

Government of Madras.

EDUCATIONAL DEPARTMENT.

} 1915.

Enclosures

Spare copies

G.O. No. 684, 25th June 1915.

Catalogue of Books.

Directing that certain alterations be made in the form adopted for the quarterly catalogue of books.

2

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EDUCATIONAL DEPARTMENT.

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Directing that certain alterations be made in the form adopted for the quarterly catalogue of books.

GOVERNMENT OF MADRAS.

EDUCATIONAL DEPARTMENT.

READ—the following papers :—

I

G.O. No. 661, Educational, dated the 6th October 1905.

ABSTRACT.—Communicating to the Director of Public Instruction for compliance letter from the Government of India issuing certain instructions for improving the form, etc., of the Quarterly Catalogue of Books issued by the various local Governments.

II

G.O. No. 853, Educational, dated the 26th December 1907.

ABSTRACT.—Communicating to the Registrar of Books certain observations by the Librarian of the India Office on certain points connected with the form in which the Quarterly Catalogue of Books issued in India are compiled.

III

G.O. No. 612, Educational, dated the 26th May 1914.

ABSTRACT.—Approving the suggestion of the Registrar of Books to omit in future column 6 of the form of the Quarterly Catalogue of Books.

IV

Endorsement of the Government of India, Department of Education
(Books), dated Simla, the 2nd June 1915, No. 202.

A copy of the undermentioned papers is forwarded to the Government of Madras for information and guidance with the intimation that columns 5 and 6 may be omitted from future catalogues, but as observed in paragraph 5 of the India Office letter No. R. & S. 3290, dated the 30th April 1915, care should be taken that the main column 2 is not widened out.

(By Order.)

KUNWAR MAHARAJ SINGH,
Asst. Secretary to the Government of India.

ENCLOSURES.

(1)

Letter—from J. E. B. Hotson, Esq., Deputy Secretary to the Government of Bombay, Judicial Department.

To—the Secretary to the Government of India, Home Department.

Dated—the 22nd October 1914.

No.—7658.

I am directed to invite a reference to the correspondence ending with letter No. 2276, dated the 29th November 1907, from the Government of India in the Home Department, relative to the form in which the quarterly catalogues of books issued by the local Governments are compiled.

2. With a view to effecting economies in printing, the Superintendent of Government Printing, Bombay, has now submitted to the Bombay Government the following suggestions for a modification of the form of the catalogue :—

(a) that the title page in its present form should be omitted and the title printed across the top of the tabular heading, which should commence on the first page ;

(b) that the tabular heading should be printed on the first page, and omitted on subsequent pages ;

(c) that the word " Price " should be omitted after the entries, and that the price, where known, should be printed at the end of the entry, and not in a separate line ;

(d) that columns 5 and 6 of the catalogue should be omitted, since the Indian Copyright Act, 1914, by repealing the Indian Copyright Act of 1847, does away with the formality of registration of copyright.

2. I am to enclose a printed proof of the form as it appears with the modifications proposed, and to enquire whether the Government of India have any objection to its adoption for the Bombay Presidency.

(2)

Letter—from the Secretary to the Government of India, Department of Education.

To— His Majesty's Under Secretary of State for India.

Dated—the 19th November 1914.

No.—69.

With reference to the correspondence ending with the Home Department despatch No. 31, ^{Pub.} _{Books} dated the 12th December 1907, I am directed to forward a copy of a letter, from the Government of Bombay, No. 7658, dated the 22nd October 1914, together with its enclosures in which a modification is suggested in the form of the catalogue of books issued by that Government under the Press and Registration of Books Act, 1867 (Act XXV of 1867). I am to ask whether the India Office have any objection to the changes proposed.

(3)

INDIA OFFICE, WHITEHALL, LONDON, S.W.,

30th April 1915.

R. & S.-3290.

Dear Sir,

Your letter, No. 69, dated the 19th November 1914, asking whether this Office has any objection to certain changes proposed from Bombay in the form of the quarterly catalogues of books, has been referred to the Librarian of this Office, who has made the following observations thereon :—

(1) As a matter of practical convenience for Library work, Dr. Thomas deprecates any material change in the tabular form now in use, particularly as regards the main entry (column 2). It is the practice in the Library here (and probably in other Libraries) to cut out from the catalogue the title, etc., of the book and paste it on an index card, besides inserting a duplicate cutting in the book itself. For such purposes, the present method is much superior to that now suggested.

(2) The printing of the price on a separate line is also a convenience when the entry is cut out.

(3) No case appears to have been made out for omitting the title page, which helps to differentiate the catalogues and to keep the contents clean.

(4) If it is intended to leave out the heading specifying the quarter to which the catalogue relates, such a change is to be deprecated. When several quarterly issues are bound together, much trouble is saved by having each page properly headed.

(5) To the proposed omission of columns 5 and 6 no objection is raised ; but care should be taken that the printer does not take advantage of this to widen the main column.

(6) It is obviously undesirable that the Bombay catalogues should be framed on lines differing widely from those adopted in other provinces. In such matters uniformity is found to be of great practical convenience.

(7) With reference to the question of economy in printing, the Librarian points out that, not only in the Bombay catalogues but also in those issued by other administrations, individual numbers of periodicals are recorded separately and in some detail. There is no serious objection to grouping under one entry all the issues (of each periodical) which fall within the scope of the quarterly catalogue recording them ; and the adoption of such a plan would effect a considerable saving of space.

Yours faithfully,
WILLIAM FOSTER.

The Secretary to the Government of India,
Department of Education.

