

Government of Madras
LAW (EDUCATION) DEPARTMENT

G.O. No. 148, 2nd February 1925

Library—Government Oriental Manuscripts—Rules—Approved.

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Librarian

G.O. No. 148

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Government of Madras

LAW (EDUCATION) DEPARTMENT

G.O. No. 148, 2nd February 1925

Library—Government Oriental Manuscripts—Rules—Approved.

READ—the following paper :—

Letter from R. LITTLEHAILES, Esq., M.A., Director of Public Instruction, to the Secretary to Government, Law (Education) Department, dated Madras, the 7th January 1925, R.C. No. 99-E/24.

I have the honour to submit herewith for favour of approval a copy of the rules for the working of the Oriental Manuscripts Library as accepted by the advisory committee appointed in G.O. Mis. No. 1666, Law (Education), dated 31st October 1924, at its first meeting held on 11th December 1924.

Order—No. 148, Law (Education), dated 2nd February 1925.

The rules for the working of the Government Oriental Manuscripts Library, forwarded by the Director of Public Instruction with his letter R.C. No. 99-E/24, dated 7th January 1925, are approved and have been published in the *Fort St. George Gazette*

(By order of the Government, Ministry of Education)

V. T. KRISHNAMA ACHARIYAR,
Secretary to Government.

To the Director of Public Instruction.
„ Registrar, University of Madras.
„ Superintendent, Government Press, for publication of rules in the Gazette.
Editors' Table.

G.O. Ms. No 1509 Edm. d/ 2-9-57.

" 2575 Edm d/ 8.12.60

No. 1m. 3449 Eu dt 4-7-63

APPENDIX.

Rules for the working of the Government Oriental Manuscripts Library, Madras.

[N.B.—In framing these draft rules the existing rules and practice have been fully considered and such additions and modifications also are introduced as are considered necessary for providing according to G.O. Mis. No. 1666, Law (Education), dated 31st October 1924 the greatest possible facilities, under proper safeguards, for the utilization of the manuscripts in the library by persons engaged or interested in advanced Oriental studies and research.]

I. *General.*—The Government Oriental Manuscripts Library shall mainly be a consulting library.

II. *Working hours.*—The library shall be open from 11 a.m. to 4 p.m. on Saturdays and from 11 a.m. to 5 p.m. on all other days except Fridays and on gazetted holidays. The library will, however, be kept open, as usual, during Easter and Christmas.

III. *Readers in the library.*—Readers may consult all manuscripts and books except those that are considered objectionable, which will be issued only with the sanction of the Curator. A confidential list of objectionable books will be prepared by the Curator and kept with the librarian. Readers are required to handle the manuscripts and books issued to them with great care and to comply with such instructions as the librarian may issue to them in this connexion. They shall keep strict silence while consulting manuscripts and books. They shall not be allowed to take any manuscript or book themselves from the shelves of the library; nor will they be allowed to take any manuscript or book outside the library or to make any mark or underline anything in the manuscripts or books, or to use ink in taking copies or extracts except with the permission of the Curator. Before leaving the library, readers shall return all the manuscripts and books issued to them and shall see that their return is duly acknowledged in the issue register. Any infringement of these rules will render the privilege of admission to the library liable to forfeiture.

IV. *Supply of transcripts to outsiders.*—Arrangements will be made, as far as practicable, for supplying a transcript of any manuscript in the library to any person who may apply for it at his own cost at the rate to be fixed by the Curator. Those who apply for copies may be required by the Curator to send the whole or part of the estimated charges in advance. Certified copies of manuscripts and records will be granted by the Curator on application being made through courts of law.

N.B.—The rates of copying and comparing charges will ordinarily be as follows:—

Devanagari.	}	Rs. 6-8-0 per 1,000 granthas.
Malayalam.		
Kanarese.		
Tamil.		
Telugu.	}	Rs. 5-8-0 per 1,000 granthas.
Granthas.		

For two comparers Rs. 2-12-0 per 1,000 granthas for all scripts.

