceedings in the Council see Madras Legislative Council Debates, Volume XIX, pages 619-630; for Act, see Fort St. George, Gazette, Part IV-B, dated 8th February, 1949, pages 21 to 28)

An act to provide for the establishment of public libraries, in the Province of Madras and the organisation of a comprehensive rural and urban library service therein.

Whereas it is expedient to provide for the establishment of public libraries, and the organisation of a comprehensive rural and urban library service, in the Province of Madras, it is hereby enacted as follows :

PRELIMINARY

1. *Short title, extent and commencement*—(i) This Act may be called the Madras Public Libraries Act, 1948.

(ii) It extends to the whole of the Province of Madras.

(iii) This section shall come into force at once ; and the rest of this Act shall come into force on such date as the Government may, by notification, appoint.

2. *Definitions*—In this Act, unless there is anything repugnant in the subject or context—

(i) 'aided library' means a library declared by the Director to be eligible for aid from the Government ;

(ii) 'Director' means the Director of Public Libraries appointed under section 4 ;

(iii) 'district' means a revenue district ;

(iv) 'Government' means the Provincial Government ;

(v) 'notification' means a notification published in the FORT ST. GEORGE GAZETTE ;

(vi) 'prescribed' means prescribed by rules made under this Act ;

(vii) 'province' means the Province of Madras ;

(viii) 'public library' means a library established or maintained by a Local Library Authority, and includes the branches and delivery stations of such a library ; and

(ix) 'year' means the financial year.

THE PROVINCIAL LIBRARY COMMITTEE

3. *Provincial Library Committee and its functions*—(i) A Provincial Library Committee shall be constituted by the Government for the purpose of advising them on such matters relating to libraries as they may refer to it.

(ii) The Committee shall be constituted in such manner, and shall exercise and perform such other powers and duties as may be prescribed.

THE DIRECTOR AND HIS DUTIES

4. *Appointment and duties of a Director*—The Govern-

ment shall appoint a Director of Public Libraries for the Province, and he shall, subject to their control—

(a) manage the central library, being a library constituted by the Government as the central library or an existing Government library recognised by them as the central library, together with the branches of such library ;

(b) superintend and direct all matters relating to public libraries ;

(c) declare, in accordance with the rules made under this Act, what libraries are eligible for aid from the Government and superintend and direct all matters relating to such libraries ;

(d) superintend and control the work of all Local Library Authorities under this Act ;

(e) submit to the Government every year a report on the working of libraries under this Act in the previous year ; and

(f) perform such other duties and exercise such other powers as are imposed or conferred by this Act or the rules made thereunder.

5. *Constitution of Local Library Authorities*—(1) For the purpose of organising and administering public libraries in the Province, there shall be constituted Local Library Authorities, one for the city of Madras and one for each district.

(2) The Local Library Authority for the City of Madras shall consist of—

(a) three members elected by the Corporation of Madras ;

(b) eight members nominated by the Government, of whom—

(i) three shall be office-bearers of libraries situated in

the City of Madras and recognised in this behalf by the Government,

(ii) two shall be headmasters or head-mistresses of high schools in the City of Madras, and

(iii) one shall be the principal of a college in the city of Madras ;

(c) the holder for the time being of an office which the Government may, from time to time, specify in this behalf.

(3) The Local Library Authority for each district shall consist of—

(a) ten members nominated by the Director of whom—

(i) three shall be office-bearers of libraries situated in the district and recognised in this behalf by the Government, and

(ii) five shall be headmasters or head-mistresses of high schools or principles of colleges in the district ;

(b) one member elected by the district board, and where there are two or more district boards in the district, one member elected by each such district board ;

(c) such number of members as may be elected by the presidents of the panchayats in the district, the presidents of the panchayats in each taluk electing one member ;

(d) such number of members as may be elected by the municipal councils in the district, each municipal council electing one or more members in accordance with the following scale :

<i>Municipalities with population</i>	<i>Number of members:</i>
Not exceeding one lakh	One
Exceeding one lakh but not exceeding two lakhs	Two
Exceeding two lakhs	Three

(e) the holder for the time being of an office which the Government may, from time to time, specify in this behalf.

(4) The member referred to in clause (c) of sub-section (2) or in clause (c) of sub-section (3), as the case may be, shall be the Secretary of the Local Library Authority concerned.

(5) Every Local Library Authority shall elect one of its members to be its Chairman.

(6) Subject to the provisions of sub-section (8), the term of office of a nominated or elected member of a Local Library Authority shall be three years from the date of nomination or election, as the case may be.

