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DEPARTMENT.

Paper taken out of the Records from the charge of the Referencer.

Miscellaneous No. 35, dated 10-1- 1919

Date taken out.	FOR WHAT PURPOSE.			Initials of clerk taking the paper or of attendant.	Date returned.	Initials of attender.
	Department.	C. No.	Year.			
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23.8.38	bio	10085/38			8-10-38	1002
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27.12.43	M190	7615-A		43	3-3-44	
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Stone (1919) Department.
(Ed.)

End SERIES.

G.O. No. 35

DATED 10-1-19

INDEXED

[Despatch Abstract.]

Targore Palace Library.

Directing the publication of the rules framed by the
Committee of the --- on matters connected with the working of the
Library.

D.V.N.

FURTHER PAPERS.

G.O.	No.	Department.	Date.	G.O.	No.
	193	Edu.	9.1.43.		

R.C. No. 5 of 1918/19



From

M. R. Ry. J. Sambamurthi B.A. B.L.
Secretary to the Tanjore Maharaja Serfoji
Saraswathi Mahal Library, Tanjore.

To

The Superintendent, Government Press, Madras
through
The Secretary to Government,
Home Department (Education),
Madras.

Sir,

I have the honour to request you will be so good
as to publish in an early issue of the Fort St. George
Gazette the accompanying rules framed by
the above Committee.

The rules have to come into
force immediately and can do so only after
publication in the said Gazette as per clause 16
of the scheme settled by Govt. and published at
pages 578 & 599 of Part I B of the Gazette dated
22nd October 1918.

I request also you will be
pleased to send me three copies of the rules for
the use of the library.

I have the honour to be
your most obedient servant.

Tanjore.
24th December 1918.

J. Sambamurthi
Secretary, J.M.S.S.M.
Library, Tanjore.

4.12.18 Noted
in G.O. 1206 S.D.
(VII) 5.10.18

Copies will be
furnished from the
press of the library
in the Gazette
sent to the Committee

framed by the Administrative Committee
Rules of the "Janjira Maharaja's Sanjivani
-mahal" Library, Janjira at its meeting held on
21st December 1918 regulating the use by the Public of the said
Library.

Y.P. 35 1 of the
Comm. on Public
Libraries 1918 - p. 5
of 310241
19.5.1916
Rule 2 ibid

(1) The Library is open on every day of the week
except Wednesday and on the prescribed holidays
mentioned below.

(2) The hours during which the library is open are
from 8 A.M. to 5 P.M.

Rule 3 ibid

(3) No person under seventeen years of age (by appearance)
is admissible, except with a special order from the
Secretary.

Rule 4 - p. 5 ibid

(4) Readers will be admitted to the library on condition
that they are cleanly in person and properly dressed.

Rule 5 - p. 5 ibid

(5) Persons desirous of using the library shall enter their
names and addresses legibly in a book which is kept for
the purpose. Such signature shall be taken as an
acknowledgment that the person agrees to conform
to the rules of the library.

Rule 6 ibid

(6) Readers may not write upon, damage, or make
any mark upon any book, ^{manuscript} or map belonging
to the library.

Rule 7 ibid

(7) Readers may not lay the paper, on which they are
writing, on any book, ^{manuscript} or map.

Rule 8 ibid

(8) Copying extracts from books is permitted, but
ink must not be used. No tracing is allowed.

to be made without express permission from the
Secretary

(9) Silence must be strictly observed in the library

Rule 9 at

f. 606-210 (Y)

(10) Any reader taking a book or other property out of the library will be dealt with according to law.

of special (Y)

(11) Tickets in which readers shall write applications for books, shall be kept in the library. No reader

shall remove a book, manuscript or map, from a shelf himself, but shall apply for them to the librarian with a ticket.

(12) Readers leaving the library, must restore any books, manuscripts or maps, which they have received, and must reclaim and get back the tickets by which they obtained them. Readers are liable for such books, manuscripts or maps until the tickets have been re-delivered to them.

Rule 13 at

(13) Readers shall be responsible for any damage or injury done to the books, issued to them or other property belonging to the library and shall be required to replace such books or other property damaged or injured or pay the value thereof. If one book of a set is injured, the whole set shall be replaced.

Rule 14 at

(14) Cases of incivility, of undue delay in supply of books or other failure in the service, should be

Map 3
immediately reported to the Librarian or Assist.
present and entered in the Complaint book which
will be kept in the library for the purpose.

