

E P H (1948) Department.

M/S SERIES.

G.O. NO. 1566 Edu

Dated 17.6.48

closed

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(b)

[Despatch Abstract.]

Library- conmemara Public library
Books found missing at State library -
value - within of. Sanctions

Back Papers.

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

Further Papers.

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

Department Received Registered
 From (Name) Sri R. Janardhanam Nayudu, B.A., L.T., D.E. (Oxon.), D.L.S. (Lond.), F.L.A., Designation Librarian, Connemara Public Library, Egmore, Station Madras. 8
 To The Secretary to Government, Education and Public Health Department, Fort St. George, Madras. 9

Enclosures: No. 532.D/48/CPL dated 31st May 1948

8 sheets

Sir,

Sub: Stock verification of Library books and periodicals - Carried out by the Library staff once in ten years.



Ref: G.O.No. Ms. 2106 Law (Education) dated 9th December 1931, G.O.No. Ms. 116 Education and Public Health dated 18th January 1938 and G.O.No. Ms. 1960 Education and Public Health dated 17th August 1938.

10232

I have the honour to state that as per the first G.O. referred to above the verification of the Connemara Public Library stock of books and periodicals has to be carried out once in ten years which according to the second G.O. cited above has to be done by the Library staff. The last verification was completed in the year 1938, the result of which was duly communicated to Government who passed orders (the third G.O. given above) to write off the loss of books reported missing.

2. According to the Government order the stock of books and periodicals has been presently verified at the end of which three hundred and twenty six (326) books have been found missing for the period between 1938 and 1948. Of these 326 books as many as 185 (one hundred and eighty five) are small pocket size books which can be easily removed stealthily from the Library. One hundred and fifty one (151) books out of the total number missing are gratis copies. The cost of the purchased missing books comes to Rs. 825/- (Rupees eight hundred and twenty five) which shows that on an average 33 (thirty three) books have been lost per year, their rough average cost being Rs. 83/- (Rupees eighty three). During these ten years the number of books borrowed and consulted amounts to 12,89,146. Taking, therefore, into account the number of books circulated during the ten year period and the consequent wear and tear a broad margin has to be given for depreciation in value for these books. In countries like Great Britain and United States of America if a Library book has been in use for four years, it is considered to have lost its entire value because of its constant use. Replacement of worn out books is one of the items of budget annually provided for, for the Libraries in these countries. Taking these facts into account it can be safely reckoned that the value of the used books found missing in this Library for the period of ten years cannot at all exceed about Rs. 200/- (Rupees two hundred).

3. I have to mention some of the causes that led to the loss of these books. On two occasions there was theft of books in the Library of which I have due reports to Government (in my letters 1220-1/CPL/39 dated 9th October 1939 and No. 1245-1/CPL/39 dated 2nd November 1939, No. 633-1/CPL/40 dated 15th June 1940 and No. 1038-1/CPL/40 dated 14th October 1940) and the offenders were charged with the offence and were finally convicted in the Magistrate's Court. Secondly, due to open access system that prevails in this Library as in the Madras University Library and the other University Libraries of this province, mostly small pocket size books are somehow being stealthily removed by the readers which inspite of all precautions it is found difficult to overcome. totally, unless there is provision to search the readers which, obviously, is so unpleasant to do. Unless a person is caught red handed in the very act of stealing, there does not seem to be much chance to catch an offender. The staff are trying their best to prevent this loss.

Sent

for pickup

4. Another reason, in my opinion, for the loss of books is due to the fact that during the long period of World War II books were scanty and often not available in the market. During the period there seems to have been an unprecedented effort made by readers to remove privily some books for their purposes, in spite of all the care of the staff. Also, during the war period several books that were published, due to paper scarcity, were of very small size which greatly helped the thieves to succeed in their nefarious attempts in removing them from the Library.

5. I have taken steps to compare the loss of books in this Library with other open access libraries in this province only to find that the latter have to meet with casualties similar to the misfortune that the former has to face. I have enclosed herewith the letters received from the libraries for the perusal of Government and return. (Enc: 154).

