

Home (1919) Department.

~~General~~
Education
Ordinary SERIES.

G.O. No. 899-900

DATED 21-7-19

INDEXED

[Despatch Abstract.]

General Libraries.

Forwarding the Government of India with the view of
this Government regarding the establishment of

BACK PAPERS.

G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.

FURTHER PAPERS.

G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.

No. 311.

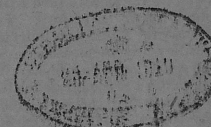


FROM

THE HON'BLE MR. H. SHARP, C.S.I., C.I.E.,
Offg. Secretary to the Government of India,

To

The Chief Secretary to the Government of Madras.



Department of Education.
General.

Simla, the 9th April 1919.

SIR,

In continuation of the Department of Education (General) letter no. 270, dated the 1st May 1918, I am directed further to address you regarding the resolutions passed at the All-India Conference of Librarians in January 1918. Local Governments have already been addressed regarding Resolutions I, III, IV, V, IX (b), XIII, XIV, and XV. The present communication deals with Resolution II.

2. This Resolution is of special importance, because, in a country like India, where libraries are found only in certain centres and books of a special type exist perhaps only in a single library, it is difficult for an enquirer to discover whether or where a work is to be obtained unless there is some agency for collecting and imparting information regarding the contents of libraries and the facilities for inter-borrowing. Indeed, this Resolution may be regarded as the central proposal of the Conference; several other resolutions hinge upon its fulfilment. Thus the policy recommended in Resolution III, with which the Government of India are fully in accord, can hardly be realised unless the student knows where he can turn for information; and the action suggested in Resolution V will also be facilitated. Resolution VI, regarding the exchange and transfer of books, pre-supposes the existence of a central agency in each circle, and Resolution VII, regarding the purchase of books, the existence of central libraries. The creation of these agencies will mean the mobilisation of library resources and will tend to economy where the purchase of expensive or special works by several libraries would otherwise be necessitated.

3. *Library circles.*—India is too large a country to permit of a single agency or of one organisation for the purpose of inter-borrowing between libraries. The first point then to consider is the creation (as recommended by the Conference) of convenient circles, each of which would possess a central library and an agency for the collection and distribution of information. Following the general recommendations of the Conference, the Government of India are inclined to think that the following would be a suitable division.

- (i) North-East India—Bengal, Bihar and Orissa, Assam, Burma and the Indian States in these provinces.
- (ii) North-West India—The United Provinces, the Punjab, the North-West Frontier Province, Delhi, Baluchistan, together with the Indian States in any of these provinces, and Rajputana and Kashmir.

- (iii) Bombay—Bombay, the Central Provinces, together with the Indian States in these provinces and Central India and Baroda.
- (iv) Madras—Madras, together with the Indian States in this Presidency, and Coorg, Hyderabad and Mysore.

It was realised that there would be difficulties in the case of Burma. The case of this province will receive special consideration in the light of the recommendations of the local Government. The inclusion of Indian States, as suggested above, would be contingent upon the desire of the Darbars to participate in the scheme.

4. *Central libraries*.—A central library for each circle forms an essential feature of the scheme and any agency set up for the furtherance of the proposal would most effectively work in connection with such a library; or, where the central library is in a position to perform the work, its staff might form the central agency. The central library for North-East India would naturally be the Imperial Library, which has already been organised as a public lending library. It constitutes an agency for the collection of information regarding the contents of other libraries and is already performing many of the functions suggested for such agencies. Local Governments will in their replies doubtless suggest the name of the library within the suggested circle which will most suitably fulfil the requirements of the scheme.

In connection with this suggestion of central libraries I am to allude to the Department of Education (Books) letter no. 33, dated the 14th March 1918, on the subject of copyright libraries. In that letter also it was suggested that there should be four such libraries, one in Calcutta and the other three at Delhi, Madras and Bombay. Pending the establishment of such a library at Delhi some other library would have to be fixed on as the central library for North-West India in the present scheme. Although the question of copyright libraries is entirely distinct from the subject of the present communication, it might be convenient if the copyright library (should that scheme mature) should be identical in each circle with the central library.

