

Law Education (1925) Department.

III SERIES.

G.O. No. 2067

DATED 5-12-25

over

[Despatch Abstract.]

LIBRARY - CONNEMARA PUBLIC LIBRARY REQUISITION SLIPS -

ALTERATIONS LIBRARIAN'S PROPOSAL - APPROVED.

BACK PAPERS.

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

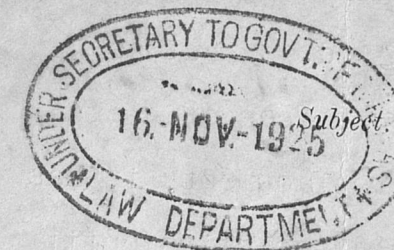
FURTHER PAPERS.

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

C.F. 80-41,000-8-9-24.

DEPARTMENT.

Received 192 . Registered 192 .



L. Cu 3738C
16/11/25

ENCLOSURES.

No.

Spare copies

No. 156H/25

Station Madras, Dated the 16th November 1925.

From (Name) F.H.Gravelly Esqr., D.Sc.,
(Designation) Principal Librarian, Connemara
Public Library, and
Superintendent, Government Museum, Madras.
To The Secretary to the Government of Madras,
Law (Education) Department.

Sir,

I have the honour to refer to G.O.'s No. 234 and No. 498 Mis. (Educational Department) dated 4th May 1910 and 1st May 1914 respectively and submit for the approval of Government certain alterations in respect of the 'Library Requisition Slips' - No. 7 of the Standard Forms supplied for use in the Government Museum and Connemara Public Library Madras.

It has been found from experience that the requisition slips now in use do not satisfy the requirements of this Library. One of the rules printed

on

on the slips lays it down that readers should reclaim the requisition slips, they being responsible for the books ~~removed so as to facilitate their replacement~~ so long as the slips remain uncanceled. But as these slips have to be placed in the places of books removed so as to facilitate their replacement, it has been found very difficult to return these slips until the books are actually replaced, which generally takes a very long time on account of the very limited staff and the necessity of attending to the more important work of issuing books to fresh visitors. It is, therefore, proposed to alter the present slips so as to contain a counterfoil attached to each, which could be filed at the counter and returned to the reader immediately on return of the book taken. Such a course would enable the readers to discharge their responsibilities for books and yet to leave the Library without unnecessary delay.

A sample of the slips now in use and a manuscript copy of the new slip proposed are herewith enclosed. It will be seen that, though different in shape, the size ^{of} the proposed slip is the same as that of the present one, that is, 1/12 of double foolscap size. This alteration does not, therefore, involve any additional expenditure in the quantity of paper required. I would also suggest the use of white unglazed paper of the same thickness as the present slip, as it would help a great deal in readily locating the place of the slips while on the shelves, and thus enable the staff to replace books more quickly.

The rules contained on the slips have been altered to suit present requirements ^{of} the Library.

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

J. H. Gravey

Principal Librarian and
Superintendent.

CONNEMARA PUBLIC LIBRARY

Mus. 7--25,000--15-3-24.

Permission to use the Library will be withdrawn from any person who shall write or make marks on any part of a Printed Book, Manuscript, or Map belonging to the Library.

Readers are not, under any circumstances, to take a Book, Manuscript, or Map out of the Reading-room.

Before leaving the Room, Readers are particularly requested to return Books, for which they have given Tickets, to an attendant at the centre counter, and to reclaim the Tickets, READERS BEING RESPONSIBLE FOR THE BOOKS SO LONG AS THE TICKETS REMAIN UNCANCELLED.

	Name of Author, or other Heading of work wanted.	
	Title	

(Date)

(Signature).

(Number of the Reader's Seat).

[P.T.O.]

4

READERS ARE PARTICULARLY REQUIRED.

1. Not to ask for more than *one work* on the same ticket.
2. To transcribe from the Catalogues all the particulars necessary for the identification of the work wanted.
3. To write in a plain, clear hand, in order to avoid delay and mistakes.
4. To indicate in the proper place on each ticket the number of the seat occupied.
5. To bear in mind that no books will be left at the seat indicated on the ticket, unless the Reader who asks for them is there to receive them.
6. Not to use ink or fountain pens in copying extracts or taking notes.
7. When any cause for complaint arises, to apply at once to the senior Librarian present.

5 (4)

Readers are requested to copy accurately from the catalogue, stating in case of works belonging to a series, the name of the series and in case of periodicals, the year or volumes and the serial to which they belong.