V. *Loans of duplicate copies of manuscripts to persons resident in Madras or its immediate vicinity.*—Persons engaged in advanced Oriental studies or research, when resident in Madras or its immediate vicinity, may borrow duplicate copies of the manuscripts in the Government Oriental Manuscripts Library relating to their subject on the security of a deposit sufficient to cover the cost of transcription and other charges as fixed by the Curator; or on the production of a letter of guarantee in the following form from a University Professor or a Professor of a constituent college or the head of a recognized high school or an approved Oriental titles institution, or the head of any public library or of any Government office or institution or a member of the advisory committee of the Government Oriental Manuscripts Library, the guarantor being a permanent resident in Madras.

Form of letter of guarantee.

I know well _____ (name and address of the intending borrower in full) as one engaged or interested in _____ (here mention the subject of study or research) and I hereby undertake to see that he safely returns to the library the manuscript lent to him and that he complies with all the rules of the library applicable to this loan.

Station _____

Signature _____

Date _____

Designation and address in full _____

The number of duplicate copies of manuscripts thus lent and the period of loan will be determined by the Curator with reference to the circumstances of each case. Any borrower who fails to return the manuscripts within the due date shall pay a fine of four annas per day, and repeated default will render the privilege of borrowing liable to forfeiture. Any borrower of a duplicate copy of a manuscript, who is unable to return or returns it in a damaged condition, shall pay the cost of such manuscript as fixed by the Curator.

VI. *Loans of manuscripts represented by single copies in the library to bona fide scholars resident in Madras.*—Ordinarily, no manuscript of which there is only one copy in the library shall be lent. However, the Curator will be at liberty to lend any such manuscript for research or publication to bona fide scholars resident in Madras on the execution of an indemnity bond prescribed under G.O. No. 242, Home (Education), dated 23rd February 1920, the number of such manuscripts to be lent, the money value of such manuscripts and the period of loan and such other details being determined by the Curator with reference to the circumstances of each case. No manuscript of which there is only one copy in the library and which is lent under this rule should be allowed to be taken to any place outside Madras.

VII. *Loans of printed books.*—Printed books other than reference books may, at the discretion of the Curator, be lent out of the library to deserving persons or institutions engaged in advanced oriental studies or research, when resident in Madras, the number of books to be lent, the period of loan and the guarantee to be taken being determined by the Curator with reference to the circumstances of each case. Borrowers of printed books shall pay to the library the cost of such books as may be damaged or lost by them, the cost in such cases being determined by the Curator. The period of loan under this section shall in no case exceed one month; but the loan may be renewed where such renewal is considered by the Curator desirable; any borrower under this section who fails to return the books within the due date shall pay a fine of one anna per volume per day.

VIII. *Special loans of printed books and manuscripts.*—Any Professor of the Madras University, any Professor in charge of a research student of the University, any member of a constituent college who is engaged in advanced Oriental studies or research and any member of the advisory committee of the Government Oriental Manuscripts Library may, without deposit or indemnity bond, borrow from the library any printed book or manuscript having particular reference to his subject of special study or research for such period and on such conditions as may be determined by the Curator in each case. No book or manuscript borrowed under this rule shall be taken to any place outside Madras.

IX. *Loans to persons outside Madras.*—Manuscripts may be lent to deserving persons outside Madras in accordance with the following rules:—

- (1) No manuscripts should be allowed to be taken to any place outside India.
- (2) No manuscript of which there is only one copy in the library should be lent.
- (3) Not more than one work at a time should be lent to a borrower though more than one copy of the same work might be lent to him at a time.
- (4) Every intending borrower should be required to execute an indemnity bond in the prescribed form before obtaining the loan of a manuscript and provision should be made in the bond in regard to the period of loan and the safe return of the manuscript at any time even before the expiry of the specified period if the Curator should call for it.
- (5) The cost of safely transmitting the manuscripts to the borrower and of its safe return to the library should be borne by the borrower himself.
- (6) At least one good copy of any work that is lent should invariably be retained in the library.
- (7) The Curator will be at liberty to refuse the loan of a manuscript for special reasons such as the extremely injured condition of the manuscript or when there is particular need for its retention in the library.