(7) A vacancy in the office of a nominated or elected member of a Local Library Authority occurring otherwise than by efflux of time shall be filled by nomination or election in accordance with the provisions of sub-section (2) or sub-section (3), as the case may be, and the person nominated or elected to fill the vacancy shall, subject to the provisions of sub-section (8), hold office only for the remainder of the term for which the member whose place he takes was nominated or elected.

(8) A member nominated in his capacity as the holder of a particular office shall, if he ceases to be the holder of that office, cease to be a member of the Local Library Authority.

(9) No act of Local Library Authority shall be deemed to be invalid by reason only of the existence of any vacancy in, or any defect in the constitution of, that Authority.

(10) Members of Local Library Authorities shall be eligible for re-nomination or re-election.

6. *Incorporation of Local Library Authorities*—Every

Local Library Authority shall be body corporate, by the name of the area for which it is constituted, shall have perpetual succession and a common seal and shall be vested with the capacity of suing or being sued in its corporate name, of acquiring, holding or transferring property, movable or immovable, of entering into contracts and of doing all things necessary proper or expedient for the purposes for which it is constituted.

7. *Executive Committees and Sub-Committees of Local Library Authorities*—(i) A Local Library Authority may appoint an executive committee consisting of such number of its members, not exceeding seven, as it may deem fit and delegate to such committee all or any of its power of duties under this Act.

(ii) A Local Library Authority may also from time to time appoint sub-committees to enquire into and report or advise on any matters which it may refer to them.

8. *Schemes to be submitted by Local Library Authorities*—(i) As soon as possible after a Local Library Authority is constituted, and thereafter as often as may be required by the Director, every Local Library Authority shall, and whenever it considers it necessary so to do a Local Library Authority may, prepare for establishing libraries and for spreading library service within its area and submit it to the Director of sanction. The Director may sanction it with such modification and additions, if any, as he may think fit and the Local Library Authority shall give effect to the scheme as so sanctioned by him.

(ii) The Director may suo motu or on application by the Local Library Authority concerned modify any scheme sanctioned under sub-section (1) or replace it by a new scheme.

9. *Powers of Local Library Authorities*—A Local Library Authority may—

(a) provide suitable lands and buildings for public libraries and also the furniture, fittings, materials and conveniences requisite thereof ;

(b) stock such libraries with books, periodicals, newspapers, maps, works and specimens of art and science, lantern slides, cinema reels and any other thing suitable for their purpose ;

(c) employ from time to time such staff as it considers necessary, for such libraries ;

(d) with the previous sanction of the Government close or discontinue any public library or change the site thereof ;

(e) with the previous sanction of the Government, accept any gift or endowment for any purpose connected with its activities ;

(f) provide for lectures and the holding of classes ; and

(g) in general, do everything necessary to carry out the provisions of this Act.

10. *Vesting of properties in Local Library Authorities*—All property, movable, and immovable, acquired or held for the purpose of any public library in any area shall vest in the Local Library Authority of that area.

11. *Regulations by Local Library Authorities*—(1) Subject to the provisions of this Act and the rules made thereunder, a Local Library Authority may make regulations generally to carry out the purposes of this Act, and without prejudice to the generality of this power, such regulations may provide for—

(a) the admission of the public to public libraries in its area on such conditions and on payment of such fees as it may specify ;

(b) requiring from persons desiring to use such libraries any guarantee or security against injury to, or misuse, destruction or loss of the property of such libraries;

(c) the manner in which the property of such libraries may be used and the protection of such property from injury, misuse, destruction, or loss ; and

(d) authorizing its officers and servants to exclude or remove from any such library any person who contravenes or fails to comply with the provisions of this Act or the rules or regulations made thereunder.

(ii) The Government may, in their discretion, modify or cancel any regulations made by a Local Library Authority under sub-section (1).

Provided that before modifying or cancelling any regulation, the Government shall give the Local Library Authority concerned a reasonable opportunity to make its representations in the matter.

FINANCE AND ACCOUNTS

12. *Library Cess*—(i) (a) Every Local Library Authority shall levy in its area a library cess in the form of a surcharge on the property tax or house tax levied in such area under the Madras city Municipal Act, 1919, the Madras District Municipalities Act, 1920, or the Madras Local Boards Act, 1920, as the case may be, at the rate of six pies for every whole rupee in the property tax or house tax so levied.

(b) A Local Library Authority may, with the previous sanction of the Government and shall, if so directed by them, increase the rate specified in clause (a).

