

Government of Madras.

EDUCATIONAL DEPARTMENT.

Recd.

Regd.

} 1912.

Enclosures

Spare copies

G.O. No. 54, 20th January 1912.

Connemara Public Library.

Prescribing certain rules to be observed in future in regard to the loan of books to the Secretariat Departments from the —.

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GOVERNMENT OF MADRAS.

EDUCATIONAL DEPARTMENT.

READ—the following papers:—

I

G.O. Mis. No. 310, Educational, dated 19th May 1896.

ABSTRACT.—Approving, subject to certain emendations, the rules for the Connemara Public Library.

II

Letter—from J. R. HENDERSON, Esq., M.B.C.M., F.L.S., Principal Librarian, Connemara Public Library, Madras.

To—the Secretary to Government, Educational Department.

Dated—the 20th May 1911.

No.—135 C.

I have the honour to address Government regarding the loss of certain books belonging to the Connemara Public Library which had been sent to the Chief Secretariat for reference.

2. The books in question and the dates on which they were lent to the Chief Secretariat are noted below:—

- | | | |
|--|-------|---------------------|
| (1) "Dowson: Classical Dictionary" | | 16th February 1903. |
| (2) "Lane-Poole: Mediaeval India" | | 29th April |
| (3) "Parameswaram Pillai: Representative Indians" | | 22nd March 1904. |
| (4) "Baldæus: True and Exact Description of the most celebrated of the East India Coasts of Malabar, etc." | | 29th August 1908. |

Reminders were sent for these books from time to time; and in reply to one, dated 15th May 1909, I was informed that the first three books would be returned "as soon as they become available" and that the last was "in constant use by the Under Secretary" and would be returned in two or three months—*vide* letter from the Registrar, Chief Secretariat, O.P. No. 355-2, dated 15th January 1910. As the books had not been returned up to July last, I then sent a further reminder, with reference to which I was informed that in spite of careful search they were not forthcoming, but that if by any chance they were thereafter found, they would be returned to this library—*vide* letter from the Registrar, Chief Secretariat, No. 355-3, dated 28th July 1910. I then addressed a further communication to this officer pointing out, with reference to previous correspondence, that the books appeared to have been lost subsequent to his letter of the 15th January 1910 and suggested that further enquiries might be made as to the circumstances in which they had disappeared in view to their cost being recovered from the officers responsible for their loss. In reply to this communication I was informed in January last that no trace of the first three books, which had been obtained from this library so long ago as 1903, could, in spite of careful search, be found and that it was impossible to say at this distance of time what had become of them. As regards Baldæus' book, it was added that a reference was being made to Mr. A. Galletti, I.C.S., for whom it had been obtained and that, on receipt of his reply, a further communication would be made to me—*vide* Public Department Memorandum No. 87-1, dated 6th January 1911. I was eventually informed in April last that Baldæus' book was last used by Mr. Galletti in January 1910 when he was Under Secretary to Government, that its whereabouts after that date were not known, that Mr. Galletti who was referred to stated that it was not in his possession, and that it was not traceable in the Chief Secretariat office, although a careful search had been made—*vide* Chief Secretariat Memorandum No. 84, dated 27th April 1911.

3. The loss of the three books noted in the margin is not of much moment, but Baldæus' "True and Exact Description of the most celebrated of the East India Coasts of Malabar, etc." is an old work (published in 1672) of which copies are scarce and it is therefore difficult to replace. It is much to be regretted that greater care was not taken of a book which had formed the subject of correspondence between this library and the Chief Secretariat and in regard to which a definite undertaking was given in January 1910 that it would be returned in two or three months. As the book is a rare one, I have the honour to request that Government will be pleased to direct that a further and careful search be made for it both by Mr. Galletti and in the Chief Secretariat.