X. *General rules applicable to all loans of books and manuscripts.*—The Curator may, for sufficient reasons, call for the return at any time of any manuscript or book lent. The Curator will be at liberty to refuse the loan of any manuscript or printed book for special reasons, such as the extremely injured condition or particular need for its retention in the library. The sub-lending of any manuscript or book borrowed from the Library is strictly forbidden. For persistent default or serious infringement of the rules or for other sufficient reasons, any borrower may, on the Curator's report to the Director of Public Instruction, and after such further enquiry as the Director may consider necessary, be declared by the Director to have permanently or temporarily forfeited the privilege of admission to the library or of borrowing books or manuscripts from the library.

XI. *Acquisition of manuscripts and their preservation and restoration.*—As far as funds permit, the Curator will acquire from time to time useful manuscripts for the library by purchase or by transcription or as presentation; he will also arrange to do the needful for the careful preservation of the manuscripts in the library and for the restoration of injured manuscripts from time to time. In this connexion, the Curator will consult the members of the advisory committee whenever necessary, and will duly consider all the suggestions that may be offered by the members of the advisory committee.

Publications by or through the library.—(a) As far as funds permit, and in so far as it may be otherwise practicable, the Curator will arrange to continue and complete the preparation and publication of descriptive catalogues of all the manuscripts in the library in accordance with the plan which has been followed for several years in regard to this work; and he will also

arrange to print and publish from time to time, important manuscripts in accordance with G.O. No. 801, Home (Education), dated 12th July 1920, and G.O. No. 318, Law (Education), dated 1st March 1923, after obtaining the previous approval of the Director before the actual commencement of printing in the case of each work. No work which has already been published elsewhere or whose publication has already been undertaken by any competent private agency should be published by the library at the cost of Government.

(b) The Curator will be at liberty to print and publish with the assistance, whenever necessary, of such members of the staff as he may choose, any important and valuable manuscript in the library through any press or publishing firm, provided that no expenditure is incurred for this purpose from public funds and provided also that the title page makes it clear that the work is published with the help of the Government Oriental Manuscripts Library, Madras, and that the publisher agrees to give to the library gratis, for free distribution to scholars and institutions, not less than twenty-five and not more than one hundred copies in the case of each work as may be determined by the Director. The Curator will not accept any remuneration or honorarium from the printer or publisher for his services; but such other members of the library staff as may assist the Curator in the work of publication may be permitted by the Director to accept any remuneration or honorarium which may be offered by the publisher provided that, where any such remuneration or honorarium is taken by a member of the staff from a publisher, care is taken to avoid detriment to the other official duties of that member in the library.

(c) In connexion with any work of publication carried on by or through the library, the Curator will duly consider all the suggestions that may be made by any member of the advisory committee.

Received 192 . Registered 192 .



Subject.

Submitting for favour of approval, a copy of the rules for the working of the Oriental Manuscripts Library.

Read in full

ENCLOSURES
No. <i>Cy 7 Rule</i>
Spare copies

R. C. No. 99 E/24

Station Madras, Dated the 7-1-1925 192

From (Name) R. Littlehales Esq., M.A.,

(Designation) Director of Public Instruction

Madras.

To The Secretary to the Government of Madras,

Law (Education)

Department.

Sir,

I have the honour to submit herewith for favour of approval, a copy of the rules for the working of the Oriental Manuscripts Library as accepted by the Advisory Committee appointed in G.O. No. 1666 Misc Law (Education) dated 31-10-1924 at its first meeting held on 11-12-1924.

I have the honour to be,
Sir,
Your most obedient servant,

R. Littlehales
for Director of Public Instruction

A.R. 8-1-25

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Rules for the working of the Government Oriental
Manuscripts Library, Madras.

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N. B. In framing these draft rules the existing rules and practice have been fully considered, and such additions and modifications also are introduced as are considered necessary for providing (according to G.O.No. 1666 Mis Law(Education) dated 31st October 1924) the greatest possible facilities, under proper safeguards, for the utilisation of the manuscripts in the Library by persons engaged or interested in advanced Oriental studies and research).

I. General:-

The Government Oriental Manuscripts Library shall mainly be a consulting Library.