5. *Central agencies*.—It is necessary that there should be central agencies which would be able to collect the necessary information and to communicate with one another. The librarians of the central libraries would naturally play an important part in this work and in some cases might (as suggested above) form the agency with the help of their staffs. I am to ask that the question may be very carefully considered how best the librarians can be assisted in their functions and to what extent committees should be associated with them. The Government of India are of opinion that if the ends in view are to be satisfactorily accomplished a considerable amount of elasticity must be retained in the organisation and that small independent committees are more likely to succeed in the matter than any department of Government, since the latter would be able to give only divided attention to the work. It is not necessary that the agency created in every province should be similar. The important point is that if such agencies are set up, they should freely communicate with one another, and be always accessible to enquirers who desire information regarding the whereabouts of works of a particular nature.

In this connection I am to point out that an Indian Library Association has recently been founded at Lahore and that it is contemplated that branches of the same will spring up at other centres. It is possible that associations of this nature, including a certain number of persons acquainted with library requirements and possessed of special knowledge might be found useful as agencies in other provinces.

6. *Functions of the central agencies*.—It is not contemplated that the central libraries and agencies set up should exercise control or any measure of restrictive supervision. Their work, in addition to corresponding with one another, co-ordinating and rendering mutual assistance, would be—

- (i) to collect and impart information regarding the contents of the other libraries in the circle,
- (ii) to act as the agency through which one library in the circle may borrow from another, when this cannot be done directly,

- (iii) to be an agency for the exchange and transfer of books, and the distribution of superfluous books,
- (iv) to make recommendations to libraries regarding the purchase of books and periodicals with a view chiefly to preventing undesirable duplication, and
- (v) to assist and promote co-operation, in the indexing of books.

All these functions are suggested in the resolutions of the Conference. It is again to be emphasised that should these functions be vested in the central agencies they should be exercised not so as to interfere with the independence of the various libraries within the circle but by way of enlarging the utility of each library and of putting its readers into the way of obtaining books from other libraries.

7. *The loan of books*.—As regards the first function suggested in the preceding paragraph, it is obvious that a widespread system of borrowing cannot be instituted save with the goodwill of the libraries concerned and under some guarantee of the proper use and return of the books. It is thought that if borrowing takes place through a central agency in each circle or through the central library of each circle a feeling of confidence will be established. The Government of India, however, do not desire to lay down any hard and fast lines for guidance in this respect. It might, for instance, be found convenient that not only the central library but other libraries also within a circle should be used as the actual agents of distribution, although they would still be dependent upon a central agency as a bureau of information.

One of the duties of the central agency would be to approach the various departmental libraries within the circle and to arrange with them the terms on which readers could be accommodated with works.

Attached to this letter is a copy of a code of practice for inter-library loans which was submitted to the Conference of Librarians. The Government of India do not specially endorse this code, nor do they understand that the conference did so. At the same time they think that this model may contain some useful hints for the organisation of the present scheme.

8. *Indexing*.—It is clear that a scheme of this nature will be much facilitated if there is a uniform system of subject indexing. The Conference, however, realised that the attainment of this is impossible in all libraries. At the same time attention is invited to the recommendations contained in Resolution IX of the Conference.

In this connection I am to state that the Subject-Index to the Author-Catalogue of the Imperial Library, compiled on the model of the British Museum Index and published in 1908—1910 is a model of some value. Part of supplement to the Index just mentioned has been compiled on the London Library system and proposals are now under consideration for completing it. When it is published there will be an even better model available. It may also be mentioned that the Librarian of the Imperial Library has compiled a manual explaining the system of indexing followed in the library. This will shortly be published.

9. *Centre for all India*.—It is possible that a central bureau of information for all India would be useful as a connecting link between the agencies in the different circles. Should any common system of indexing be undertaken on a large scale such a bureau might be necessary. The Government of India, however, do not desire at present to make any proposals to this effect. They think that it will be more satisfactory if each central agency communicates with others. Should the circles in the future break up and their number become much larger than is now suggested, it is possible that some such bureau might become desirable for the smooth working of the scheme.

10. I am now to ask that the Government of India may be favoured with the opinion of His Excellency the Governor in Council on the general outlines of the scheme which has been sketched above and in

particular upon the division of circles suggested, the libraries to be selected as central libraries and the nature of the agency which *His Excellency the Governor in Council* thinks most suitable for carrying out the intentions of the Resolution. I am again to state that it is not necessary that there should be any hard and fast uniformity in the systems adopted in the different circles provided that divergencies are not so marked as to prevent one central agency from communicating conveniently with another.

11. It would be convenient in this case if the local Governments whose provinces will fall within a single circle could come to some general agreement on the main lines of the scheme before the Government of India are addressed on the matter. I am to suggest that such discussion would be useful. Should a satisfactory agreement be arrived at, there is no reason why the provinces in question should not at once commence their operations without further reference. The Government of India, however, will be glad to receive a report of such action, since its features might, perhaps, be found useful if communicated to other circles.

