

Government of Madras.

EDUCATIONAL DEPARTMENT.

Recd.

Regd.

} 1916.

Enclosures

Spare copies

G.O. No. 140, 11th February 1916

Catalogue of Books

Requesting the Under-Secretary of State for India to issue instructions to the Librarians of the British Museum and the India Office to send the marked — in sufficient time to ensure their receipt by the Registrar of Books within six months from the date of their publication in the Government Press, Madras.

2

Government of Madras.

EDUCATIONAL DEPARTMENT.

Recd.

Regd.

} 1916

Enclosures

Spare copies

G.O. No. 140, 11th February 1916

Catalogue of Books

Requesting the Under Secretary of State for India to issue instructions to the Librarians of the British Museum and the India Office to send the marked — in sufficient time to ensure their receipt by the Registrar of Books within six months from the date of their publication in the Government Press, Madras.

GOVERNMENT OF MADRAS.
EDUCATIONAL DEPARTMENT.

READ—the following paper :—

Letter—from M.R.Ry. Rao Bahadur M. RANGACHARYA AVARGAL, M.A., Registrar of Books.

To—the Secretary to Government, Educational Department (through the Director of Public Instruction).

Dated—Madras, the 18th December 1915.
No.—C. 858.

With reference to section 9 (b) of the Press and Registration of Books Act, XXV of 1867, relating to the supply, to the Libraries of the India Office and the British Museum in London, of extra copies of books delivered for registration under section 9 (a) of the Act, I have the honour to bring to your notice that the marked copies of our quarterly catalogues of books indicating the books required by those Libraries are received from the London Libraries sometimes eight or nine months after the issue of the quarterly catalogues, and that in consequence some printers, who are prone to act according to the letter of the law, refuse to supply the extra copies demanded of them, as the statutory period of one year, within which such requisitions have to be made under the Act, happens to have elapsed. Under section 9 (a) of the Act, the printer is allowed one month's time, from the date of delivery from the press of any book printed by him, for the delivery of a copy of it for registration. The quarterly catalogues are according to order published within two months from the last day of the quarter to which they relate. It will be seen, therefore, that a maximum period of six months may well elapse from the date of delivery of a book from the press to the date of issue of the quarterly catalogue in which that book is included. If the marked copies of this quarterly catalogue sent from the London Libraries, do not reach this office within six months from the date of their issue, a period of more than one year would be over from the date of delivery of certain books from the press to the date of the requisitions for extra copies of those books issued under section 9 (b) of the Act. In consequence they cease to be valid and the provisions of the Act cannot be enforced upon printers, who are by law bound to supply the books demanded, provided the requisitions for them are received within the statutory period of one year. Then the copies of the books required for the London Libraries have to be paid for and purchased. After the receipt of the marked catalogues from London, it takes at least a week or two to issue the needed requisitions to the various printers concerned.

2. In these circumstances, I request that you will be pleased to make arrangements so that the marked copies of our quarterly catalogues of books, sent to me from the London Libraries, are received in this office within six months from the date of issue of those catalogues from the Government Press, Madras.

N. Ref. on Cur. No. 10006/1915, dated 22nd January 1916.

Submitted to Government.

J. H. STONE,
Director of Public Instruction.

Order—No. 140, Educational, dated 11th February 1916.

The Under Secretary of State for India will be addressed.
(True Extract.)

P. RAJAGOPALA ACHARIYAR,
Secretary to Government.

To the Registrar of Books (through the Director of Public Instruction).

GOVERNMENT OF MADRAS.
EDUCATIONAL DEPARTMENT.
No. 141.

From

THE HON'BLE DIWAN BAHADUR

P. RAJAGOPALA ACHARIYAR AVARGAL, C.I.E.,

Secretary to the Government of Madras,

Educational Department,

To

THE UNDER SECRETARY OF STATE FOR INDIA.

Dated Fort St. George, the 11th February 1916.