6. It is no doubt true that the loss of books in this Library cannot be so many for the ten year period if it follows the closed access instead of the open access system. But, it has to be admitted that the closed access cannot render efficient service to the readers as the open access can, and due to this defect, in the libraries of Great Britain and America, some of which I had visited, open access system is being followed, though it involves an annual loss of books (please see the extracts given in the enclosure). Libraries in these countries make provision for the annual replacements of important books found missing. (Please see extract) - (Enc: 8).

7. I have also to point out that when theft occurred in this Library more than once, obviously due to open access, I wrote to Government in my letter dated 17th June 1940 representing to them the need to withdraw the open access system to which the Government in their G.O.No.Ms. 1487-Education and Public Health Department dated 7th August 1940 instructed me not to withdraw it but to do all that is possible to overcome the loss of books. Accordingly, the staff are doing the best they can but for which the loss must be prodigious.

8. I have no doubt that with the increase of enlightenment of the people, the country producing more and more books at cheap rates and with the opening of more libraries that the loss of books in the Libraries will become less and less.

9. As against the loss of books in this Library for the period of ten years ending in 1948 the cost of which amounts to Rs.825/- I have to submit that during the same period a fine of Rs.1283-7-0, has been collected from the members who did not return the books in time, of which a portion can be utilised for replacing the important books lost during the period.

10. In conclusion, in view of all the facts stated above, I have the honour to request that the Government will be pleased to accord sanction to write off the 326 missing books, the cost of the purchased books being Rs.825/- (which, allowing depreciation, will now be worth only about Rs.200/-), as was given on the previous occasions when the report of loss in stock verification was submitted to Government.

I have the honour to be,
Sir,

Your most obedient servant,

R. Janardhanam

LIBRARIAN. (31. V. 1948)

(PHE)

Govt 2106 Law (Bm) dt 9.12.31, 116 Edu dt 18.1.38, 1960 Edu dt 17.8.38 and 1487 Edu dt 7.8.40 have been called for from H.R. Chitambar. Hence this may be over till 3.6.48

31.5.48 2/15

1.6.48

Copy of the letter addressed to the Librarian, Commemara Public Library from the Librarian, Andhra University Library, Waltair, No.19-A-47, dated 13-5-1947.

Sub: Stock Verification.

Ref: Your letter No.423 dated 5-5-1947, and reminder thereon dated 11-5-1947.

I am giving below seriatim the information required by you:-

Year of Verification.	No. of books lost.	Value of books lost.
1936 (first verification for 10 years.)	354	Rs. 1268/-
1937	79	185/-
1938	41	102/-
1940	229	2500/-
1941	31	94/-
1943	56	334/-
1945	76 books and 3 MSS	236/-
1946	- No verification due to shifting of the Library from Guntur.	

II. Every year.

III. The losses are reported to the authorities and are written off by them after an year.

IV. Under rules it is the Librarian who verifies the stock of books every year. In 1940 & 1941, however, a member of the Teaching Staff of the University Colleges was appointed as stock verifier and he was paid a remuneration of Rs.100/- for the work each time.

(Sd.) A.Ramakrishna Rao
Librarian.

Copy of the letter addressed to the Librarian, Commemara Public Library from the Librarian, Andhra University Library, Waltair, No.19-A-48, dated 29-2-1948.

Ref: your letter No.93D/48/CPL dated 1-2-1948.

There was no stock verification in 1946. In the stock verification of 1947, eighty one books of an approximate value of Rs.184/- out of a stock of about 42,000 were found missing.

(Sd.) A.Ramakrishna Rao
Librarian.

Copy of the letter addressed to the Librarian, Commemara Public Library, from the Librarian Annamalai University Library Annamalai, dated 6th May 1947.

Ref: your letter No.422 of 5-5-1947.

I have given answers as noted below.

1. On an average 80 to 100 books may be lost from 1937 onwards and as they are not very costly, so far cost has not been determined.
2. Stock is being verified both in general and departmental libraries every year.
3. This is left to the Syndicate of the University.
4. There are two verifiers and they are given each Rs.100/-

(Sd.) K.Nagaraja Rao
Librarian.