12. It is also possible that in some cases the provinces provisionally grouped together in paragraph 3 above may consider it more convenient to work in separation. There would, of course, be no definite obstacle to such an arrangement. But the Government of India believe that at least in the first instance the creation of a few large circles will be convenient in starting the scheme, although they anticipate that, the scheme once set in motion, smaller circles will inevitably form themselves within the larger.

I have the honour to be,

SIR,

Your most obedient Servant,

W. S. S. S.
Offg. Secretary to the Government of India.

Enclosure.

CODE OF PRACTICE FOR INTER-LIBRARY LOANS.

Preliminary Remarks: This Code may be taken to embody the more essential points in the actual practice of those libraries in North America which are now the chief lenders to other libraries.

1. Purpose.

The purpose of inter-library loans is (a) to aid research calculated to advance the boundaries of knowledge, by the loan of unusual books not readily accessible elsewhere, (b) to augment the supply of the average book to the average reader; subject, in both cases, to making due provision for the rights and convenience of the immediate constituents of the lending library, and for safeguarding the material which is desired as a loan.

2. Scope or extent.

Almost any material possessed by a library, unless it has been acquired on terms which entirely preclude its loan, may be lent upon occasion to another library; and it may be assumed that all libraries are prepared to go as far as they reasonably can, or as their regulations permit, in lending to others. Still the lender alone must decide, in each case, whether a particular loan should, or should not be made.

When applying for a loan, libraries should state whether a photographic reproduction would be a satisfactory substitute. Reproductions can frequently be obtained at small cost, and have an advantage over an actual loan, in that they become the property of the borrower.

The graduate student who has a thesis to prepare stands midway between these two extremes, it is often taken for granted that the needs of the graduate student should be met as a matter of course. But it would seem at least equally reasonable that the graduate student should choose his subject of study largely according to the means he has at hand. Not that he should be prevented from making use of an occasional inter-library loan, but that his choice of a subject ought not to be such as to involve securing a large part of his material from a distant library.

3. Material which should not be applied for.

(Practice will vary according to the nature of both applicant and lender.)

Current fiction; any book requested for a trivial purpose, or which is available in other libraries more readily accessible to the applicant; also if applying to a public library, current publications that can readily be purchased and for which there is a natural demand in a public library.

4. Material which should be lent only under exceptional circumstances.

(Practice will vary according to the nature of both applicant and lender.)

Material in constant use or request in the library applied to; books of reference; books that are not to be taken from the library applied to except under special permission; material which by reason of its size or character requires expensive packing, or high insurance; material which by reason of age, delicate texture, or fragile condition is likely to suffer from being sent by mail or express.

5. How effected.

By libraries of standing which will apply to others expected to possess the desired material, in order of their relative distance from, or relative duty to,

Applications for loans should give the author's full name, or at least surnames correctly spelt, with initials; title accurately stated; date; publisher, or place of publication; edition, if a particular edition is needed. Applications should be typed or written legibly, preferably on a card of standard library size.

Each library must fix a limit for itself.

This will vary with the nature and purpose of the loan. The time allowed will be stated in each case by the lender when the loan is made. Four weeks is, perhaps, a fair average period. The period is counted from the day the book leaves the lender to the day it is returned by the borrower. An extension of time may usually be obtained for good reasons. Application for such extension must be made early enough to permit an answer from the lending library to be received before the book's return is due. The lender always reserves the right of summary recall.

Receipt of books borrowed must be acknowledged at once; and when books are returned notice must be sent by mail at the same time. Promptness in this respect is necessary to permit books to be traced if they go astray.

Notice of return should state; titles of books sent (with call numbers); date of return; conveyance, *e.g.*, insured parcel post, prepaid express, etc., in the latter case, naming the express company.

All expenses of carriage (both ways) and insurance, when effected, must be borne by the borrowing library.

The borrowing library is bound by the conditions imposed by the lender. These it may not vary, although a good deal will usually be left to the discretion of the borrowing library. In such a case, the borrowing library will safeguard borrowed material as carefully as it would its own; and its librarian will require to be used within its own building whatever material would be so treated, in the interest of safety, were the borrowing library its possessor.

The borrowing library must assume complete responsibility for the safe-keeping and due return of all material borrowed.

In cases of actual loss in transit, the borrowing library should not merely meet the cost of replacement, but should charge itself with the trouble of making the replacement, unless the owner prefers to attend to the matter.