SIR,

I am directed to refer to the present practice of the Librarians of the British Museum and the India Office marking the books required by them in the copies of the catalogue of books registered in the Madras Presidency and sending the latter to the Registrar of Books, Madras, for compliance. Under clause (b) of section 9 of the Press and Registration of Books Act, XXV of 1867, printers should deliver for the use of the British Museum and the India Office Library, not more than two copies of books *gratis* if they are required to do so by the Local Government within one year from the date on which such books are published. A period of about six months generally elapses from the date of publication of a book to the date of issue from the Government Press, Madras, of the catalogue in which it is registered. Unless therefore, the marked catalogue of books is received by the Registrar of Books within six months from the date of issue of such catalogue from the Government Press, this Government cannot enforce the above provision of the Act and claim *gratis* on behalf either of the British Museum or of the India Office, the copies required by the latter. The Registrar of Books brings to notice that the marked catalogues of books are received from the Librarians of the British Museum and the India Office sometimes eight or nine months after the issue of the quarterly catalogues, that in consequence some printers refuse to deliver the extra copies demanded of them, and that therefore these have had to be purchased.

I am accordingly directed to request that, should there be no objection, instructions may be issued to the Librarians of the British Museum and the India Office to send the copies of the catalogues marked by them, in sufficient time to ensure their receipt by the Registrar of Books within six months from the date of their publication in the Government Press, Madras.

I have the honour to be,

Sir,

Your most obedient servant,

P. RAJAGOPALA ACHARIYAR,
Secretary to Government.

NOTES CONNECTED WITH G.O. Nos. 140-41, EDUCATIONAL,
DATED THE 11TH FEBRUARY 1916.[SUBJECT.—*Delay in the receipt of marked catalogues of books from the India Office.*]*Previous papers :*

G.O. 560,	Financial (Books),	15th August	1890.
„ 619-20,	Educational,	20th September	1906.
„ 17	„	10th January	1907.

From the Registrar of Books, dated the 18th December 1915, No. 858/15.

Section 9 (b) of the Press and Registration of Books Act, 1867, provides that within one calendar year after the delivery from press of any publication, the Local Government may require the printer to deliver such copies not exceeding two in number; and the printer is bound to deliver the copy or copies free of cost. Under section 11 any copy or copies delivered pursuant to the above section 9 (b) shall be transmitted to the British Museum or the Secretary of State for India, or the British Museum and the Secretary of State for India.

The following is the present practice regarding the despatch to the India Office and the British Museum of books registered in this Presidency: When the quarterly catalogues of books are published, copies are sent to the India Office and the British Museum, where the books required are marked in the catalogues and the catalogues are sent to the Registrar of Books, who procures the books required, packs them and sends them direct to the librarians of the British Museum and the India Office—vide letter No. 620, Educational, dated the 20th September 1906, and G.O. No. 17, Educational, dated the 10th January 1907.

2. The Registrar of Books now points out that a maximum period of six months may well lapse from the date of publication of a book to the date of issue of the quarterly catalogue in which the book is included and that if the marked copies of the quarterly catalogues sent from the British Museum and the India Office do not reach him within six months from the date of issue of the catalogues, the statutory period of one year prescribed in section 9 (b) of Act XXV of 1867 would be over and the provisions of that Act cannot therefore be enforced upon the printers. The Registrar of Books states that the marked quarterly catalogues are being sometimes received nine months after the issue of the quarterly catalogues and that the copies required by the librarians have to be paid for. The Registrar of Books therefore requests that arrangements may be made so that the marked copies of the quarterly catalogues from the India Office Library and the British Museum may reach him within six months from the date of issue of those catalogues from the Government Press—vide paragraph 2 of the Registrar's letter.

3. It may be observed in this connection that in 1890, at the instance of the British Museum authorities, the Secretary of State directed that Local Governments should claim *gratis* from authors a copy of any publication required by the Museum authorities—vide page 1 of G.O. No. 560, Financial, dated the 15th August 1890. Rs. 64-7-9 were, however, collected from the British Museum alone for books purchased for it in 1912, Rs. 15-2-0 in 1914 and Rs. 8-14-0 in 1915—vide G.Os. R. Nos. 45-43, dated 10th February 1913, R. nos. 19-20, dated the 22nd January 1915, R. Nos. 18-19, dated the 20th January 1916. These were apparently due to the delay in the receipt of the marked catalogues of books from the librarians of the British Museum and India Office. It is therefore for consideration whether the Under Secretary of State may be addressed to make the arrangements suggested by the Registrar of Books. If so, the draft letter below is for approval.

A.S.—8-2-16.

T.K.—8-2-16.

P. RAJAGOPALA ACHARIYAR—10-2-16.

[G.O. Nos. 140-41, Educational, dated the 11th February 1916.]

ORDINARY.

PRESS SLIP.

PREFERENCE.

URGENT (a).

Sect. II-38-2-15.

DEPARTMENT.