Copy of the letter addressed to the Librarian, Commemara Public Library, from the Librarian, University Library, Madras, dated 7th May 1947.

Sub: Stock verification of books.

Ref: No.421D/47/CPL dated 5-5-1947.

I have the honour to furnish you the following information.

Year.	No. of books lost.		Cost of the books.		
			Rs.	As.	Ps.
1. 1937	.. 32	..	133	5	0
1938	.. 104	..	444	12	11
1939	.. 72	..	245	11	1
1940	.. 73	..	250	7	9
1941	.. 96	..	312	11	0
1943*	..	..			
1946	.. 58	..	268	2	0

2. Usually once a year.

3. The cost of the missing books is written off.

4. Rs.250/- except for the year 1941. In 1941 the stock verifier was paid Rs.150/- per month and the stock verification was finished in about 9 months.

* 1943 verification was an internal one. The report is confidential.

(Sd.) H.O. Thomas.
Librarian.

Copy of the letter addressed to the Librarian, Commemara Public Library from the Librarian, Secretariat Library, Fort St. George, D.O.No.273/45-2, dated 26th November 1945.

Loss of books for one year.

No doubt the total missing number is 250. But out of that only 150 are books of importance which required the sanction of the officer for writing off the same. The other 100 books were of minor importance such as duplicate copies of Reports, Codes, Manuals, Journals etc. You may therefore take the number as about 150.

(Sd.) S. J. Acharya
Librarian.

Copy of the letter addressed to the Librarian, Commemara Public Library, from the Librarian, the Public Library, Sheshadri Iyer Memorial Hall, Cubben Park, Bangalore, dated 15th May 1947.

With reference to your letter No.453D/47/CPL dated 12th May 1947 I wish to furnish the following information:-

Year	Total No. of books lost.	
1936-37	...	258
1937-38	...	231
1938-39	...	118
1939-40	...	108
1940-41	...	108
1941-42	...	156
1942-43	...	191
1943-44	...	255
1944-45	...	242

(Sd.) K.Kasthuri Rangachar
Librarian.

True copies.

R. Janardhanan
LIBRARIAN, (31.V.1948)
CONMEMARA PUBLIC LIBRARY.

OPEN-ACCESS SYSTEM AND LOSS OF BOOKS.

Extracts from works by different standard Authors.

1. "THE LIBRARY AND THE COMMUNITY" BY STANLEY JAST (LIBRARIAN, LONDON SCHOOL OF ECONOMICS). PAGE 62.

"Losses by deliberate theft have always occurred in every type of library, and always will occur to some extent, be the safeguards what they may. The writer remembers a remarkable case in the southern suburbs of London, where one man had stolen books systematically from a number of libraries in the district. He was discovered when he attempted to steal a book from one of the branch libraries for which the writer was responsible. The police searched his house, and found there an accumulation of books bearing the ownership marks not of the very few open access libraries which existed at that time in the area named, but of the "closed" or indicator libraries round about. And most surprising and inexplicable fact of all, some of the books were large directories, which one would have thought too conspicuous to be safely conveyed out of the building. The whole question of losses is to be regarded in relation to use, and in the advantages gained by the risks incurred. It is not the actual figures, but the percentage of losses to the total circulation, which is the significant factor; and so far as the writer is aware no community library, having once adopted open access, has reverted or considered the possibility of reverting to the old counter-cum-indicator principle. It is to be expected, now that "citizenship" is taught in the schools, that readers will themselves act as the most watchful guardians of the corporate property and the corporate privileges. Murder can be in certain circumstances an understandable crime, but who steals a book from a library to which he is permitted free access is beyond the pale. It is one of the meanest and least forgivable of human actions. But the existence here and there of the person who can perpetrate it is not a valid argument for the penalizing of the whole body of honest readers, unless and until the loss by theft is on a scale which renders no other course, in their own interest, possible. Which has not happened, and which is not likely to happen."

2. "LIBRARY LOCAL COLLECTIONS" BY W.C. BERWICK SAYERS (PRESIDENT, LIBRARY ASSOCIATION, LONDON). PAGE 98.