II. Working Hours:-

The Library shall be open from 11 A.M. to 4 P.M. on Saturdays and from 11 A.M. to 5 P.M. on all other days except Fridays and on Gazetted holidays. The Library will, however, be kept open, as usual, during Easter and Christmas.

III. Readers in the Library:-

Readers may consult all manuscripts and books except those that are considered objectionable which will be issued only with the sanction of the Curator. A confidential list of objectionable books will be prepared by the Curator and kept with the Librarian. Readers are required to handle the manuscripts and books issued to them with great care and to comply with such instructions as the Librarian may issue to them in this connection. They shall keep strict silence while consulting manuscripts and books. They shall

Print
shall not be allowed to take any manuscript or book themselves from the shelves of the Library; nor will they be allowed to take any manuscript or book outside the Library or to make any mark or underline anything in the manuscripts or books, or to use ink in taking copies or extracts except with the permission of the Curator. Before leaving the Library, readers shall return all the manuscripts and books issued to them and shall see that their return is duly acknowledged in the issue register. Any infringement of these rules will render the privilege of admission to the Library liable to forfeiture.

iv. Supply of transcripts to outsiders:-

Arrangements will be made, as far as practicable for supplying a transcript of any manuscript in the Library to any person who may apply for it at his own cost at the rate to be fixed by the Curator. Those who apply for copies may be required by the Curator to send the whole or part of the estimated charges in advance. Certified copies of manuscripts and records will be granted by the Curator on application being made through Courts of Law.

(N. B.) The rates of copying and comparing charges will ordinarily be as follows:-

Devanagari ()
Malayalam () Rs. 6-8-0 per 1000 granthas.
Kanarese. ()

Tamil ()
Telugu () Rs. 5- 8- 0 per 1000 granthas
Granthas ()

For 2 comparers Rs. 2-12-0 per 1000 granthas & for all scripts.

v. Loans of duplicate copies of manuscripts to persons resident in Madras or its immediate vicinity.

Persons

Persons engaged in advanced oriental studies or research when resident in Madras or its immediate vicinity, may borrow duplicate copies of the manuscripts in the Government Oriental Manuscripts Library ^{relating} to their subject on the security of a deposit sufficient to cover the cost of transcription and other charges as fixed by the Curator; or on the production of a letter of guarantee in the following form from a University Professor or a Professor of a constituent College or the head of a recognised High School or an approved Oriental titles institution, or the head of any Public Library or of any Government office or institution or a member of the Advisory Committee of the Government Oriental Manuscripts Library, the guarantor being a permanent resident in Madras.

Form of letter of guarantee.

I know well.....

(name and address of the intending borrower in full as one engaged or interested in.....)

(here mention the subject of study or research) and I hereby undertake to see that he safely returns to the Library the manuscript lent to him and that he complies with all the rules of the Library applicable to this loan.

Station

Signature

Date

Designation and address in full.

The number of duplicate copies of manuscripts thus lent and the period of loan will be determined by the Curator with reference to the circumstances of each case. Any borrower who fails to return the manuscripts within the due date shall pay a fine of

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four annas per day, and repeated default will render the privilege of borrowing liable to forfeiture. Any borrower of a duplicate copy of a manuscript, who is unable to return or returns it in a damaged condition, shall pay the cost of such manuscript as fixed by the Curator.

VI. Loans of manuscripts represented by single copies in the Library to bonafide scholars resident in Madras.

Ordinarily, no manuscript of which there is only one copy in the Library shall be lent out. However, the Curator will be at liberty to lend out any such manuscript, for research or publication, to bonafide scholars resident in Madras, on the execution of an indemnity bond prescribed under G.O. No. 242 Home (Education) dated 23rd February 1920, the number of such manuscripts to be lent, the money value of such manuscripts and the period of loan and such other details being determined by the Curator with reference to the circumstances of each case. No manuscript of which there is only one copy in the Library and which is lent out under this rule should be allowed to be taken to any place outside Madras.