Current No. 283, dated 24.1.1916

G.O. No. 140, 141, dated 16.1.1916

Number of MS. pages sent { Correspondence (b) 1
(b¹) 3
Notes 3

Brief subject

Vide order.

(c) Number of copies required when struck off (not including copies for volumes and editors' table which are retained in the Press).	E. A. copies to supply requisitions for purchase by the public.	Complete correspondence and orders.	Notes.
For RECORD.*			
Madras Records	1	2	15
City Records		3	3
For filing with original		1	1
Total		24	19

For ISSUET

	Letter only.	Complete G.	(2) Special issue copies of G.O.		Notes.
			No.	Papers.	
Signature copies.....	2	1			
India Office.....					
Govt. of India..... Dept.					
Revenue Department.....					
Public Works Department.....					
Local and Municipal Department.....					
Educational Department..... Dept.					
Public Dept.....					
Judicial Dept.....					
Political.....					
Financial Dept.....					
Marine Dept.....					
Ecclesiastical Dept.....					
Total					

Spare copies

The 2.1.2.	5	
The.....		
The.....		
The.....		
The.....		
The.....		
The.....		
The.....		
The.....		
The.....		
The.....		
The.....		
The.....		
The.....		
Total	6	

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 matters, 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.

* Copies distributed on (Press Clerk).

† Copies distributed on (Press Despatcher).

† To be initialled and dated.

[P.T.O.]

A

B

C

Please send proof in duplicate. 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.

Referencer.
Clerk.

Referencer.
Clerk.

Referencer.
Clerk.

Supdt.

Supdt.

Supdt.

SPECIAL INSTRUCTIONS.

Catalogue of Books

Requesting the Under Secretary of State for India to issue instructions to the Librarians of the British Museum and the India Office to send the marked Catalogue of Books in sufficient time to ensure their receipt before Regt. of Books within six months from the date of their publication in the Govt. Press, Madras.

TO BE FILLED IN BY THE PRESS.

Diary.	Initials of Press official			
Received in Press on.....	12/2/16. S.H.			
First proof furnished on.....				
Call for revised proof received on.....				
Revised proof furnished on.....				
Corrected proof received for striking on.....				
Final copies supplied on.....				
Account of copies.	Complete copies.	Notes.	Issue copies.	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				

C.No. 283-Eal. from the Regr. of Books No.858/15 dated the 18-12-1915.

ORDER No. 140 Eal
P.S.

The Under Secretary of State for

India will be addressed.

To the Registrar of Books through D.F.I.

Letter No. 141 Eal

To the Under Secretary of State for India.

Sir,

I am directed to refer to the present practice of the Librarians of the British Museum and the India Office, making the books required by them in the copies of the cata-

logue of books registered in the Madras -- Presidency and sending the latter to the Registrar

of Books, Madras, for compliance. Under clause

(b) of section ~~XXV~~ 9 of the Press and --

Regis ^{tration} of Books Act XXV of 1867, --

printers should deliver for the use of the British Museum and the India Office Library,

not more than two copies of ~~the~~ books gratis,

if they are required to do so by the Local

Government within one year from the date on

which such books are published. A period of

of about six months ^{quarterly} elapses from the date
of publication of a book to the date of issue
from the Govt. Press, ^{Madras,} of the catalogue ^{my} --

~~marked~~ in which it is registered. Unless ^{therefore} the
marked catalogue ^{is} of books ~~is~~ received by

the Registrar of Books within six months from
the date of issue of ^{such} catalogue ^{from} the

Govt. Press, this Government cannot enforce

the above provision ^{either} of the Act and claim

gratis on behalf of the British Museum ^{and} ^{or of}
the India office, the copies required by ^{the latter} ~~the~~.

The Registrar of Books brings to notice --

that the marked catalogues of books are --

received from the Librarians of the British
Museum and the India Office, sometimes eight

or nine months after the issue of the --

quarterly catalogues, that in consequence

some printers refuse to deliver the extra

copies demanded of them, and that ^{therefore} ~~these~~ ^{have} had
to be purchased.

I am accordingly directed to request
that should there be no objection, ~~instructions~~

instructions

instructions may be issued to the Librarians
of the British Museum and the India Office
to send the copies of the catalogues marked
~~Ann~~ by them, in sufficient time to ensure
their receipt ^(by the Registrar of Books) ~~Ann~~ within six months from
the date of their publication in the Govt.

Press, Madras.

as
8.2.16

IL
8.2.16

10.
10/2/16

Shawete.