(15) Readers desirous of proposing books for addition
to the library shall do so by writing the name in the
recommendation book, which will be kept in the
library for the purpose.

Rule 16 (16) Sticks and umbrellas must be left at the door.

Rule 17 (17) The employees will not be permitted to receive
a gratuity of any kind.

(18) Any infringement of the rules will render the
privilege of admission to the library liable to
forfeiture.

(19) Smoking in the library is strictly
prohibited.

(20) The holidays-

- (1) Full holidays-
1. Vengul 1 day
 2. Srawanam 1 day
 3. King's birth 1 day

- Half holidays-
1. Deepavali 1 day 2-30 PM
 2. Do. 2nd day 8-30 AM to 2 PM

and any other holiday at the discretion of the Secretary

(21) Any person wishing to have a copy of a book
or manuscript or portion thereof shall apply to the Secretary

in writing specifying fully the book, ^{manuscript} or
portion thereof of which the copy is desired.
The Secretary will thereupon furnish the applicant
with an estimate of the probable cost and the
copy will be begun to be made only after the estimated
amount is paid to the Secretary who will grant a
receipt for the same.

(22) The following will be the scale of fees charge
for copies

(a) 8 annas for every 100 granthas or part
thereof, whether copied in Devanagari,
Telugu, Marathi or Tamil. Special rates
not exceeding 11 annas per 100 granthas
may be paid by the Secretary in special
cases regard being had to the conditions
of the ^{manuscript} the change of script &
one language to another etc. etc.

(b) Comparing charges to be paid at Rs.
per 1000 granthas.

(c) Cost of stationery etc and of the transmission
of the copy will be borne by the applicant.

(d) Special rates will be charged for
copying illustrations in the book or ^{manuscript}
of which copy is required.

(23) The administrative Committee reserves power to alter
23 to add to or otherwise modify the above rules of which
due notice will be given by publication in the
Fort St. George Gazette.

1
Page 5 6 7
add to, or otherwise modify the above rules
of which due notice, will be given by publication
in the Fort St. George Gazette.

J. Sambamurti Rao
Secretary

24. 12. 18.

Appendix II
framed by the Administrative Committee of the Sange Mahara
Sarawati Mahal Library, Sange at the meeting held on 21st December 1918

Rules relating to the procedure and transaction
of business at meetings of the ^{said} Committee ^{and relating}
^{to other matters connected with the administration of the library}
as per clause 16 of the scheme.

(1) Three members will form a quorum.

(2) One of the members present will be chosen as
Chairman for the meeting.

(3) In case of difference of opinion among members
present, on any matter, votes shall be taken
including that of the chairman and the matter decided
by a majority of votes. When votes are equally
balanced, the chairman will have a casting vote.

clause (10) of
Scheme at
26 Dec
1918
5.10.18
(4) The Committee shall ordinarily meet once
every month on the penultimate Saturday
at 4 P.M. Special meetings may be convened
by the Secretary if necessary, of which notice
shall be given by him at least 2 clear days
before the date of the meeting.

(5) The Proceedings of the meeting shall be
recorded by the Secretary or in his absence
one of the members present at the meeting in
separate "Proceedings Book" kept for the purpose.
The chairman shall sign the record
the Proceedings at their close.

NOTIFICATION.

Fort St. George, January 10, 1919.

No. 5.—The following rules framed by the Administrative Committee of the 'Tanjore Maharaja Serfoji Saraswati Mahal' Library are published for the information of the public:—

1. Rules framed by the Administrative Committee of the 'Tanjore Maharaja Serfoji Saraswati Mahal' Library, Tanjore, at its meeting held on 21st December 1918 regulating the use by the public of the said library.

(1) The library is open on every day of the week, except Wednesday and on the prescribed holidays mentioned below.

(2) The hours during which the library is open are from 8 a.m. to 5 p.m.

(3) No person under seventeen years of age (by appearance) is admissible, except with a special order from the Secretary.

(4) Readers will be admitted to the library on condition that they are cleanly in person and properly dressed.

(5) Persons desirous of using the library shall enter their names and addresses legibly in a book which is kept for the purpose. Such signature shall be taken as an acknowledgment that the person agrees to conform to the rules of the library.