VII. Loans of printed books:-

Printed books, other than reference books, may, at the discretion of the Curator, be lent out of the Library to deserving persons or institutions engaged in advanced oriental studies or research, when resident in Madras, the number of books to be lent, the period of loan and the guarantee to be taken being determined by the Curator with reference to the circumstances of each case. Borrowers of printed books shall pay to the Library the cost of such books as may

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may be damaged or lost by them, the cost in such cases being determined by the Curator. The period of loan under this section shall in no case exceed one month; but the loan may be renewed where such renewal is considered by the Curator desirable; any borrower under this section who fails to return the books with the due date shall pay a fine of one anna per volume per day.

VIII. Special loans of printed books and manuscripts.

Any Professor of the Madras University, any Professor in charge of a research student of the University, any member of a Constituent college who is engaged in advanced oriental studies or research and any member of the Advisory Committee of the Government Oriental Manuscripts Library may, without deposit or indemnity bond, borrow from the Library any printed book or manuscript having particular reference to his subject of special study or research, for such period and on such conditions as may be determined by the Curator in each case. No book or manuscript borrowed under this rule shall be taken to any place outside Madras.

IX. Loans to persons outside Madras.

Manuscripts may be lent out to deserving persons outside Madras in accordance with the ~~the~~ ^{the following} procedure and conditions laid down in G.O. No. 242 Home (Education) dated 23rd February 1920. These rules are set forth below:-

1. No manuscripts should be allowed to be taken to any place outside India.
2. No manuscript of which there is only one copy in the Library should be lent.
3. Not more than one work at a time should

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lent to a borrower though more than one copy of the same work might be lent to him at a time.

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4. Every intending borrower should be required to execute an indemnity bond in the prescribed form before obtaining the loan of a manuscript and provision should be made in the bond in regard to the period of loan and the safe return of the manuscript at any time even before the expiry of the specified period if the Curator should call for it.

5. The cost of safely transmitting the manuscripts to the borrower and of its safe return to the Library should be borne by the borrower himself.

6. At least one good copy of any work that is lent out should invariably be retained in the Library.

7. The Curator will be at liberty to refuse the loan of a manuscript for special reasons such as the extremely injured condition of the manuscript or when there is particular need for its retention in the Library.

X. General rules applicable to all loans of books and manuscripts.

The Curator may, for sufficient reasons call for the return, at any time, of any manuscript or book lent. The Curator will be at liberty to refuse the loan of any manuscript or printed book, for special reasons, such as the extremely injured condition or particular need for its retention in the Library. The lending of any manuscript or book borrowed from the Library is strictly forbidden. For ~~xxxx~~ persistent default or serious infringement of the rules or for other sufficient reasons, any borrower may, on the Curator's report to the Director of

Public

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Public Instruction, and after such further enquiry as the Director may consider necessary, be declared by the Director to have permanently or temporarily forfeited the privilege of admission to the Library or of borrowing books or manuscripts from the Library.

XI. Acquisition of manuscripts and their preservation and restoration.

As far as funds permit, the Curator will acquire from time to time useful manuscripts for the library by purchase or by transcription or as presentation; he will also arrange to do the needful for the careful preservation of the manuscripts in the Library and for the restoration of injured manuscripts from time to time. In this connection, the Curator will consult the members of the Advisory committee whenever necessary, and will duly consider all the suggestions that may be offered by the members of the Advisory committee.

Publications by or through the Library.

(a) As far as funds permit, and in so far as it may be otherwise practicable, the Curator will arrange to continue and complete the preparation and publication of descriptive catalogues of all the manuscripts in the Library in accordance with the plan which has been followed for several years in regard to this work; and he will also arrange to print and publish, from time to time important Sanskrit manuscripts in accordance with G.O.No.801 Home (Education) dated 12th July 1920 and G.O.No.318 Law (Education) dated 1st March 1923, after obtaining the previous approval of the Director before the actual commencement of printing in the case of each work. No work which has already been published elsewhere or whose publication has already been undertaken by any competent private agency, should be published

published by the Library at the cost of Government.