Disregard of any of the foregoing rules, injury to books from use, careless packing or detention of books beyond the time specified for the loan, will be considered good ground for declining to lend in future.

The borrowing library should inform individuals of the conditions attached to each particular loan.

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C. No. 823B From the Bank of India, No. 311, dated 9-4-1919

" " ***** " " *****)*****) ***** " ***** 191 .

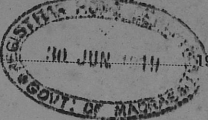
Memo
~~ORDER~~

No. 8230-1, dated 4-3-5 1919.

The letter from the Govt. of India read above with its enclosure is communicated to me D.P.T. who is requested to offer his remarks on the suggestions contained therein, in consultation with the Principal Librarian, Kannevara Public Library. A

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HOME (EDUCATION) DEPARTMENT.

Received  191 . Registered 1.7.1919
 Subject. 31 M.S. 9

Replying to Government Memo No. 823 B-1, dated 3rd
 May 1919 regarding public libraries.

ENCLOSURES	
No.	
Spare copies	

Ref On C No. 4126/19

Station Madras, Dated the 27th June 1919.

From (Name) The Hon'ble Mr. R. Littlehales, M.A.
 (Designation) Ag. Director of Public Instruction

To The Secretary to the Government of Madras,

Home (Education) Department.

Sir,

With reference to your Memorandum No. 823 B-1 dated
 3rd May 1919, calling for my remarks on the letter dated 9th
 April 1919 of the Government of India (Department of Education
 on Resolution II of the All India Conference of Librarians held
 at Lahore in January 1918, I have the honour to submit herewith
 the enclosed copy of a letter from the Principal Librarian of
 the Connemara Public Library and to remark as follows:-
Library Circles:- I agree with Mr. Dodwell in his remarks on
 this point.
Central Libraries. I am of opinion that a copyright library

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The former is a reference library alone and not a lending library while the latter must, if it is to fulfil its functions properly, be a lending library. For these reasons, I recommend that the Connemara Public Library be declared the Central Library of the proposed Madras Circle.

2. The University Library might be considered in this connection, but it is not under public management. Further, it is not open to the public and the books it purchases are not sufficiently general in character for a Central Library. It will form, no doubt, one of the important libraries, though not the Central Library of the circle. Similarly, the library of the Office of the Registrar of Books is, at present, not a lending library, but a consulting library only. However, it would form an important adjunct to the Central Library, should the latter be elsewhere constituted.

3. Central Agency. The Principal Librarian of the Connemara Public Library might suitably be made head of the Central Agency which will be appointed for the purpose of carrying out the functions stated in para 6 of the letter of the Government of India and he might be assisted by an Advisory Committee. It might have, inter alia, as Exofficio members the Registrar of Books, the Convener of the Madras University Library, the Curator of the Madras Record Office and the Secretary of the Madras Literary Society. The exact constitution of the Committee might, in fact, be left to future decision. As regards other matters, I agree in general with Mr. Dodwell, though I doubt the necessity for calling a meeting to discuss the constitutions, duties and functions of the Board of Advice.

4. Loan of Books. I agree to the "Code of Practice for inter library loans" issued as an appendix to the letter from the Government of India.

5. I ~~may~~ beg to add, that there are good libraries in almost every important town in the mofussil, that very rarely ~~indeed~~ will the public resort to the practice of interborrowing of

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3
value than the Central Library. I beg also to invite the attention of Government to G.O.No. 588 Educational dated 23rd June 1913 rendering the collection of books in the Office of the Registrar of Books, accessible to students and to state that the University Library would appear to be the most suitable agency for carrying out the functions stated in para 6 of the letter from the Government of India, were it only under Government control, since it has the specialised advice of the Boards of Studies of the University, but as it is not under Government control, I have made the suggestion contained in para 3. supra.

I have the honour to be,

Sir,

Your most obedient servant,

C. K. S. Srinivasan
For Director of Public Instruction

M.S.
22/6.
T.R. 27/6.

Copy of letter No. 104 Cl., dated 13th June 1919,
from the Acting Principal Librarian and Ag. Superintendent
Government Museum, Madras, to the Director of Public Instruc-
tion, Madras.

With reference to your letter Ref. on C. No. 4126 dated
the 22nd May 1919, I have the honour to forward the accompanying
remarks on the suggestions of the Government of India ^{on Resolution II passed at the All India} Conference
of Librarians held at Lahore in January 1918, regarding inter-
borrowing between libraries.