(6) Readers may not write upon, damage, or make any mark upon any book, manuscript or map belonging to the library.

(7) Readers may not lay the paper, on which they are writing, on any book, manuscript or map.

(8) Copying extracts from books is permitted but ink must not be used. No tracing is allowed to be made without express permission from the Secretary.

(9) Silence must be strictly observed in the library.

(10) Any reader taking a book or other property out of the library will be dealt with according to law.

(11) Tickets on which readers shall write applications for books shall be kept in the library. No reader shall remove a book, manuscript or map, from a shelf himself, but shall apply for them to the librarian with a ticket.

(12) Readers before leaving the library, must restore any books, manuscripts or maps, which they have received, and must reclaim and get back the tickets by which they obtained them. Readers are held responsible for such books, manuscripts or maps until the tickets have been re-delivered to them.

(13) Readers shall be responsible for any damage or injury done to the books, issued to them or other property belonging to the library and shall be required to replace such books or other property damaged or injured or pay the value thereof. If one book of a set is injured, the whole set shall be replaced.

(14) Cases of incivility, of undue delay in supply of books or other failure in the service, should be immediately reported to the librarian or assistant present and entered in the complaint book which will be kept in the library for the purpose.

(15) Readers desirous of proposing books for addition to the library shall do so by writing the same in the recommendation book, which will be kept in the library, for the purpose.

(16) Sticks and umbrellas must be left at the door.

(17) The employees will not be permitted to receive gratuity of any kind.

(18) Any infringement of the rules will render the privilege of admission to the library liable to forfeiture.

(19) Smoking in the library is strictly prohibited.

(20) The holidays—

(i) Full holidays—

(i) Pongal, 1 day.

(ii) Sravanam, 1 day.

(iii) King's birthday, 1 day.

Half-holidays—

(i) Dipavali, 1st day 2-30 to 5 p.m.

(ii) Do. 2nd day 8 a.m. to 2-30 p.m.

and any other holiday at the discretion of the Secretary.

(21) Any person wishing to have a copy of a book or manuscript or portion thereof shall apply to the Secretary in writing specifying fully the book, manuscript or portion thereof of which the copy is desired. The Secretary will thereupon furnish the applicant with an estimate of the probable cost and the copy will be begun to be made only after the estimated amount is paid to the Secretary who will grant a receipt for the same.

(22) The following will be the scale of fees charged for copies:—

(a) Eight annas for every 100 granthams or part thereof, whether copied in Devanagiri, Telugu, Marhatti or Tamil. Special rates not exceeding eleven annas per 100 granthams may be levied by the Secretary in special cases, regard being had to the condition of the manuscript, the change of script from one language to another, etc.

(b) Comparing charges to be paid at Rs. 2 per 1,000 granthams.

(c) Cost of stationery, etc., and of the transmission of the copy will be borne by the applicant.

(d) Special rates will be charged for copying illustrations in the book or manuscript of which copy is required.

(23) The Administrative Committee reserves power to alter, add to, or otherwise modify the above rules of which due notice will be given by publication in the Fort St. George Gazette.

II. Rules framed by the Administrative Committee of the 'Tanjore Maharaja Serfoji Saraswati Mahal Library', Tanjore, at its meeting held on 21st December 1918 relating to the procedure and transaction of business at meetings of the said committee and relating to other matters connected with the administration of the library.

- (1) Three members will form a quorum.
- (2) One of the members present will be chosen as chairman for the meeting.
- (3) In case of difference of opinion among members present on any matter, votes shall be taken including that of the chairman and the matter decided by a majority of votes. When votes are equally balanced the chairman will have a casting vote.
- (4) The committee shall ordinarily meet once every month on the penultimate Saturday at 4 p.m. Special meetings may be convened by the secretary, if necessary, of which notice shall be given by him at least two clear days before the date of the meeting.
- (5) The proceedings of the meeting shall be recorded by the secretary, or, in his absence, by one of the members present at the meeting in a separate 'Proceedings book' kept for the purpose.
- (6) The chairman shall sign the record of the proceedings at their close.
- (7) The previous month's account of receipts and disbursements and of such important matters as the Secretary thinks fit, shall be laid before the committee by the secretary.
- (8) The secretary shall maintain a 'Day book' of receipts and expenses and such subsidiary registers and books and forms, etc., as he considers necessary.
- (9) The income shall be utilized in
 - (a) the routine administration of the library,
 - (b) the preservation of the various manuscripts, and
 - (c) in developing the library by purchase of new books, manuscripts and periodicals, etc.
- (10) The secretary shall have absolute control over the establishment and copyists and maintain proper discipline and order. He can fine or suspend any employee for misconduct. He will report to the committee cases in which he thinks dismissal is necessary.
- (11) The committee reserve power to alter, add to, or otherwise modify the above rules.
- (12) Meetings of the committee shall be held at the library.