(b) The Curator will be at liberty to print and publish with the assistance whenever necessary of such members of the staff as he may choose, any important and valuable manuscript in the Library through any Press or publishing firm provided that no expenditure is incurred for this purpose from public funds and provided also that the title page makes it clear that the work is published with the help of the Government Oriental Manuscripts Library, Madras, and that the publisher agrees to give to the Library gratis, for free distribution to scholars and institutions not less than twentyfive and not more than one hundred copies in the case of each work as may be determined by the Director. The Curator will not accept any remuneration or honorarium from the printer or publisher for his services; but such other members of the Library staff as may assist the Curator in the work of publication, may be permitted by the Director to accept any remuneration or honorarium which may be offered by the publisher provided that, where any such remuneration or honorarium is taken by a member of the staff from a publisher, care is taken to avoid detriment to the other official duties of that member in the Library.

c.) In connection with any work of publication carried on by or through the Library, the Curator will duly consider all the suggestions that may be made by any member of the Advisory Committee.

(True copy)

Rancho
for Director of Public Instruction

Page 1 c. f.

Subject: - The Libr.

C.No.126 C - From the D. P. I., R. C. No.99 E/24 dated 7-1-1925.

Oriental Manuscripts Library - Rules for the working of -

(E)

In G.O.No.1666 Law (Education), dated 31-10-1924 the Government appointed a ^{standing} committee to advise the D.P.I. on the proper working of the Government Oriental Manuscripts Library. The Committee was also expected to advise the Director to frame rules with a view to providing the greatest possible facilities for the utilisation of the manuscripts in the library by persons engaged or interested in advanced Oriental studies and research.

pages 2-9-c. f.

Paragraph 112 of

G.O.No. 242 Education A
23-2-1920.

Rule VI page 5 c. f.

Rule VIII. page 6 c. f.

2. The Director submits for the approval of the Government a copy of the rules accepted by the Advisory Committee at its meeting ~~was~~ held on the 11th December 1924. The rules for the loan of manuscripts now in force ~~expressly~~ forbid the loan of manuscripts of which there is only one copy in the library. In the rules now framed discretion is given to the Curator to lend manuscripts represented by single copies in the library to scholars resident in Madras on the execution ~~by~~ by the borrower of the indemnity bond prescribed in G.O.No. 242 Home (Education), dated 23-2-1920. Greater facilities are provided for the loan of books to the Professors of the University and members of constituent colleges. Submitted that no objection need be taken to these rules.

3. The rules seem to be acceptable and may be approved. For orders whether they should be published in the Fort St. George Gazette. A draft order is submitted.

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The rules may be published
in the Gazette. Otherwise the public
will have no means of knowing
the alterations introduced into
the rules.

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Published in the Spectator & the
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Law (Education).....DEPARTMENT.

Library -

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READ AGAIN G.O. No., dated 19.....

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READ ALSO:—

C. No. 126-0 From the D. P. J. R.C., No. 99E/24, dated 7.1.1925.

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ORDER.

Press.

No. 148, dated 2-2-1925

The rules for the working of the Government Oriental Manuscripts Library forwarded by the D.P.I. with his letter R. C. No. 99 E/24 dated 7-1-1925 are approved and have been published in the Fort St. George Gazette.

The D. P. I.

• Registrar, Univ. of Madras
• S.G.P. for publication of
rules in the Gazette. ✓

" Editions Table

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Rules - Appendix

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Please see Quisio 11/2/25

G.O. No. 148, 2nd February 1925

Library—Government Oriental Manuscripts—Rules—Approved.

READ—the following paper :—

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(By order of the Government, Ministry of Education)

V. T. KRISHNAMA ACHARIYAR,
Secretary to Government.

To the Director of Public Instruction.
" Registrar, University of Madras.
" Superintendent, Government Press, for publication of rules in the Gazette.
Editors' Table.

[Appendix.

*Please strike :
in publishing in the
Gazette please publish as Approved. strike
edited in E.T. Page 1/2. 15-2-25*

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APPENDIX.

Rules for the working of the Government Oriental Manuscripts Library, Madras.

[N.B.—In framing these draft rules the existing rules and practice have been fully considered, and such additions and modifications also are introduced as are considered necessary for providing according to G. O. Mis. No. 1666, Law (Education), dated 31st October 1924, the greatest possible facilities, under proper safeguards, for the utilization of the manuscripts in the library by persons engaged or interested in advanced Oriental studies and research.]