"Losses from general open-shelf libraries are a necessary, and not altogether negligible, part of their working expenses, and the Librarian allows for it."

3. "THE LIBRARY WITHOUT THE WALLS" BY L.M. JANZOW" - PAGE 216.

"Nine volumes for every 10,000 circulated is not an appalling loss."

4. "REPORT OF THE TRUSTEES OF THE PUBLIC LIBRARY OF WESTERN AUSTRALIA"

"Losses of books from the Library continue to occur each year and are unavoidable so long as free access is allowed to the shelves. The value of such losses is, however, very much less than the cost of changing the system would be, and to change the system would restrict very much the privileges of visitors to the Institution. Some of the books removed are returned, and some are recovered with the help of the Police, but a certain number disappear altogether. They are not usually books of any great value and where they are worth it they are replaced."

The above extracts are true to the original.

R. Janardhanan
LIBRARIAN, (31.V.1948)
CONMEMARA PUBLIC LIBRARY.

[Faint, mostly illegible handwritten text, likely bleed-through from the reverse side of the page.]

(AA) int

Edu & P H (C2)

Dileary - Commemara Public Library -
Books found missing at stock taking - Value -
Writing off - Sanctions

From the Dilearian, Commemara Public
Library, No. 539D/48/CPL D/31.5.4

h1-2 g

32
17/6

Cesder 15'66 Edu Dated 17/6/68.

Precedent at h8-g

To
The Dilearian/CPL
(With Enclosure
h3-144 money)
The AG (Thro' Fm)
(With copy of h1-2 cf)

Sanction is accorded for the writing off
of a sum of Rs 825/- (Rupees eight hundred
and twenty five only) being the value of the 326
books found missing in the commemara Public
Library. The dilearian is requested to instruct
the staff to be more vigilant in preventing
further loss of books from the library.

Re
46.48
JP
50.48

h
Lib. ar S M
7/6/68

Rs 825 is the
value of 175 books purchased
the remaining 151 books
was presented to the library
from the library's deposits
the estimated
present value is Rs 200/-



E P H U O No.
40232 C2/48-1A
7.6.48

Note: Please see the letter from the dilearian,
CPL on h1-2 cf for writing off of a sum of Rs 825/-
being the ~~cost~~ value of the 326 books found missing
in the library. In the special circumstances
reported by the dilearian in his letter on h1-2 cf
the value of the missing books may be ordered
to be written off the accounts. Draft order above
is for approval. Finance may see.

Re (For a previous pl in Eyo 1960 En
46.48 of 178.38)
JP
50.48
h
Lib. ar S M
7/6/68

A circular ink stamp from the U.S. Department of Health, Education and Public Health. The outer ring of the stamp contains the text "U. S. DEPT. OF HEALTH, EDUCATION AND PUBLIC HEALTH" at the top and "WASHINGTON, D. C." at the bottom. In the center of the stamp, the date "17 12 11 1948" is stamped.

The draft-order overlay may be accepted

for a precedent
Place 60-196088
9-17-83

L
11.6.68
R
11.6.68
A
11.6.68
E+P.H.

Fin. wd 43073
96 AA-1

Concussion is necessary for the working of a gun of 100 lb. (Papers eight furnished and the other end) being the value of the 30 lb. loads found necessary in the common or 100 lb. barrel. The difference is referred to in the following table in which it is evident that the difference between the loss of loads from the barrel and the loss of loads from the barrel is not so great as it appears.

The difference
 (with 1000000)
 1000000
 1000000
 1000000
 1000000

Date: Please see the letter for the explanation.
 1912 on 11.5 of the working off of a sum of 10.125
 leaving the ~~cost~~ ^{value} of the 2.50 (being 10.125 minus 7.625)
 in the balance, for the special circumstances.
 I spoke for the difference in his letter on 11.5 of
 the value of the working (which was the value
 to be written off the accounts 10.125 minus 7.625
 as per above. The same was the

1888
 1888

7 4400 95
405350148-10
J. P. H. F.