4. In this connection I have the honour to submit, for the consideration and orders of Government, the question of the procedure to be followed in the matter of the loan of books from the Connemara Public Library to the Secretariat. There are very frequent calls from one department or another, but chiefly the Public Department, for books from this library. These requisitions are usually sent by the Librarians of the several Secretariat Departments or the Superintendents in charge of sections, and it has been the practice hitherto to comply with them. I beg to submit that it should be made a rule that all such requisitions should in future issue from the Librarian in charge of the Secretariat Library, and that this officer should be required to maintain a register of books thus borrowed and be made responsible for their return to this library in due course. I would also submit that it appears desirable that a maximum period, preferably a month, for which books might be detained at the Secretariat should be laid down. In the first week of each quarter a statement of books lent and not returned up to date would be sent from this library to the Registrar, Chief Secretariat, for verification and return, with an explanation in the case of any books outstanding for more than a month. This would enable both this library and the Secretariat to keep a check on books borrowed by the latter and ensure their due return.

5. I have the honour to add that no special restrictions are called for in regard to books borrowed by other public offices as such cases are rare and the requisitions are usually complied with only on receipt of a formal application from the head of the office or some responsible subordinate officer.

III

Letter—from J. R. HENDERSON, Esq., M.B.C.M., F.L.S., Principal Librarian, Connemara Public Library, Madras.

To—the Secretary to Government, Educational Department.

Dated—the 17th October 1911.

No.—289 C.L.

I have the honour to invite attention to my letter No. 135 C.L., dated 20th May 1911, regarding the loss of certain books lent to the Chief Secretariat and to request that Government will be pleased to pass early orders thereon.

IV

Letter—from J. R. HENDERSON, Esq., M.B.C.M., F.L.S., Principal Librarian, Connemara Public Library, Madras.

To—the Secretary to Government, Educational Department.

Dated—the 16th January 1912.

No.—23 C.L.

I have the honour to invite attention to my letter No. 135 C.L., dated 20th May 1911, regarding the loss of certain books lent to the Chief Secretariat and to request that Government will be pleased to pass early orders thereon.

Order—No. 54, Educational, dated 20th January 1912.

The Government regret that, notwithstanding prolonged search, the books mentioned in paragraph 2 of the Principal Librarian's letter No. 135 C.L., dated 20th May 1911, cannot be traced.

2. The procedure laid down in the following rules will, in future, be observed in regard to the loan of books to the Secretariat Departments from the Connemara Public Library.

(i) Books should be obtained from the Connemara Library by the Librarian of the Secretariat Department concerned on a requisition passed by a Gazetted officer specifying the current for which the books are required, or, where there is no current, the purpose for which they are wanted.

(ii) All books so received from the Connemara Library should be entered in a register by the Secretariat Librarian concerned, who will personally verify the existence of the books once a month until they are returned to him.

(iii) The Principal Librarian, Connemara Library, should send a quarterly list of books outstanding against each Secretariat Department to the Librarian concerned, who will note the explanation in the case of each item why it is still outstanding. The list, with this explanatory note endorsed on it, will be returned to the Connemara Library under the signature of a Gazetted officer.

(True Extract.)

L. DAVIDSON,
Ag. Secretary to Government.

To the Superintendent, Government Museum.
,, Departments of the Secretariat with copy of notes.

EDUCATIONAL DEPARTMENT.

NOTES CONNECTED WITH G.O. No. 54, EDUCATIONAL, DATED
20TH JANUARY 1912.

[SUBJECT.—*Rules for obtaining loan of books from the Connemara Library.*]

From the Principal Librarian, Connemara Public Library, dated 20th May 1911, No. 135.

CHIEF SECRETARIAT.

The letter (read above) from the Principal Librarian, Connemara Public Library, is in consequence of Memorandum No. 84, dated 27th April 1911, regarding the loss of a book (Balden's True and Exact description of the most celebrated of the East India Coasts of Malabar, &c.) apparently by Mr. Galletti for whose use it was obtained from the Connemara Library when he was Under Secretary to Government. Attention is solicited to Under Secretary's (Mr. Mascarenhas') note on page 30 of Memorandum No. 84, dated 27th April 1911. The Connemara Library do not press for the return of the book, but request that a further and careful search may be made for it. A careful search has again been made in the office with no better result and it is not likely that it will be forthcoming with Mr. Galletti as he has already

* *Vide his demi-official, dated 8th January 1911, on page 17 of Memorandum No. 84, dated 27th April 1911.*

* intimated that the book is not to be found with him. The Connemara Library has, therefore, only to be told again that the book is not to be found.