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IV. Supply of transcripts to outsiders.—Arrangements will be made, as far as practicable, for supplying a transcript of any manuscript in the library to any person who may apply for it at his own cost at the rate to be fixed by the Curator. Those who apply for copies may be required by the Curator to send the whole or part of the estimated charges in advance. Certified copies of manuscripts and records will be granted by the Curator on application being made through courts of law.

N.B.—The rates of copying and comparing charges will ordinarily be as follows:—

Devanagari.	} Rs. 6-8-0 per 1,000 granthas.
Malayalam.	
Kanarese.	
Tamil.	
Telugu.	} Rs. 5-8-0 per 1,000 granthas.
Grantha.	

For two comparers Rs. 2-12-0 per 1,000 granthas for all scripts.

V. Loans of duplicate copies of manuscripts to persons resident in Madras or its immediate vicinity.—Persons engaged in advanced Oriental studies or research, when resident in Madras or its immediate vicinity, may borrow duplicate copies of the manuscripts in the Government Oriental Manuscripts Library relating to their subject on the security of a deposit sufficient to cover the cost of transcription and other charges as fixed by the Curator; or on the production of a letter of guarantee in the following form from a University Professor or a Professor of a constituent college or the head of a recognized high school or an approved Oriental titles institution, or the head of any public library or of any Government office or institution or a member of the advisory committee of the Government Oriental Manuscripts Library, the guarantor being a permanent resident in Madras.

Form of a letter of guarantee.

I know well _____ (name and address of the intending borrower in full as one engaged or interested in _____ (here mention the subject of study or research) and I hereby undertake to see that he safely returns to the library the manuscript lent to him and that he complies with all the rules of the library applicable to this loan.

Station _____ Signature _____
Date _____ Designation and address in full _____

The number of duplicate copies of manuscripts thus lent and the period of loan will be determined by the Curator with reference to the circumstances of each case. Any borrower who fails to return the manuscripts within the due date shall pay a fine of 4 annas per day, and repeated default will render the privilege of borrowing liable to forfeiture. Any borrower of a duplicate copy of a manuscript, who is unable to return or returns it in a damaged condition, shall pay the cost of such manuscript as fixed by the Curator.

VI. Loans of manuscripts represented by single copies in the library to bona fide scholars resident in Madras.—Ordinarily, no manuscript of which there is only one copy in the library shall be lent. However, the Curator will be at liberty to lend any such manuscript, for research or publication, to bona fide scholars resident in Madras, on the execution of an indemnity bond prescribed under G.O. No. 242, Home (Education), dated 23rd February 1920.

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ORDINARY.

PRESS SLIP.

PREFERENCE.

URGENT (at 13 1925)

Law (Edu)

DEPARTMENT.

Current No. 1260, dated 14.1.1925

G.O. No. 148 dated 2.2.1925 191

Number of MS. pages sent { (b) Correspondence 10
(b¹) Notes

Brief subject 6 rivulal manuscript

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

FOR RECORD.*	E. T. copies to supply requisitions for purchase by the public.	Complete correspondence and orders.	Notes.
Madras Records	4	25	
Ooty Records		5	
For filing with original			
Total		31	

FOR ISSUE.†

Letter only.	Complete G.O.	(b) Special issue copies of G.O.		Notes.
		No.	Papers.	
Signature copies	3			
India Office				
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				

Spare copies

The D. P. S.	10		
The Registrar	5		
The Registrar			
The Registrar			
The S. C. P.	1		
The			
The			
The			
The			
The			
The			
The			
The			
The			
Total	19		

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.

* Copies distributed on (Press Clerk).

† Copies distributed on (Press Despatcher).

‡ To be initialled and dated.

[P.T.C.]

TO PRESS, MADRAS OOTY.

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.	Type may be released after usual interval at once.	Type may be released after usual interval.
43.002 27/1/25 Referencer. Clerk.	Referencer. Clerk.	Referencer. Clerk.
Supdt.	Supdt.	Supdt.

SPECIAL INSTRUCTIONS.

TO BE FILLED IN BY THE PRESS.

Diary.	Initials of Press official.
Received in Press on.....	
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 ...				