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E. & P. H. (1949) Department.

MS. SERIES.

G.O. NO. 3577. Edu.

Dated

19-11-49.

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[Despatch Abstract.]

Libraries — Public Libraries
Pilot Project of UNESCO.

Back Papers.

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

Further Papers.

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

No.4912/49 A.1 (UN)
Government of India.
Ministry of Education.

New Delhi, the 10th November, 1949.

From

P.N. Kirpal Esq., M.A. (Oxon) LL.B.,
Deputy Secretary to the Govt. of India.



To

The Secretary to the Government of Madras,
Education Department,
Madras.

Sir,

I am sending herewith a copy of the proposed Public Libraries Pilot Project of Unesco. You will note that India has been suggested as a suitable place for the proposed Project which will be operated in co-operation with the Government of India. I am writing this to you to know if you can suggest any suitable place within your provincial jurisdiction for the location of the Project. You will find the requirements of the place given in the draft project. If any city or town within your province is selected you will have to furnish quarters for the library, equipment, book collection, supplies and expenses of operation including salaries of staff (except that of foreign temporary Director). In detail your contribution will be as follow:

1. 10,000 books (including periodicals pamphlets, pictures etc.).
2. Salaries for personnel:
Permanent Director (after fellowship for 6 months).

Note: Please suggest the name of a suitable person who after a Unesco fellowship of 6 months will be able to serve as a permanent Director after the services of UNESCO Director cease.

P.T.O.

1. Childrens' librarian.

1. Other professional librarian (possibly 2).

1 Clerk (additional clerical assistants will be needed while initial book collection is being processed.

2 Part-time desk assistants.

3 peons.

3. Equipment.

Shalving for book collection
100 chairs (50 for reading rooms, 50 for meeting rooms).

8 tables for reading rooms
1 typewriter (extra typewriters will have to be borrowed when books are being processed).

1 charge desk.

1 Librarian's desk

2 card catalogue units

4 work tables

2 vertical file units

1 magazine rack

2 exhibition screens and display materials.

2 book trucks (for transporting books inside the library phonograph and records).

2

16mm. Projector and screen.

projector for film strips and slides

Duplicating machine.

4 Supplies.

Book pockets, book cards and catalog cards for processing 10,000 books.

Library forms (reader's cards, overdue notices, etc.

6 trays for 3" x 5" cards.

150 book ends.

Miscellaneous items such as daters, ink, pencils, erasers, mending tape, paste, etc.

5. Miscellaneous.

Books and periodicals added regularly to initial collection.

Binding

Telephone.

Postage.

Light

Rent (unless building is provided free)

Maintenance of equipment and repairs.

6. Suitable building for the Library.

It should contain sufficient space for adults readers and separate room for children, rooms for group meetings, fields projection, staff rooms etc. etc.

5
-: 2 :-

Mr. Petersen, the Head of the Collection of Public Libraries Unesco will be in Delhi in the 3rd week of November to discuss the details of the Project with us. It will, therefore, be appreciated if your reply is sent as early as possible certainly not later than 20th November, 1949.

Yours faithfully,

P.N. Kirpal
(P.N. Kirpal)
Deputy Secretary.

K.10

DRAFT.

PROPOSED PUBLIC LIBRARIES PILOT PROJECT.

(in association with a Fundamental Education Literacy Campaign.)

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Public libraries have successfully demonstrated their effectiveness as agencies for the continuing self-education of adults in countries with well-organised school systems, compulsory elementary education and a consequent high literacy rate.

Much less has been done in areas where many of the people are just learning to read; yet such people urgently need expert reading guidance and carefully selected reading matter.

Though public libraries have so far done little to meet the problem much can be done. It is certain that public libraries organised for the particular purpose can, assuming the existence of appropriate publications in the language of the locality, make a tremendous contribution to the educational development of the newly literate. A literacy campaign takes a person over the threshold, but the acquisition of skill, taste and judgment in reading is a life-long process. This is a job which is the special province of the public library, with its devotion to the continuing self-education of the individual. The public library can give long-term assistance by making available a variety of carefully selected publications on all topics graded for reading and subject difficulty, by providing a special reader's advisory service giving individual guidance to new literates and by organising a broad continuing programme of related adult education activities designed especially to meet the needs of those who are just entering the world of print and ideas.

There is a need for Fundamental Education in many countries, and it is imperative that an appropriate related pattern of public library service for the newly literate be worked out soon. This can no doubt best be done by a public libraries pilot project in a typical area. India is proposed as a good possibility, because here are found conditions common in the Middle East, Far East and Latin America. Yet in India there is a great awareness of the need for education of the masses, encouraging steps have already been taken in many localities and the Fundamental Education Division has laid down plans for a large-scale operation in the country for 1950. India is ripe for a tremendous public library development and a beacon is needed to point the way.

The site for the pilot project in India should be determined by the Indian authorities, who are in a position to know which locality has the greatest potentialities. This might be an average-sized city of 400,000 or so in an area where there is a keen interest in mass education, a common language and a sizeable body of literature in that language.

