

LIBRARY DEVELOPMENT PLAN

WITH

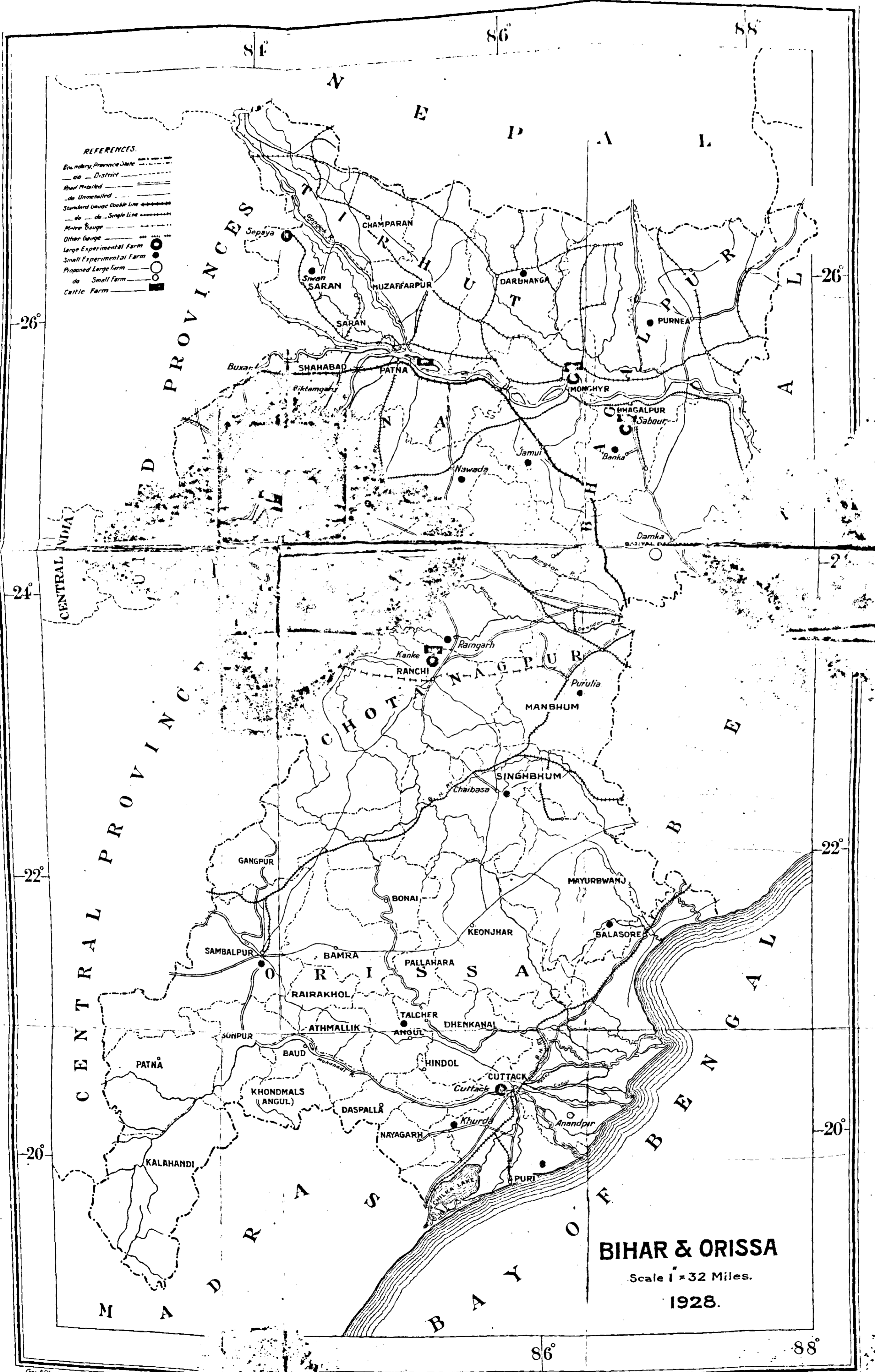
A DRAFT LIBRARY BILL

FOR

KERALA STATE

S R RANGANATHAN





- REFERENCES.**
- Boundary, Province, State
 - do District
 - Road Metalled
 - do Unmetalled
 - Standard Gauge Double Line
 - do do Single Line
 - Metre Gauge
 - Other Gauge
 - Large Experimental Farm
 - Small Experimental Farm
 - Proposed Large Farm
 - do Small Farm
 - Cattle Farm

BIHAR & ORISSA
 Scale 1" = 32 Miles.
 1928.

LIBRARY DEVELOPMENT PLAN

FOR

KERALA STATE

PART D : IMPLEMENTATION OF THE PUBLIC LIBRARIES ACT

	<i>Page</i>
1 Transition from the present set-up ..	99
2 The first state librarian ..	103
3 Library lay-out ; Ideal to be reached ..	106
4 Existing condition ; Where change is required ..	115
5 Phased development ..	120
6 Relation to social education ..	126
7 Library man-power ..	128
8 State library finance ..	133

PART E: MISCELLANEOUS

1 Trivandrum Public Library ..	139
2 Central Educational Library ..	153
3 Library of the Legislature ..	157
4 Secretariat Library ..	164
5 School library system ..	170
6 Course of studies for Bachelor's degree in library science ..	174
7 Course of studies for certificate in library science ..	181
8 Library buildings, fittings, furniture ..	183
Index ..	186

THE FIVE LAWS OF LIBRARY SCIENCE

- 1 Books are for use.
- 2 Every reader his book
- 3 Every book its reader
- 4 Save the time of the reader
- 5 A library is a growing organism.

