# Government of Madras.

EDUCATIONAL DEPARTMENT.

*Recd.* } 1909. *Enclosures*

*Regd.* } *Spare copies*

**G.O., No. 290, 15th May. 1909.**

## Catalogue of Books.

Requesting the Superintendent, Government Press, to carry out, as far as possible, the orders with regard to the adoption of the typography of the Bengal catalogue in printing the — registered in this Presidency.

# Government of Madras.

EDUCATIONAL DEPARTMENT.

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GOVERNMENT OF MADRAS.

EDUCATIONAL DEPARTMENT.

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Read—the following papers :—

I

**G.O., No. 212, Educational, dated 6th April 1909.**

Abstract.—Requesting the Superintendent, Government Press, to follow closely the typography of the Bengal catalogue in printing the Catalogue of Books registered in this Presidency.

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II

*Office-note*—from T. Fisher, Esq., Superintendent, Government Press.
*To*—the Secretary to Government, Educational Department.
*Dated*—Madras, the 9th April 1909.
*No.*—Ref. 1181.

With reference to G.O., No. 212, Educational, dated 6th April 1909, issuing urgent orders for the typography of the Bengal lists to be followed in printing the Madras Catalogue of Books issued quarterly with the Gazette, particularly in the use of "antique" or thick type for vernaculars in titles when they precede the author's name and another kind when the title follows the name, the Superintendent, Government Press, submits that he cannot comply with this order unless the sanction of the Chief Secretary is obtained for the following :—

(1) An addition of Rs. 2,000 to the budget allotment of the Government Press for 1909–1910 for the purchase of vernacular types.

(2) Sanction to purchase types of local manufacture at a cost exceeding the prescribed maximum of Rs. 100.

(3) If the English type of the Bengal list is to be followed in size for a further budget allotment of Rs. 2,000 and permission to send a telegraphic indent to the Secretary of State for the type.

2. The Superintendent has already stated that he has followed the Bengal catalogue as closely as practicable with the materials available and more closely than is the case with the catalogues of the United Provinces or Punjab. Even in the matter of the width of the columns the latest Bengal and Bombay catalogues do not agree exactly and different styles of types are used for the title headings. A larger type is used for the vernacular names of books in Bombay, instead of antique, as desired by the Registrar of Books, Madras, and in some cases (such as Canarese), one size is used whether the title precedes or follows the author's name, probably because as in Madras it is expensive to have two kinds, while Bengal also appears to use different sizes of vernaculars instead of thick faces in some cases. In the United Provinces, Punjab, Burma and Madras no attempt is made to use different varieties of vernacular types. In the instructions issued from time to time about these catalogues I can find no request that two kinds of vernacular types are to be used. If I am allowed to use vernaculars of different *sizes* I can, by paying the compositors a higher rate for setting and "justifying" the type, use a large and small size for most of our vernaculars, but shall have to purchase type for Uriya and Sanskrit at least, and in some cases there will be unsightly gaps. If a thick or "antique" vernacular face must be used, which is desired by the Registrar specially for Madras and which will give a better appearance, then I shall have to purchase or make seven or eight founts, and in one or two cases I fear that the type will have to be designed. If I am allowed about 12 months, I can cut punches and make such type here out of my ordinary allotment, but as the order is marked urgent the materials will have to be purchased.



3. The English type in the Punjab catalogue is the same size as that used by us, but of old style face. In that of the United Provinces the type is two sizes smaller than in the Madras list and the same as we used two years ago, while Bombay and Bengal are both set in roman type one size smaller than that of Madras. Burma is of this size but of old style face. If exact uniformity is necessary in the few vernacular titles, it appears to be even more desirable in the main body of the catalogue. The Bengal size of type is rarely used here, but if a special allotment is given it can be purchased. As far as I am aware it is not available in India.

4. In view of the fact that the typography of no two provinces is exactly uniform, that our system for vernaculars is followed in the majority of the lists and that the Government of India has issued no instructions for two kinds ("thick" and ordinary) of vernacular types to be used, I submit that we should defer spending so much money on an apparently trivial matter till the other catalogues are printed in one style or until we are told that our style does not serve the purpose intended.

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**Order—No. 290, Educational, dated 15th May 1909.**

As the use of a thick antique vernacular type in printing the names of books which precede their description will improve the appearance of the catalogue, the Superintendent, Government Press, will be requested to carry out the orders in G.O., No. 212, Educational, dated 6th April 1909, as well as he can with the means at present at his disposal. Any special type which may be required to comply with these orders fully should be made gradually out of the ordinary allotment for the Press.