L. D. SWAMIKANNU,
Acting Secretary to Government.

NOTIFICATION.

Fort St. George, January 10, 1919.

No. 6.—The following rules framed by the Administrative Committee of the 'Tanjore Maharaja Serfoji Saraswati Mahal' Library are published for the information of the public:—

I. Rules framed by the Administrative Committee of the 'Tanjore Maharaja Serfoji Saraswati Mahal' Library, Tanjore, at its meeting held on 21st December 1918 regulating the use by the public of the said library.

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- (2) The hours during which the library is open are from 8 a.m. to 5 p.m.
- (3) No person under seventeen years of age (by appearance) is admissible, except with a special order from the Secretary.
- (4) Readers will be admitted to the library on condition that they are cleanly in person and properly dressed.
- (5) Persons desirous of using the library shall enter their names and addresses legibly in a book which is kept for the purpose. Such signature shall be taken as an acknowledgment that the person agrees to conform to the rules of the library.
- (6) Readers may not write upon, damage, or make any mark upon any book, manuscript or map belonging to the library.
- (7) Readers may not lay the paper, on which they are writing, on any book, manuscript or map.
- (8) Copying extracts from books is permitted but ink must not be used. No tracing is allowed to be made without express permission from the Secretary.
- (9) Silence must be strictly observed in the library.
- (10) Any reader taking a book or other property out of the library will be dealt with according to law.
- (11) Tickets on which readers shall write applications for books shall be kept in the library. No reader shall remove a book, manuscript or map, from a shelf himself, but shall apply for them to the librarian with a ticket.
- (12) Readers before leaving the library, must restore any books, manuscripts or maps, which they have received, and must reclaim and get back the tickets by which they obtained them. Readers are held responsible for such books, manuscripts or maps until the tickets have been re-delivered to them.
- (13) Readers shall be responsible for any damage or injury done to the books, issued to them or other property belonging to the library and shall be required to replace such books or other property damaged or injured or pay the value thereof. If one book of a set is injured, the whole set shall be replaced.
- (14) Cases of insivility, of undue delay in supply of books or other failure in the service, should be immediately reported to the librarian or assistant present and entered in the complaint book which will be kept in the library for the purpose.
- (15) Readers desirous of proposing books for addition to the library shall do so by writing the same in the recommendation book, which will be kept in the library, for the purpose.
- (16) Sticks and umbrellas must be left at the door.
- (17) The employees will not be permitted to receive gratuity of any kind.
- (18) Any infringement of the rules will render the privilege of admission to the library liable to forfeiture.
- (19) Smoking in the library is strictly prohibited.
- (20) The holidays—

(1) Full holidays—

- (i) Pongal, 1 day.
- (ii) Sravanam, 1 day.
- (iii) King's birthday, 1 day.

Half-holidays—

- (i) Dipavali, 1st day 2-30 to 5 p.m.
- (ii) Do. 2nd day 8 a.m. to 2-30 p.m.

and any other holiday at the discretion of the Secretary.

(21) Any person wishing to have a copy of a book or manuscript or portion thereof shall apply to the Secretary in writing specifying fully the book, manuscript or portion thereof of which the copy is desired. The Secretary will thereupon furnish the applicant with an estimate of the probable cost and the copy will be begun to be made only after the estimated amount is paid to the Secretary who will grant a receipt for the same.

(22) The following will be the scale of fees charged for copies:—

- (a) Eight annas for every 100 granthams or part thereof, whether copied in Devanagiri, Telugu, Marathi or Tamil. Special rates not exceeding eleven annas per 100 granthams may be levied by the Secretary in special cases, regard being had to the condition of the manuscript, the change of script from one language to another, etc.
- (b) Comparing charges to be paid at Rs. 2 per 1,000 granthams.
- (c) Cost of stationery, etc., and of the transmission of the copy will be borne by the applicant.
- (d) Special rates will be charged for copying illustrations in the book or manuscript of which copy is required.