2. The Principal Librarian, Connemara Public Library, suggests, in this connection, that in future it should be made a rule that requisition from the several Secretariat offices for the loan of books from the Connemara Library should be sent through *one* responsible officer—the Librarian of the Secretariat Library instead of by all and sundry as is now the practice, and that this officer should be required to maintain a register of books thus borrowed and be made responsible for the return of the books in due course. This proposal, according to which every requisition for a book from the Connemara Library, from whatever department of the Secretariat arising, should pass through the Librarian of the Secretariat Library to whom and to whom alone the Connemara Library should look for the due return of the book, besides involving delay, will be unworkable in practice as it will be impossible for the Librarian of the Secretariat Library to have any control over the books supplied to other departments of the Secretariat. The difficulty will be most felt in regard to the Public Works Department office at Madras which is situated in separate buildings altogether, away from the other Secretariat offices in the Fort. It may relieve the Connemara Library of a lot of worry in connection with the lending of these books because they have only to ask one man for the books lent and to hold him responsible if he does not return in due time, but it only transfers to the Librarian of the Chief Secretariat Library all the worry and trouble which the Connemara Library experiences in the matter of lending books. The Librarian of the Secretariat Library has his own difficulties in the matter of books lent from the Secretariat Library and to saddle on him responsibilities for the books of the Connemara Library would result in no advantage so far as the safety of books is concerned beyond relieving the Connemara Library of *their* responsibility. Instead of the rule proposed by the Librarian of the Connemara Public Library it may, perhaps, be laid down that requisitions for books required by any Secretariat Department from the Connemara Library should pass through the Librarian of that department to whom the books can be supplied by the Connemara Library and whom they can hold responsible for the due return of the books. The Librarian of the Secretariat Department concerned can issue these books to the officers or clerks in that department requiring them just as he does the books in his own library. As proposed by the Connemara Library he can keep a

register in which to enter all books borrowed from the Connemara Library and he can be made responsible for their due return. He may issue fortnightly reminders for books supplied to officers and clerks under this arrangement and which may be outstanding with them, say, for more than a month. So far as the Chief Secretariat is concerned a register of books borrowed is already maintained by the Librarian and as there are no orders that the Librarian alone should get the books from the Connemara Library and as each Superintendent gets whatever books he wants direct from that Library the register which is maintained by the Librarian contains only books obtained through the medium of the Librarian and not those which are obtained direct by Superintendents and clerks. If the rule proposed above be adopted, this unsatisfactory arrangement can be put an end to and all books will pass through the Librarian who can be made responsible for their due return. For orders whether this arrangement may be sanctioned in preference to the one proposed by the Librarian of the Connemara Library.

3. Finally, the Librarian of the Connemara Library suggests that a maximum period, preferably a month, for which books might be detained at the Secretariat should be laid down and that he should be permitted to send in the first week of each quarter a statement of books lent from the Connemara Library to the Secretariat offices and not returned up to date, to the Registrar of the Chief Secretariat for verification and return with an explanation in the case of any books outstanding for more than a month. The first proposal seems impracticable in working and the second seems sound and may, perhaps, be adopted with modification, however, that the statement should be sent for verification to the Registrar of the department of the Secretariat to which the books were supplied instead of to the Registrar of the Chief Secretariat in all cases, as proposed by the Librarian. If the other departments agree to the above proposals the requisite orders have to be issued in the Educational Department as the Connemara Library is under that department.

For orders.

M.V.V.—12-7-11.

Though dated 12th July 1911, this note was not submitted to me till the 5th of September, though the General Superintendent was told to discuss the subject personally with me. I have laid the case aside until I could enquire into matters on the spot in Madras. It seems impossible now to attach responsibility for the loss of the "Baldens" to any particular person.

