

Law (1926) Department.
Education
Extra MISERIES.

G.O. No. 973

DATED 28.5.26

[Despatch Abstract.]

Library - Connemara Public - Temporary establishment for
cataloguing books - Extension of period - Question deferred.

BACK PAPERS.

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

FURTHER PAPERS.

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As 1723 6.9.26							

CF. 30

DEPARTMENT.

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Subject.

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ENCLOSURES.

No.

No. 206-1/26. C.P.L.

Spare copies

Station MADRAS Dated the 8th April 1926.

From (Name) F.H.Gravelly Esqr., D.Sc.,

(Designation) Principal Librarian, Connemara
Public Library,

To The Secretary to the Government of Madras

Law (Education) Department.
(thro' the Accountant-General, Madras).

Sir,

XXI

With reference to G.O. No. 453 Law (Education)
dated 26th March 1926, sanctioning the temporary esta-
blishment required for the Library for the cataloguing
of serials, I have the honour to observe that it is pre-
sumably due to the want of provision of funds that the
staff ~~is~~ has been sanctioned for a period of six months
only, instead of the full period of one year asked for.
In view, however, of the proposal to postpone work on the
preservation of bronzes as ~~sent~~ set out in my letter of
this date, the extra expenditure required during the
year 1926-27 can be met from the provision in the budget

for

No. Sent through
that the person
staff who also
help

Separate file -
Sent to Finance

2. The services of the permanent staff of Attendants at the Library cannot be availed of to help in the cataloguing work without prejudicially affecting the work of issuing books to the public, and the vital work of conserving existing works by periodical examination. The system of compensation leave prevailing here results in one of the four Attendants being generally absent per day on compensation leave and occasionally even two, so that the staff is barely sufficient for the issuing of books to the public, which has to be attended to throughout the day for about 11 hours (7 A.M. to 6 P.M.). As the use of the Library by the students and by the public in general has vastly increased and requisitions from Heads of Departments and the Secretariat are also on the increase, it is not found possible or desirable to deprive the counter of one of the Attendants for any appreciable length of time to help in cataloguing work. On occasions of important holidays the staff has been found to be quite insufficient to cope with the work of attending to the numerous visitors and on these occasions the Library clerk as well as the Sub-Librarian have to assist at the counter in issuing ~~the~~ work.

3. The clerk now sanctioned for the Library will not be ~~with~~ available either to help in cataloguing, as he is fully engaged with the current work at the Library, involving the preparation of Card Catalogues for all accessions of books and periodicals, managing routine correspondence with the publishers of books and periodicals, orders of books, preparing lists of recent additions for the notice board and the papers, preparing lists of books for binding, index cards for printing supplementary catalogues etc. These and other miscellaneous work devolving on the

Library clerk are fully detailed in paragraphs 2 & 3 of my letter No. 222-1/25 dated 27th April 1925, which set out ~~in detail~~ the extent of clerical work at the Library. Reference is also solicited to paras 4 & 5 of Dr. Gravely's proposals submitted in letter No. 568-1 dated 29th November 1921. The clerk has also now to attend to the additional work of typing so that it is clear that he has already very heavy work on hand.

4. The cataloguing of serials including the publications received during the last three years from over 600 institutions, is expected to involve the preparation of not less than 27,000 catalogue cards which after final scrutiny will have to be fair copied and placed in card cabinets in addition to the work of transcribing the entire catalogue and preparing it for the press. Though it cannot be said with certainty that it can be accomplished in one year, every attempt will be made to finish it in one year's time.

For these reasons it is requested that the temporary establishment be sanctioned at once for one year, which will also ensure continuity of work. As no re-appropriation statement is reported necessary, instructions are solicited over the telephone if the staff can be entertained at once.

P. D. K. Quah
Offg. Principal Librarian

To
The Secretary to the Government,
Law (Education) Department. U.O.

MP 2-39-G.O. No.
517 LE (S)
31-3-1926

MP 1-69-G.O. No.
290 LE (S)
13-3-22

A-51427C 5.
8/5/26.



no. 272-1CL 8-5-1926
26

G.O. No. 517 LE (S)
31-3-26

Law (Edn.) sept.

In the circumstances stated
on pages 2.3 ante it is for
orders whether the temporary
staff for cataloguing the
serials in the Carriemara
Public Library will be sanctioned
for one year ~~instead of six~~
~~months~~ Finance has to see.

Bue
10/5/26
11.5.26

The staff may be employed now.
Dr. Gravelly may be asked to report
on the progress made after three
months. The question whether the
period of employment of the staff should be
extended can be considered after ascertaining
the progress made.

VTK
12/5

W.S.

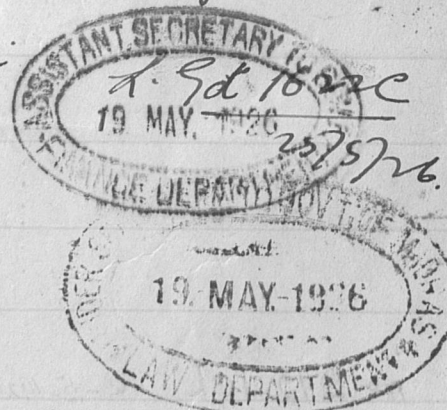
Plus S.
12/5

A draft order is subd. it may go

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15.5.26

to Finance for perusal.

Plus
12/5



Fin. no
Fin. (ET)

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15392

Bue
19.5.26

Law (Edn.) in

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W.S.

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Initials

Library - Connemara Public - Temporary
establishment for cataloguing ~~of~~ books -
Extension of period - Question deferred.

READ AGAIN G.O. No. 453 L.E., dated 26-3-1926. (Xx)

” ” ” ” ” 192

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C. No. 1302 C From the _____, No. _____, dated _____ 192

” ” ” ” ” ” 192

” ” ” ” ” ” ” 192

ORDER.

Mis.

No. 973, dated 28 . 5 1926

In partial modification of G.O. No.453 (Education) dated 26-3-26, the Government direct that the cost on account of the employment of the temporary attendant and attender sanctioned for ~~the~~ *work connected with the* cataloguing ~~of~~ the books and periodicals in the Connemara Public Library be met from the appropriation under 30-b-Scientific Departments - Provincial Museums - Pay of establishment - temporary - Voted - in the Budget Estimate for 1926-27.

2. The question of extending the period of employment of the staff beyond the six months for which it has been sanctioned will be considered after examining the progress made in the work of ~~establishing the boards~~

p. 204 of C.B.E.

16
The Principal Librarian, Connemara
Public Library is requested to submit
a progress report by the ~~middle~~ ^{early} in
September 1926.

To

The Principal Librarian, ✓
Connemara Public Library (with
refce. to his letter No. 206-1/
26, dated 8-4-1926)

The A.G. (para 1 only) (with
refce. to his Endt. No. Try. P.A.
3-30 d. 23-4-1926)

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