(23) The Administrative Committee reserves power to alter, add to, or otherwise modify the above rules of which due notice will be given by publication in the Fort St. George Gazette.

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Home (Ad 2)

Re. 2698/B. from the Secy: to the Tanjore
Palace Library Committee, R.E.S. 25-12-18
Subject: Rules for the working
of the Tanjore Palace Library.

under clause (16) of the
Scheme approved by Govt. for the
administration of the 'Tanjore Maha-
raja Serfoji Saraswati Mahal' Library
the Library Committee is authorized
to make rules from time to
time in regard to the several
matters mentioned therein - (p. 16 of
G.O. No. 1306 Ed. 11, dt. 5th Oct. 1918). The
Committee which began to work for
the 1st Dec. last has framed two
sets of rules - one to regulate the
use of the Library by the public
and the other to regulate the
transaction of business at meetings
of the Committee. These rules have
now to be published in the Gazette
as required by clause (16) of the
Scheme for the administration of
the Library.

The rules have been
examined and it is observed that

Appendix I - H 2-6, c.f.
Appendix II - H 7-8, c.f.

p. 16 of G.O. 1306
5-10-18
VII

- II. Rules framed by the Administrative Committee of the 'Tanjore Maharaja Serfoji Saraswati Mahal Library', Tanjore, at its meeting held on 21st December 1918 relating to the procedure and transaction of business at meetings of the said committee and relating to other matters connected with the administration of the library.
- (1) Three members will form a quorum.
 - (2) One of the members present will be chosen as chairman for the meeting.
 - (3) In case of difference of opinion among members present on any matter, votes shall be taken including that of the chairman and the matter decided by a majority of votes. When votes are equally balanced the chairman will have a casting vote.
 - (4) The committee shall ordinarily meet once every month on the penultimate Saturday at 4 p.m. Special meetings may be convened by the secretary, if necessary, of which notice shall be given by him at least two clear days before the date of the meeting.
 - (5) The proceedings of the meeting shall be recorded by the secretary, or, in his absence, by one of the members present at the meeting in a separate 'Proceedings book' kept for the purpose.
 - (6) The chairman shall sign the record of the proceedings at their close.
 - (7) The previous month's account of receipts and disbursements and of such important matters as the Secretary thinks fit, shall be laid before the committee by the secretary.
 - (8) The secretary shall maintain a 'Day book' of receipts and expenses and such subsidiary registers and books and forms, etc., as he considers necessary.
 - (9) The income shall be utilized in
 - (a) the routine administration of the library,
 - (b) the preservation of the various manuscripts, and
 - (c) in developing the library by purchase of new books, manuscripts and periodicals, etc.
 - (10) The secretary shall have absolute control over the establishment and copyists and maintain proper discipline and order. He can fine or suspend any employee for misconduct. He will report to the committee cases in which he thinks dismissal is necessary.
 - (11) The committee reserves power to alter, add to, or otherwise modify the above rules.
 - (12) Meetings of the committee shall be held at the library.

L. D. SWAMIKANNU,
Acting Secretary to Government.

The dates of monthly meetings
shall be fixed in consultation
with the collector - fo 1225-
30-5-35

Rules (1) to (18) at pp 2-4, etc. are
merely reproductions of the cor-
responding rules of the Louisiana
Public Library - (Vide pp 5 to 8 of No.

(D) No. 310 Ed. 2, 4/19th May 1896. The other rules
are also not open to objection.

3 A draft order directing the
publication of the rules in the Gazette
is subd.

6.1.19
7.1.19

CA 8.1.19 Issue
LWS
gig

READ AGAIN G.O. No. 1306 ~~revised~~ 1 Ed. 7. S. 10. 1918 (vii) 191

C. No. 2698 / From the Sary. to the, No. R.e.5, dated 24.12.1918.
B
Tanjore Palace Library
Committee 191

No. 35, dated 10. 1. 1919.

The following rules framed by the Administrative Committee of the Tanjore Maharaja Serfoji Sansod Mahal Library are published for the information of the public.

(2. E. rules at pp2.8)

Copy to the Coll. of Tongue

... Dist: Judge of Tanjore

D-P.9

A. 2

... S. S. p. for publication in *Quarterly*
Quarterly on.