(True Extract.)

L. M. Wynch,
*Ag. Secretary to Government.*

To the Superintendent, Government Press.
,, Registrar of Books, with copies of Bombay and Bengal catalogues.

# NOTES CONNECTED WITH G.O., No. 290, EDUCATIONAL, DATED 15TH MAY 1909.

[SUBJECT.—*The question of following the typography of the Bengal catalogue in printing the catalogue of books registered in the Madras Presidency.*]

*Previous papers.*

| | | | | | |
|---|---|---|---|---|---|
| *G.O., No.* | 853, | *Edl., dated* | 26*th Dec.* | 1907. |
| ,, ,, | 582 | ,, ,, | 8*th Aug.* | 1908. |
| ,, ,, | 633 | ,, ,, | 4*th Sept.* | ,, |
| ,, ,, | 684 | ,, ,, | 1*st Oct.* | ,, |
| ,, ,, | 212 | ,, ,, | 6*th April* | 1909. |

*From the Superintendent, Government Press, dated* 9*th April* 1909, *No.* 1181.

Please see G.O., No. 212, Educational, dated 6th April 1909, and the notes therewith.

2. In that order, the attention of the Superintendent, Government Press, was drawn to the particular importance attached by the India Office to spacing and typography in the catalogue of books and to the desirability of the catalogues of the various Provinces being uniform in all respects, and he was requested to follow closely the typography of the Bengal catalogue in printing the catalogue of books registered in this Presidency.

*Cf.* letter from the Registrar of Books on page 2 of G.O., No. 212, Educational, dated 6th April 1909.

3. The only modification which the Superintendent of the Government Press was required by the above order to make in the typography of the catalogue was the use of two different types in printing the names of books in the vernacular character, as is done in the catalogues of Bombay and Bengal. At present, the names of books in the vernacular character, no matter in what places they occur, are printed in one and the same type in the Madras catalogue. In the Bombay and Bengal catalogues they are printed in two different types—in antique or thick types when the names of books precede the author's name and in another kind of type when they follow the author's name. In G.O., No. 212, Educational, dated 6th April 1909, the Superintendent, Government Press, was requested to follow this arrangement.

4. The Superintendent now states that he cannot comply with the above order unless the sanction of the Chief Secretary is obtained to the following :—

(1) An addition of Rs. 2,000 to the budget allotment of the Government Press for the purchase of vernacular types,

(2) sanction to purchase types of local manufacture at a cost exceeding the prescribed limit of Rs. 100, and

(3) a further allotment of Rs. 2,000 and permission to send a telegraphic order to the Secretary of State, if the English type of the Bengal catalogue is to be followed in size.

5. The Superintendent states that if he is allowed to use vernacular types of different *sizes*, he can by paying the compositors a higher rate for setting and "justifying" the type, use a large and small size for most of the vernaculars, but that he shall even then have to purchase type for Uriya and Sanskrit and that in some cases there will be unsightly gaps. If a thick or 'antique' vernacular face must be

used, which is desired by the Registrar of Books and *which will give a better appearance* then the Superintendent states that he shall have to purchase or make 7 or 8 founts and in one or two cases he fears the type will have to be designed and that if he is allowed about 12 months, he can cut punches and make the types required out of his ordinary allotment; but that, if the order is to be given effect to immediately, the materials will have to be purchased.

6. It is for consideration which of the two alternative courses suggested by the Superintendent, Government Press, may be adopted. The file may, in the first instance, be sent to the Director of Public Instruction u.o. with the request that he will obtain the views of the Registrar of Books on the suggestions made by the Superintendent, Government Press.

T.K.—3-5-09.

K. Rangaswami Aiyangar—3-5-09.

All that the Superintendent, Government Press, was asked to do was to follow the Bengal catalogue closely. It is not necessary for him to spend a great deal on type, etc., I think he may be told to print the catalogue as nearly as possible like the Bengal catalogue and if he finds any striking differences, to do the best he can in course of time. It is not a matter of such great urgency. India are particular about the similarity of the catalogues but any changes can be made gradually. Superintendent, Government Press, may see the file u.o.

C. A. Souter—4-5-09.

I never saw the Government Order of 6th April 1909 which should not have issued without consulting the Superintendent, Government Press.