No. 684, EDUCATIONAL, 25TH JUNE 1915.

Order—No. 684, Educational, dated the 25th June 1915.

In the form adopted for the compilation of the "Quarterly Catalogue of Books" column 5 should, in future, be omitted, but the main column 2 should not thereby be widened out.

2. Instead of individual numbers of periodicals being recorded separately and in some detail, all the issues of a periodical which fall within the scope of the "Quarterly Catalogue" may be grouped together under one entry.

(True Extract.)

P. RAJAGOPALA ACHARIYAR,
Secretary to Government.

To the Registrar of Books (through the
Director of Public Instruction).
" Director of Public Instruction.
" Superintendent, Government Press.

EDUCATIONAL DEPARTMENT.

NOTES CONNECTED WITH G.O. No. 684, EDUCATIONAL, DATED
THE 25TH JUNE 1915.

[SUBJECT.—*Alterations in the form prescribed for the compilation of the "quarterly catalogues of books."*]

From the Government of India, No. 202, dated the 2nd June 1915.

The instructions now received from the Government of India regarding alterations in the form for the compilation of the "quarterly catalogues of books" are contained in clauses 5 and 7 of the India Office letter No. 3290, dated the 30th April 1915. Under clause 5, columns 5 and 6 have to be omitted. Column 6 however has already been directed to be omitted—*vide* paragraph 2 of G.O. No. 612, Educational, dated the 26th May 1914. A draft order embodying the remaining instructions is submitted for approval. For a precedent please see G.O. No. 853, Educational, dated the 26th December 1907.

A.S.—23-6-15.

B.G.—23-6-15.

P. RAJAGOPALA ACHARIYAR—25-6-15.

[G.O. No. 684, Educational, dated the 25th June 1915.]

ORDINARY.

PRESS SLIP.

PREFERENCE.

URGENT (a).

Sectt. II-38-2-15.

DEPARTMENT.

Current No. 256, dated 1913.

G.O. No. 184, dated 25 June 1913.

(b) Number of MS. pages sent

(b¹) Correspondence 3

(b¹) Notes 1

Brief subject: Vice Sheet attached

(c) Number of copies required when struck off (not including copies for volumes and editors' table which are retained in the Press).	E. T. copies to supply requisitions for purchase by the public.	Complete correspondence and orders.	Notes.
FOR RECORD.*			
Madras Records	4	10	20
Ooty Records		4	4
For filing with original		1	1
Total		15	25

FOR ISSUE.†

Signature copies	Letter only.	Complete G.O.	Special issue copies of G.O.	Notes.
			No. Papers.	
India Office		3		
Govt. of India				
Revenue Department				
Public Works Department				
Local and Municipal Department				
Educational Department				
Public Dept.				
Judicial Dept.				
Political				
Financial Dept.				
Marine Dept.				
Ecclesiastical Dept.				
Total				
The D.P. 2		10		
The Recd. g. 184		5		
The S. 184		5		
The				
The				
The				
The				
The				
he				
Total		23		

Printed on (Press Clerk).

Printed on (Press 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.

(b¹) For rules regarding printing of notes, see rule 315 of the office Manual.

(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 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 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, only the first time when they appear on the left side, the initials alone being printed later.

Ed. DEPARTMENT.

A

B

C

Type may be released after usual interval.
at once.

Type may be released after usual interval.

Referencer.
Clerk.

References
Clerk.

Supdt.

Supdt.

Sundt

SPECIAL INSTRUCTIONS.

Reinforcing that certain alterations should be made in the form of the quarterly Catalogue of books.

TO BE FILLED IN BY THE PRESS.

Diary.		Initials of Press official.	
Received in Press on.....	20/11/11	22	
First proof furnished on.....	27/11/11	22	
Call for revised proof received on.....			
Revised proof furnished on.....			
Corrected proof received for striking on.....	27/11/11	22	
Final copies supplied on.....			
Account of copies.	Complete copies.	Notes.	Special E.T. edition
Supplied to Secretariat for Record.....			
" " " Issue.....			
" " " for Extra E.T. copies to supply requisitions for sale to the public.			4
For Volumes.....			
For supply to newspapers and institutions admitted to the privileges of the E.T.			
Total ...			

Sectt. II-10 (a)—12-1-15.

Ed. DEPARTMENT.

(B) READ AGAIN G.O. No. 661 DE, dated the 6th October 1905
 (W) " " " " 853 " " the 26th December 1907
 (O) " " " " 612 DE of the 26th May 1914

READ ALSO:—

C. No. 2056, From the Govt of India, No. 202, dated 10th June 1915.
Dept of Edu.

" " ~~~~~ " " ~~~~~ , " ~~~~~ "

191

" " , " " , "

191

ORDER.

No. 684 dated ~~the~~ 25.6.1915

Piers

net is to Mr.
A.S. please

rice

para 7 on p 3 CF

Reg'd of Books
 S. S. P. ✓

227
28/5/5

In the form adopted for the
Compilation of the "Quarterly
Catalogue of Books" Column
5 should, in future, be omitted,
but the main Column 2 should
not thereby be widened out.

2. Instead of individual
numbers of periodicals being recor-
ded separately and in some
detail, all the issues of ~~each~~ pe-
riodical which fall within the scope
of the "Quarterly Catalogue" may be
grouped together under one entry.

$\frac{a.s.}{23/6/15}$
 $\frac{122}{23615}$

98-615

A = Copy in full.
B = Not to be copied.
P = Copy abstract only.
Q = Copy heading only.