The pilot library would be created as a community centre for popular education and could well be the nerve centre, of the local literacy campaign. In addition to reading guidance, the library, in co-operation with other organisations, would offer a varied adult education programme of discussions, films, exhibitions, talks, classes for adult beginners, etc. ---

The accent would be on satisfying the special requirements of people who have just learned to read, but general public library service would also be given to children and other adults in the community whatever their educational backgrounds. In short, the pilot library would be a first step in a long-range plan of service for all the people in the city and the surrounding rural districts.

The main principles governing the operation of the library should be those stated in the Unesco public libraries manifesto. That is, the services of the library should be available free on equal terms to all members of the community regarding of race, religion, etc. The book collection should contain publications for education, information, aesthetic appreciation and recreation, with all sides of controversial issues represented, and a broad programme of adult education activities should supplement the book services of the project.

The library should open with about 10,000 books, plus periodicals, pamphlets, maps and pictures for adults and children. There should be a separate Children's collection of 20 to 25% of the total book stock and a good though small reference collection. The special needs of the newly literate will require careful selection of publications graded in accordance with reading and subject difficulty, and expert guidance by trained advisers. Many of the booklists, exhibitions and adult education programmes will have to be geared to the requirements of those who have just learned to read. Also essential will be a special collection of related materials for teachers in the literacy campaign.

Quarters for the library should contain sufficient space for a large room where adults can read in reasonable comfort; a children's room; facilities for groups meetings, including film projection; and staff rooms.

Technical processes and routine procedures should contribute to quick efficient service. Publications should be classified and catalogued according to a standard system which makes location fast with the help of a card catalogue. Registration for a borrower's card and loan of publications should be simple and of course free. Books should be displayed on open shelves.

Given below are the main services and activities proposed for the library:

Loan of Publications for home use.

Reference service.

Reader's Advisory Service. (particularly individual reading programmes for new literates)

Publication of reading lists.

Adult education meetings (planned at two levels: (1) for the newly literate; (2) for those with formal schooling)

Discussions.

Showings of documentary films and film strips

Lectures.

Classes

Book talks.

Record concerts.

Story hours for children.

Work with the Literacy Campaign and other educational, social and cultural groups and institutions - including loan of publications, co-operation in adult education activities and work with children, talks on the library and books, etc.

Instruction in use of the library to school classes and adults.

Exhibitions.

Publicity.

Formation of a Friends of the Library Group.

Unesco believes that the personality of a public library should grow out of the environment in which it is created & should reflect the needs, aspirations and mores of the people it serves. It is obvious that Unesco could not operate a public library in any country. Unesco's function in this field is to stimulate and help others to take action and to give advice on how general principles and techniques of operation, successful elsewhere, might be applied in a new situation.

Thus in the case of the pilot library, the broad policies could be worked out jointly by local authorities and Unesco, but continuing policy matters should be settled by the librarian and the library commission, which should be a group of approximately five public-spirited leaders in the community, all keenly interested in the educational and cultural development of the ordinary citizens of their town.

The librarian would be responsible for carrying out the policies set by the commission. He (or she) should be a young imaginative Indian with under-graduate work in recognised University, a degree in library science and library experience, including administration. Special training or experience as a librarian or teacher with newly literate adults will be essential. In addition, he should have a broad knowledge of the literature in the language of the locality, a sound understanding of the average people of India and their problems, and enthusiasm for public library work.

It may be possible for Unesco to award a fellowship to the person selected, for six months' study of public library methods in one of the leading countries in the field.

Other professional members of the staff should have library science degrees and library experience, particularly in work with adult beginners or children. It is likely that the librarian will have to give his assistants some training in modern methods.

A || Unesco's contribution to the project would include a preliminary survey, possibly a fellowship for the library, and the salary of the librarian for the first year. It would be expected that the establishment cost (book collection, equipment, quarters) and all expenses of operation, except the salary of the librarian for the first year, would be borne by the municipal government of the town in which the pilot library is to be situated, or the provincial or national government, assisted possibly by local organisations.

Listed below are the essential items to be included

in a budget covering the establishment of the library in rented quarters, a preparatory period of six months and operation for the first full year.

ESSENTIAL BUDGET ITEMS.

A. ESTABLISHMENT OF THE LIBRARY.

10,000 books (includes periodicals, pamphlets and pictures film strips, slides, etc.)

Equipment and supplies:-

Shelving
Chairs
Tables
Type-writer
Charge desk
Librarian's desk
Card catalogues
Work tables
Vertical files
Magazine rack.
Exhibition screens and materials.
Book trucks.
Supplies necessary for processing 10,000 books, library forms, stationery.
16mm. projector and screen.
Projector for film strips and slides.
Phonograph and records.
Duplicating machine.

B. PREPARATORY PERIOD - 6 MONTHS.

Director - 6 months.
Children's librarian - 6 months.
2 other professional librarians - 4 months.
2 clerks - 5 months.
2 part-time pages - 4 months.
Rent (including heat and light)
Telephone (if available) and postage.
Janitor service (part-time).