I don't know what the matter in dispute is exactly, but it seems the veriest trifle, not worth spending money over. Show please on a catalogue what is meant.

A. Butterworth—5-5-09.

A copy of the Madras catalogue is submitted and attention is solicited to entries Nos. 311 and 312 on page 194. In entry No. 311 the author's name is entered first and the name of the book in the vernacular, follows the author's name. In entry No. 312 the name of the book is entered first in the vernacular as the book has no real author or the author's name is unknown. This is in accordance with the instructions of the Government of India—*vide* G.O., No. 796, Educational, dated 1st December 1908.

2. In the Bombay and Bengal catalogues the names of the books which have no real authors and which are in consequence entered first in the catalogue, are printed in antique or thick type as distinguished from the types in which the names of books which follow the author's names are printed. In G.O., No. 212, Educational, dated 6th April 1909, the Superintendent, Government Press, was requested to follow this arrangement.

T.K.—6-5-09.

K. Rangaswami Aiyangar—10-5-09.

The matter is a small one and the Superintendent, Government Press, may be asked to carry out the orders as well as he can with the means he has got. He may in time be able to carry them out completely.

C. A. Souter—10-5-09.

The use of a thick antique vernacular face for use in printing names of books which precede the description would certainly be an improvement, but there is no hurry about and certainly no need to incur the expense of buying special types.

The Superintendent, Government Press, can make the type required out of his ordinary allotment.

L. M. Wynch—11-5-09.



Draft submitted for approval. It may be sent to the Public Department u.o. for acceptance.

T.K.—12-5-09.

K. Rangaswami Aiyangar—12-5-09.

C. A. Souter—12-5-09.

*To the Public Department.*

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Public Department.

The draft may be accepted in Public.

C. S. Simpson—13-5-09.

Accepted.

A. Galletti—13-5-09.

*To the Educational Department.*

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Educational Department.

Issue.

L. M. Wynch—15-5-09.

[G.O., No. 290, Educational, dated 15th May 1909.]

Educational Department.

Read again--

G.O.No.212, Edl., dated 6th April 1909.

Also letter from the S.G.P., No.1181, dated 9th April 1909.

ORDER: W. 290 d/15-5-09
P.S.

As the use of a thick antique vernacular type in printing the names of books which precede their description will improve the appearance of the catalogue, the Superintendent, Government Press, will be requested to carry out the orders in G.O.No.212, Educational, dated 6th April 1909, as well as he can with the means at present at his disposal. ~~The~~ Any special type which may be required to comply with these orders fully should be gradually made out of the ordinary allotment for the Press.

7.R.
12.5.09

12.5.09

To the Supt., Govt, Press.

" Registrar of Books.
with copies of Bombay & Bengal catalogues.

1,500—10-8-08.

# PRESS SLIP.

**ORDINARY.** **PREFERENCE.** **URGENT** (*a*).

EDUCATIONAL / LEGISLATIVE DEPARTMENT.

GOVERNMENT ... RECEIVED MAY 1909 MADRAS

Current No....., dated.....190 .

G.O., No. 290, dated 15th May 1909.

Number of MS. pages sent { (*b*) Correspondence including order or orders; (*b*¹) Notes.....

Docket. Catalogue of Books — Requesting the Superintendent Govt Press to carry out as far as possible the orders with regard to the adoption of the typography of the Bengal catalogue in printing the — registered in the Press.

| Number (*c*) of copies required when struck off (*not including copies for volumes and editors' table which are retained in the Press*). | Complete Correspondence and orders. | Notes |
|---|---|---|
| **For Record.*** | | |
| Madras Records ... ... ... ... | 30 | 15 |
| Ooty Records ... ... ... ... | 3 | 3 |
| For filing with original ... ... ... | 1 | 1 |
| Total ... | 34 | 19 |

**For Issue.†**

| | Letter only. | Complete G.O. | (*b*) Special issue copies of G.O. No. | Papers. | Notes. |
|---|---|---|---|---|---|
| Signature copies | | | | | |
| India Office | | | | | |
| Govt. of India ... Dept. | | | | | |
| Public Department | | | | | |
| Judicial Department | | | | | |
| Financial Department | | | | | |
| Revenue Department | | | | | |
| Public Works Department | | | | | |
| Local and Municipal Department | | | | | |
| ... Dept. | | | | | |
| Total ... | | | | | |
| **Spare copies.** | | | | | |
| The Director of Public Instruction | | | | | |
| The Comr. for Govt. Examinations | | | | | |
| The Superintendent, Govt. ~~Museum~~ Press | | 3 | | | |
| The Surgeon-General | | | | | |
| The Accountant-General | | | | | |
| The Collector of | | | | | |
| The P. D. B. | | | | | |
| The Registrar of Books | | 3 | | | |
| The | | | | | |
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| The | | | | | |
| Total ... | | | | | |

* Copies distributed on.....*(Press Clerk.)