Before leaving the room readers must return the books or periodicals for which they have given tickets to the counter and take back the counter-foils, READERS ALONE BEING RESPONSIBLE FOR THE BOOKS SO LONG AS THE COUNTER-FOILS REMAIN WITH THE LIBRARY.

AUTHOR or other HEADING and TITLE in full detail.

.....(Signature).
Date.....

.....
AUTHOR or other HEADING and TITLE.

.....(Signature)
Date.....(Number of the Reader's Seat).

NOTICE.

1. Permission to use the Library will be withdrawn from any person who shall write or make marks on any part of a Printed Book, Manuscript, or Map belonging to the Library.
2. Readers are not under any circumstances to remove a Book, Manuscript or Map out of the Reading Room.
3. Not more than one work should be applied for on each ticket.
4. To avoid delay and mistakes in the issue of Books Readers should write the particulars in a plain clear hand.
5. The number of the seat occupied by the Reader should invariably be indicated in the ticket.
6. No Books will be left at the seat indicated on the ticket unless the reader who asks for them is there to receive them.
7. No ink or fountain pens may be used in copying extracts or taking notes.
8. No tracing of any kind from any Book, Picture, Manuscript or Map belonging to the Library will be allowed without special permission having been previously obtained from the Principal Librarian.
9. When any cause for complaint arises Readers should apply to the Senior Attendant or Librarian present.

(Cup. 3738 c)

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Law (Education) Dept.

Encl. No. 3738c. 17 20. 11. 25.

Library, Commemara Public

Requisition slip — alteration —

Letter from the Principal Librarian

no. 1561-1/25 dated 16. 11. 1925.

Referred to the Superintendent of Stationery for remarks.

P.V.R.
19. 11. 25.

19. 11. 25.

20

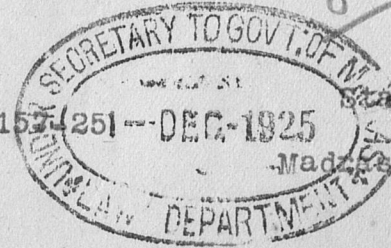
The Superintendent of Stationery.
(with C.F. to be returned)

H.N. 18/24/11

DESPATCHED

21 NOV 1925

8
b
2838720
1.12.25
No. F.O. 1574251 -- DEC-1925



Stationery Office,

Madras, 26th November '25.

Returned with current file.

2. There is no objection from a "Forms" point of view to the proposal. It involves the return of the book without the book slip being removed and unless the borrower is careful to retain the counter foil it will be difficult to fix responsibility if a book be missing.

Mamachandran
26 Nov 25

Supdt. of Stationery.

MR/26-11-25.

To

The Secretary to Government,

Law (Education) Department.

	Date.	Initials.
When received for Fair-copying.		
When copied	5/12/25	WJ
When examined		
When signed	9/12	WJ
When despatched		

Library - Connemara Public -
Library Requisition Slips -
Alterations - Librarian's proposal -
Approved.

READ AGAIN G.O. No. 234 Edl. , dated 4th May 1910 ~~xxx~~ (M)
" " " " 498 Edl. " 1st May 1914 ~~xxx~~ (E)

READ ALSO:-

C. No. 3738 C From the Principal Librarian, Connemara Public Library. No. 1561 -1 dated 16-11-1925

" " " " " " " " 192
" " " " " " " " 192

ORDER.

Misc.

No. 2067 dated 5-12-1925

The Government approve of the alterations proposed by the Principal Librarian, Connemara Public Library, in the 'Library Requisition Slips' (Museum Form No.7). The forms will be printed on unglazed paper of the same thickness as the present slips.

To
The Principal Librarian,
Connemara Public Library. (Q&O)

" Superintendent of Stationery
(with refce. to his undt. No. F.O.152-25,
dated 26-11-1925) (A&O) psc.f.

" Superintendent, Govt. Press.
(A&O)

DESPATCHED

DEC 1925

Note.

With reference to the remarks of the Superintendent of Stationery it is submitted that when once the counterfoil is returned to the borrower he will not be held responsible for the book taken by him. The alterations suggested by the Librarian may be approved.

When given for copying _____
When copied _____
When examined _____
When signed _____

192

READ AGAIN G.O. No. _____
192

DATED

CURRENT No.

ENCLOSURES TO G. No.

ORDER OF GOVERNMENT ..

A A A A A A A

LETTER OF GOVERNMENT.

STATEMENT WITH DITTO.

PAPERS NOT FILED OF, BRING HEREIN FOR DESPATCH
IN ORIGINAL.

N.B.—

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