C. FULL YEAR OF OPERATION.

1. Staff.

Director
Children's librarian.
2 Other professional librarians.
1 Clerk.
2. Part-time desk assistants.
2. part time pages.

2. Books, periodicals and binding.

3. Other.

Janitor
Rent
Supplies
Telephone (if available) and(postage.)
Publications (book lists etc.)
Maintenance of equipment.

As a pilot project, the library should, after successful demonstration of its services, point the way to development of similar public libraries in various parts of India and in other countries where Fundamental Education programme or local literacy campaign are in progress.

Spl

8/14
Encl. No. 84994-1022 (Encl. No. 12-11-49. C2)
Public Library Pilot
Project Scheme of Unesco.

A copy of letter no 4912/49 AM
(UN) of 10.11.49 for the Govt
of India, Ministry of Education
forwarded to the Principal
Library, Canning Public Library
for ~~reconsideration~~ ^{reconsideration} ~~reconsideration~~ ^{reconsideration}. He
should send his reply by the
16th inst. ~~no later~~ ^{no later} than the D. P. 9
2. Principal
Library Commission
P. M. Library
Canning 1-13 CP, JB
Canning 11-11-49
Sh. 2
11/11

5/11/4

C.F. 32 (a).

SPECIAL

IMMEDIATE

15

From (Name) Sri R. Janardhanam Nayudu, B.A.,
L.T., D.E. (Oxon.), D.L.S. (Lond.), F.L.A., To
Designation Librarian, Commemara
Public Library, Egmore,
Station Madras. 8

Received.....Registered.....
The Secretary to Government,
Education and Public Health Department,
Fort St. George, Madras. 9
Thro' The Director of Public Instruction, Madras.

Enclosures:

No. 11908/19/CPL dated 14th November 1949.

Sir,

Sub: Public Libraries - Pilot Project Scheme of
UNESCO.

Ref: Endorsement No. 87994-1 C2 Edn. dated 12th
November 1949. P. 14 ante.

With reference to the subject and the endorsement cited above
I have to state that as this Province is on the eve of giving effect to the
provisions of the Madras Public Libraries Act, 1948, one of the benefits of
which will be identical to what is expected to be produced by the Public
Libraries Pilot Project Scheme of UNESCO, there is no need to accept the
proposal put forward in the enclosure to the endorsement referred to above.

I remain, Sir,
Yours faithfully,

R. Janardhanam
LIBRARIAN. [14. XI. 1949]

Forwarded.

Director of Public Instruction.

E. J. W.
C2

Letter No. 3577 Edn. dated, 19.11.49

Ms. B. 1. 11. 49

11/11/49

11/11/49

The Deputy Secretary to
the Govt. of India
Ministry of Education

Sir,
Public Libraries Pilot
Project of UNESCO.

P154

I am directed to refer
to your letter No 4912/49 A-1
(UN) 5, 10.11.49, and to state that
the Madras Legislative Assembly has
passed the Madras Libraries Act
(Act XIV of 1948), the object of the
enactment being to make the
present libraries in the various parts
of the Province in an organised manner.
As this Province is on the eve of
giving effect to this Act, I am to
state that the Govt. do not pro-
pose to participate in the proposed
Public Libraries Pilot Project scheme
in question.

11/11/49
P154

Work on well
defined lines and
to start new
libraries

(Draft Rules under
the Act are under
scrutiny in
consultation with the
D.P.S.)

Yours faithfully

Copy to the D.P.S.

Librarian, Jt
19/11/49

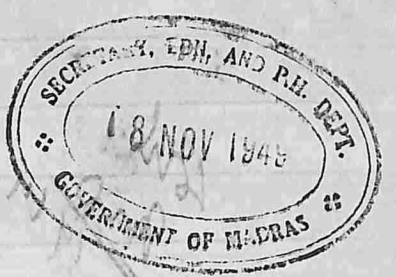
17-11-49

Note: Please see the G.O. 291 letter
on 14.11.49 and the reply from
P154 the Public Libraries Cb sent through the
D.P.S. The draft above may be

replied to HM (EVL)

17/11/49
17/11/49
17/11/49

The scheme will involve much expenditure and offers no help beyond possibly a fellowship for the library and the salary of the librarian for the first year (A p. 11:47). Ray declines to participate as in the draft



12.7 (EVL)

18/11

33/11

INDIAN POSTS AND TELEGRAPHS DEPARTMENT



NOTICE

This form must accompany any inquiry made respecting this telegram

Handed in at (Office of Origin)	Date	Hour	Minute	Service Instructions	Words
New Delhi	19	2	30	56 fides	14

TO Secretary Education department No 78/207/HQ/ai(un) Please Refer
= no 78/207/HQ/ai(un) dated 10th November Regarding Proposed Public libraries - Pilot Project of unesco
L/1-5 Our letter no 49/2/HQ/ai(un) dated 10th November Regarding Proposed Public libraries - Pilot Project of unesco

If no reply received by 15th November presume you not interested
Educand =

2

F. J. H.
C₂

The letter at page 16 of (L) and
the telegram overlaid have
crossed. May be filed.

23/11/49.

✓
25/11/49

24/11/49

12 ✓