† Copies distributed on.....*(Despatcher.)

* *To be initialled and dated.*

## INSTRUCTIONS FOR THE SECRETARIAT.

(*a*) If a paper is marked to be printed urgently, the Superintendent of the section concerned should sign the Press slip. The Superintendent should exercise a careful discretion in the matter.

(*b*) Each letter, memorandum, or order, or set of orders, in the file of correspondence should be headed in succession with the Roman numeral I, II, III, etc., the number being written in red ink or blue chalk above the item. The particular papers to be printed in the special issue-copies should be indicated by the Roman numeral (I, II, etc.) by which that item has been headed in the correspondence file. All matter, including marginal remarks or references, to be printed should be written in ink and matter which should not be printed should be encircled. Initials and signatures that are not quite legible should be re-written distinctly.

(*b*¹) For rules regarding printing of notes, see the rules in G.O., No. 1220, Public, dated 30th November 1900.

(*c*) The number of copies and the details of distribution should be filled in by the Superintendent or Referencer concerned.

(*d*) In the absence of special instructions to the Press to keep matter standing for a specified period, ordinary papers of 8 pages and under will be kept standing for *one* week, and larger papers for *two* weeks only. *The type of notes and of all confidential papers is distributed immediately after striking.*

(*e*) This slip, properly and completely filled in, should accompany every paper sent to Press; it will be returned by the Press when proofs are furnished; it should be sent to the Press when a call is made for revised proofs or when a corrected proof is sent for striking. When finally returned by Press it should be filed with the original order or letter.

## INSTRUCTIONS FOR THE PRESS.

(*a*) If, in the opinion of the Superintendent of the Press, a paper has been marked urgent unnecessarily, he should send the Press slip to the Deputy Registrar with a remark to that effect.

(*b*) Unless a note to the contrary is made against the matter, pencil entries should not be printed. The Superintendent of the Press may bring to the notice of the Deputy Registrar any instance of incomplete or careless editing.

(*c*) Signature copies of letters to the Secretary of State or to the Government of India should be printed on hand-made paper.

(*d*) This slip should be returned by the Press to the Secretariat when proofs are furnished; it will be sent back to the Press when proofs are returned corrected and should be finally returned to the Secretariat when struck-off copies are supplied.

(*e*) The names of the Secretary and Members should be printed in full when they occur on the right hand side, but only the first time when they appear on the left side, the initials alone being printed later.

P.T.O.

TO PRESS, MADRAS.
OTY.

| A | B | C |
|---|---|---|
| Please send proof in triplicate. The papers have been carefully edited. | Proof returned corrected. Please strike off and send number of copies as indicated. | As the matter is clear manuscript and has been carefully edited, (b) proof need not be sent. Please print and supply number of copies as indicated. |
| | Type may be released after usual interval / at once. | Type may be released after usual interval. |
| | | Gos notes - Proof not required. |
| .....Clerk. | .....Clerk. | CJ 17/5/09 .....Clerk. |
| .....Supdt. | .....Supdt. | CW 17/5/09 .....Supdt. |

(b) Three copies of proof of all notes should be sent for approval, except when instructions are given to the contrary.

SPECIAL INSTRUCTIONS.

TO BE FILLED IN BY THE PRESS.

| Diary. | | Initials of Press official. |
|---|---|---|
| Received in Press on | 18/5/09. | [illegible] |
| First proof furnished on | | |
| Call for revised proof received on | | |
| Revised proof furnished on | | |
| Corrected proof received for striking on | | |
| Final copies supplied on | 25/5/09 | [illegible] |

| Account of copies. | Complete copies. | Notes. | Issue copies. |
|---|---|---|---|
| Supplied to Secretariat for Record | 34 | 19 | |
| " " " Issue | 7 | — | |
| For Volumes | 16 | — | |
| For E. T. | 2 | | |
| Total | 50 | 19 | |