Library Circles. The proposed division for the Madras Lib.
Circle is very extensive. But it may perhaps be accepted having
regard to the large size of each of the remaining circles.

Central libraries. If in view of its position as the leadi-
ing free public library Government select the Connemara Public
Library as the most suitable as a central library for carrying
out the intentions of the Resolution, the proposal may in my
opinion be approved. Such an alteration will no doubt entail re-
certain developments in the organization of the library, the
details of which can be worked out when the scheme develops full

Central Agencies. As observed by the Government of India
the librarian of the central library would play an important
part in the functions of a central agency. The Government of
India desire that the question may be very carefully considered
as to how the librarians can best be assisted in their functions
and to what extent committees should be associated with them.
So far as the Madras Circle is concerned it may be suggested
that the committee proposed may be an advisory board to the li-
brarian of the central library. The constitution of the Board,
duties and functions can best be decided in consultation with
representatives of the various libraries which will be included
in the scheme. A meeting may be convened for the purpose and
the librarian of the central library should be the chairman of
committee. The librarian with the help of his staff will carry
on the functions of the central agency assisted by the Board.

THE LOAN OF BOOKS.

The conditions of the loan of books will no
doubt come up for consideration later among the several libra-
rians. For the present, I may remark the rules appended by the
Government of India to their letter under reference, may in
general be agreed to.

(True copy)

Christians
For Director of Public Instruction.

MS
27/6

Box 17.9
B-8 (a) - 100,000 - 10-1-17.

NOTES.

Page

Am-823-12 From the foot of India No 811 89
cor 12923 From the D.P. 9. No 4215, 89

Re The establishment of
Central libraries

pp 8000 get

A draft reply to India on the
of the D.P. 9 letter is submitted
below for approval.

CA
11-7-19
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May
27/19

AM (on return to D.P.)

Please see my addition to para
2 of the draft & take action accy
After dispatch
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* To be kept - vide
order in No. 362-50
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File into
separately
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of Council

...to facilitate the work

those libraries. At the outset I am to state that the Government Council appears itself of the opinion that the scheme is not in the best interests of the libraries. The specific points which the Council is inclined to discuss are:-

1. Library circles:- The Council is inclined to set out by the Government of India in their letter under No. 1118, commends itself to the Council. It is, however, asserted

The proposed division for the Madras Circle is ~~too~~ extensive, but in view of the large size of each of the remaining circles, the Council considers that no reduction in size is ~~needed~~ need at present be suggested.

2. Central Libraries:- There are three important libraries in Madras:-

- (1) the library attached to the office of the Registrar of Books,
- (2) the University library and
- (3) the Connemara Public Library.

The first is not a lending library but only a reference library; and as a Central Library must, if it is to fulfil its functions properly, be a lending library, it cannot be made the Central Library. The second is not under Govt. management, is not open to the public and the books it purchases are not sufficiently general in character to satisfy the requirements of the Central Library. The third is the leading free public library in this residency and is under the direct management of

calling the ~~specific~~ ~~points~~ in the letter reference. The specific points which the Council is inclined to discuss are:-

Page 1118 of

Page 112 of

The views of the Durban effects of the Chief Commissioner of Coorg are being attended to

Page 112 of 113

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Page 112 of 113

11 this Government. His Excellency in Council considers that the Connemara Public Library is the most suited for the Central Library of the Madras circle. The library attached to the office of the Registrar of Books and the University library will, no doubt, form important adjuncts thereto.

4. In para 4 of their letter the Government of India state that it might be convenient if the copyright library should be identical in each circle with the Central Library. When the scheme of copyright libraries is eventually sanctioned by the Government of India, this Government propose to develop the library attached to the office of the Registrar of Books into a copyright library. As this is not a lending library as stated in the preceding paragraph, it is not possible to make it also the Central Library.

5. Central Agencies:- With regard to the Central Agencies for carrying out the work of the Central Libraries, I am to state that, so far as the Madras Circle is concerned, the principal Librarian, Connemara Public Library, with the help of his staff, is suitably for the Central Agency. It might be desirable to have an Advisory Committee. The exact constitution of the Committee, its duties and functions can best be decided later on when the scheme is finally sanctioned. It might include as ex-officio members the Registrar of Books, the Convener of the Madras University Library and the

Letter No. 576

37/12

the Curator of the Madras Record office.

the Secretary of the Madras Literary Society
a private institution which has a library of some importance,
should also be added as a member of the

Committee.

I have etc.,

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Chief Clerk