(ii) The cess levied under sub-section (1) shall be collected—

(a) in the City of Madras, by the Corporation of Madras ;

(b) in an area within the jurisdiction of a municipal council, by the municipal council ;

(c) in an area within the jurisdiction of a panchayat, by the panchayat ; and

(d) in an area in a district not included within the jurisdiction of a municipal council or a panchayat, by the district board

as if the cess were a property tax or house tax payable under the Madras City Municipal Act, 1919, or the Madras District Municipalities Act, 1920, or the Madras Local Boards Act, 1920, as the case may be and all the relevant provisions of the said Acts shall apply accordingly :

Provided that the Government may, by notification, direct that for the purposes of the collection of the cess aforesaid, the provisions of the Madras City Municipal Act, 1919, or the Madras District Municipalities Act, 1920, or the Madras Local Boards Act, 1920, as the case may be, shall apply subject to such modifications as may be specified in the notification.

(iii) The cess collected under sub-section (2) shall be paid to the Local Library Authority concerned by the Corporation of Madras, the municipal council, the panchayat or the district board, as the case may be.

13. *Library Fund*—(i) Every Local Library Authority shall maintain a fund called the 'Library Fund' from which all its expenses under this Act shall be met.

(ii) There shall be credited to the Library Fund the following sums, namely :

(a) the cess collected under section 12, sub-section (2) ;

(b) contributions, gifts, and income from endowments

made for the benefit of public libraries ;

(c) special grants which the Government may make for any specific purpose connected with libraries ;

(d) fees, fines and other amounts collected by the Local Library Authority under any rules or regulations made under this Act.

(iii) The Government shall contribute to the Library Fund maintained by every Local Library Authority other than the Local Library Authority for the City of Madras, a sum not less than the cess collected under section 12, sub-section (2).

14. *Maintenance of Accounts*—(i) An account shall be kept of the receipts and expenses of each Local Library Authority.

(ii) The account shall be open to such inspection, shall be subject to such audit, disallowance and surcharge and shall be dealt with in all other respects in such manner, as may be prescribed.

15. *Supersession or reconstitution of library Authorities*—Notwithstanding any provision in the Act, the Government may, in cases where they think it is necessary to do so, supersede or reconstitute any Library Authorities constituted under the Act:

Provided, however, the Government shall give notice to the Authority concerned together with the grounds on which they propose to supersede or reconstitute and shall consider any explanations that may be offered by such Authority.

REPORTS, RETURNS AND INSPECTION

16. *Reports and Returns*—Every Local Library Authority and every person incharge of a public or aided library shall submit such reports and returns and furnish such

information to the Director or any person authorized by him as the Director or the person authorized may, from time to time, require.

17. *Inspection of libraries*—The Director, or any person authorized by him may inspect any public or aided library or any institution attached thereto for the purpose of satisfying himself that the provisions of this Act and the rules and regulations thereunder are duly carried out.

RULES

18. *Power to make rules*—(i) The Government may, by notification, make rules consistent with this Act to carry out the purposes thereof.

(ii) In particular and without prejudice to the generality of the foregoing power, such rules may provide for—

(a) all matters required or allowed to be prescribed under this Act;

(b) the method of conducting the election of members to Local Library Authorities and all matters connected therewith;

(c) the matters to be included in the scheme referred to in section 8;

(d) the maintenance of the minutes of proceedings of Local Library Authorities;

(e) the publication of audited statements of the accounts of such Authorities and of the reports of the auditors; and

(f) a Library Grant-in-aid Code, regulating the Government's aid to, and the declaration, inspection and co-ordination by the Director of, aided libraries and the standards to be maintained by such libraries.

MISCELLANEOUS

19. *Amendments of the Press and Registration of books*

Act, 1867, in its application to the Province—The Press and Registration of Books Act, 1867, shall, in its application to the Province be amended as follows :

(i) In section 9, first paragraph, clause (a) (which relates to the delivery to the Government of copies of books by the printer of a press), for the words 'one such copy', "the words, five such copies" shall be substituted.

(ii) In the same section in the last paragraph, clause (i), for the words "a copy of the first or some preceding edition of which book has been delivered," shall be substituted.

(iii) In section II, for the first sentence, the following sentence shall be substituted, namely :

"Out of the five copies delivered pursuant to clause (a) of the first paragraph of section 9 of this Act, four copies shall be sent to the central library referred to in section 4, clause (a) of the Madras Public Libraries Act, 1948, and the fifth copy shall be disposed of in such manner as the Provincial Government may, from time to time determine."

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