2. The existing procedure with regard to the requisitioning of books from, and their return to, the Connemara Public Library is very unsatisfactory. The best plan appears to be to make rules as follows:—

(1) Books should be obtained from the Connemara Public Library only by the Librarian of the Secretariat Department concerned on a requisition passed by a

This is the procedure with regard to Secretariat records required by another department. C. REILLY, gazetted officer, specifying the "current" for which the books are required, or where there is no "current" the purpose for which they are wanted.

(2) Books should, on receipt from the Connemara Library, be entered in a register by the Librarian of the Secretariat concerned, who should personally verify the existence of the book once a month until it is returned to him.

(3) The Principal Librarian, Connemara Library, should send a quarterly list of books outstanding against each Secretariat department to the librarian concerned, who should explain against each item why it is still outstanding. The list should be returned to the Connemara library after it has been passed by a gazetted officer. (* This in the Chief Secretariat may be the Registrar.)

Other departments may be asked if they agree to the above.

C. REILLY—16-11-11.

H. A. STUART—23-11-11.

To the Revenue Department,

REVENUE DEPARTMENT.

The suggestions of the Registrar, Chief Secretariat, above may be accepted and the file passed on un-officially to Local and Municipal Department.

S.P.—28-11-11.

N.C.—29-11-11.

Yes.

J. T. GWYNN—1-12-11.

To the Local and Municipal Department.

LOCAL AND MUNICIPAL DEPARTMENT.

The rules suggested by the Registrar, Chief Secretariat, may, it is submitted, be accepted.

2. No separate library is maintained in this department and the duties devolving upon the librarian under the proposed rules may perhaps be entrusted to the record-keeper.

Yes.

P. T. THARYAN—14-12-11.

3. As in the Chief Secretariat, the Registrar may be the officer passing the quarterly return of outstanding books, that may be received from the Connemara library.

B.A.—14-12-11.

A. HANUMANTHA RAO—14-12-11.

P. T. THARYAN—14-12-11.

M. S. MASCARENHAS—15-12-11.

To the Educational Department.

EDUCATIONAL DEPARTMENT.

If it is considered necessary that the Secretariat Departments should be permitted to obtain books from the Connemara Public Library, then the rules suggested by the Registrar, Chief Secretariat, may be accepted. But the safest course to adopt seems to be to rule that no books of the Connemara Library should be allowed to be removed from its premises. The inconvenience caused to the public by important books being removed from the library and detained in the Secretariat for months together may be better imagined than described.

T.K.—21-12-11.

A is a general question which may be considered later. For the present, the rules suggested in the Chief Secretariat may be accepted.

The Registrar, Local and Municipal, may be the officer passing the quarterly return of outstanding books for the Educational Department also.

R. SUNDARAM AIYAR—21-12-11.

It may be necessary at times to get books from the Library and the rules suggested by the Chief Secretariat may be accepted.

M. S. MASCARENHAS—22-12-11.

To the Public Works Department.

PUBLIC WORKS DEPARTMENT.

The suggestions of the Registrar, Chief Secretariat, on page 2 ante, may be accepted and the file returned to Public un-officially.

M.B.—4-1-12.

P.K.S.—4-1-12.

To the Public Department.

F. E. MORGAN—4-1-12.

No. 54, EDUCATIONAL, 20TH JANUARY 1912.

PUBLIC DEPARTMENT.

The orders have to issue in the Educational Department as the Connemara Library is under that department. The papers may now be transferred to that department who may be requested to furnish this department with a copy of these notes along with a copy of the order.

M.V.V.—5-1-12.

C. REILLY—6-1-12.

To the Educational Department.

EDUCATIONAL DEPARTMENT.

A draft is submitted for approval.

2. It is for consideration whether a rule may not be added that a book obtained from the Connemara Public Library should not ordinarily be detained in the Secretariat for more than a month.

T.K.—17-1-12.

This is also suggested by the Principal Librarian, Connemara Library: but it will not be possible in all cases to adhere to the rule. The rules framed in the Chief Secretariat may, it is submitted, be issued.

R. SUNDRAM AIYAR—19-1-12.

Yes.

L. DAVIDSON—20-1-12.

[G. O. No. 54, Educational, dated 20th January 1912.]

Educational Department

Again G.O. No. 310 Edl., dated 19-5-1896.

Current No. 82 of 1912, dated 8-1-12 from the Public Deptt U.O No. 2839-2,.

*abstract. subject to
approving, certain
certain amendments, the
rules for the
Connemara
Public Library*

not for E.T.

*best 1/4 in print
20/1/12*

Order :-
Press.

90% report that when the books are not traced, the books mentioned in para 2 of the Principal Librarian's letter No. 135 C.L. dated 20th May 1911 cannot be traced. are not trace-able. They should be taken to be placed.

2. The procedure laid down in the following rules will in future be observed in regard to the loan of books to the Secretariat Departments from the Connemara Public Library.

(i) Books should be obtained from the Connemara Library ~~only~~ by the Librarian of the Secretariat department concerned on a requisition passed by a Gazetted officer, specifying the current for which the books are required, or, where there is no current, the purpose for which they are wanted.

(ii) ~~all~~ ^{so recent} Books ~~should on receipt~~ ^{should} from the Connemara Library be entered in a register by the ~~Librarian of the Sectt.~~ ^{Secretariat} concerned, ~~who~~ ^{will} should personally verify the existence of the books once a month until they are returned to him.

(iii) ^{Principal Librarian,} The Connemara Library, should send a quarterly list of books outstanding against each Sectt. department to the Librarian concerned, who ~~should~~ ^{will note the explanation in the case of} explain against each item why it is

10

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with this explanatory
note enclosed in it will

is still outstanding. The list should
be returned to the Connemara Library
~~after it has been passed by a Gazetted~~
officer.

7/11
18.1.12
Re
19.1.12

LD.
20/11

Supdt. Govt. Museum
13/2/12
24/1/12

To the Supdt. Govt. Museum.

Depts. of the Secretariat with copy
of notes.

13/2/12

Current No., dated 190
G.O., No. 54, dated 1902.

Number of MS. pages sent { Correspondence including order or orders (b)
(b¹)
Notes.....

Docket. *Commemorative Public Library*
Prescribing certain rules
for the observance in future in
reference to the loan of books from the
Dept. sent for the

Number (c) of copies required when struck off (not including copies for volumes and editors' table which are retained in the Press).

FOR RECORD.*			Complete Correspondence and orders.	Notes
Madras Records	...	...	30	15
Ooty Records	...	...	3	3
For filing with original	...	...	1	1
Total			34	19

FOR ISSUE.†		Special issue copies of G.O.		Notes
Letter only.	Complete G.O.	No.	Papers.	
Signature copies.....		16		
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.		Special issue copies of G.O.		Notes
Letter only.	Complete G.O.	No.	Papers.	
The Director of Public Instruction.....				
The Comr. for Govt. Examinations.....				
The Superintendent, Govt. Museum.....				
The Surgeon-General.....				
The Accountant-General.....				
The Collector of.....				
The P. D. B.....				
The.....				
The.....				
The.....				
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The.....				
The.....				
The.....				
Total				

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.

(b¹) 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.

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

TO PRESS, MADRAS.
OOTY.

A
Please send proof in triplicate. The
papers have been carefully edited.

B
Proof returned corrected. Please strike
off and send number of copies as indicated.
Type may be released after usual interval
at once.

C
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.

.....Clerk.

.....Clerk.

.....Clerk.

.....Supdt.

.....Supdt.

.....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.....	2.5.11.2.....
First proof furnished on.....	
Call for revised proof received on.....	
Revised proof furnished on.....	
Corrected proof received for striking on.....	
Final copies supplied on.....	5/2/12.....

Account of copies.	Complete copies.	Notes.	Issue copies.
Supplied to Secretariat for Record.....			
" " " Issue.....			
For Volumes....			
For E. T.....			
Total			