ग्रन्थालय-शास्त्र-पञ्च-सूत्राणि

ग्रन्थालयी सदा-सेवि पञ्च-सूत्री परायणः ।

ग्रन्था अध्येतुम् एते सर्वेभ्यः स्वं स्वम् आप्नयुः ॥

अध्येतुः समयं शेषेत्-आलयो नित्यम् एव च ।

वर्धिष्णुः एव चिन्मूर्तिः पञ्च-सूत्री सदा जयेत् ॥

CHAPTER 1

INTRODUCTION

11 Genesis

Shri Nambudiripad, Chief Minister of Kerala, enquired in his letter number 191/59/CM dated 27 February 1959 if I could visit Kerala as a consultant for advice on the development of the library system of Kerala and the library legislation to be used as its basis. Shri Mundasseri, the Education Minister, also wrote similarly in his letter 17 April 1959. I gladly accepted the invitation.

12 Past Experience

In 1946, I had drafted library bills for the States of Cochin and Travancore at the request of Shri Panampalli Govinda Menon the then Education Minister of Cochin and Dr C P Ramaswamy Ayyar the then Diwan of Travancore. I had also appended to each of these bills a thirty year library development plan for the respective states. The Madras Public Libraries Act of 1948 is now in force in the three districts which had together formed the Malabar District of the undivided Madras State. That Act itself had been based on the draft bill furnished by me in 1946 to Shri Avinasalingam, the then Education Minister of Madras.

13 One Channel for Contact

As Secretary of the Madras Library Association, I had been in close touch with the library development of Kerala since 1928. I used to publish information about the libraries of Kerala in the Annual Reports of the Madras Library Association.

14 Another Channel for Contact

When I was President of the Indian Library Association, I had made an extensive library tour of Kerala twice. The first was in 1944. The second was in 1946. During the second occasion, I opened the Kerala Library Conference.

15 Present Contact

This time I arrived in Kerala on Sunday 5 July 1959. I had a conference with the Education Minister on Monday 6 July. During this conference, the Minister outlined the problems on which I was expected to work. I also called on the Chief Minister that very day. On Thursday 16 July, the Director of Public Instruction, the Deputy Secretary for Education, and myself had a preliminary discussion on the bill and the other documents drafted in relation to it. I visited a few libraries in the Districts of Trivandrum and Ernakulam, as a random sample. I had discussions with the representatives of the Kerala Grandhasala Sanghom on three days. I also had a conference with the Chairman of the District Library Authority of the District of Kozhikode on 19 July. At a meeting of the Minister for Education, the Deputy Secretary for Education, the Director of Public Instruction and myself, held on 23 July, this document was discussed.

16 Conspectus

This document is in five parts:—

Part A is on the general principles governing the design of the public library system of a state.

Part B gives a draft library bill for Kerala State. It is an improvement on the Madras Act in several respects. The Madras Act was based on a bill drafted by me as early 1942. On account of our then political status, it had to be a weak bill. It is not well-suited to our present independent status. Our democratic ideals call for a bolder and a more comprehensive Library Act in each state. Further, the working of the Madras Act has given us some warning about the possible mistakes in the working of the Act. Therefore, some provisions have to be introduced in the Library Acts of the other states as a corrective against such mistakes. Again the tax-pattern of our country has changed. This calls for a change in the financial clauses. Moreover, the distribution of the population is almost uniform through most of Kerala State. In many population clusters, the density is far less than 500. This is unlike the distribution of population in the Madras State. There,

have more closely packed population-clusters, with much of uninhabited space separating them. Kerala is an unusually rural State. Its library structure has therefore to be very different. There is also another factor. Practically every urban area has now a subscription library managed by a private person or committee, with government aid. Such tiny libraries have also come into existence in about 2,000 villages, many of which have a population less than 2,000. This historical beginning is no doubt a measure of the desire of the people of Kerala to read. But, 2,000 small independent libraries inevitably lead to a dissipation of the library-fund of the state as a whole. With their poor finance they cannot buy a sufficient variety of books to interest the readers. The fact of their calling for subscription keeps out many willing readers from the privilege of borrowing books for study at home. As a result, more than three-fourth of the visitors are only able to read the newspapers and the weeklies allowed to be read free of charge. It is time that these handicaps are removed and that the library service of the state is lifted to a higher level. This requires an integration of the small libraries into large City and District Library Systems. The subscription libraries should also be gradually replaced by or transformed into free public libraries, open to all and supported from public funds. All these factors have made the Library Bill for Kerala differ from the Library Act of Madras.

Part C gives, by way of example, some Model Rules to be framed under the Act.

Part D indicates the first few phases in the implementation of the Library Act. It has been suggested that the integration of the existing innumerable small libraries should be done in slow stages. An estimate is made of the viable number of central and branch libraries to be reached by about 1,990 A.D. and the number of travelling library vans and service stations to be had to serve the 10,000 rural habitations. The distinctive functions of social education and library service, and of their regions of overlap are indicated. An estimate is made of the ultimate and the immediate number of professional and semi-professional librarians needed.

Part E deals with library matters outside library legislation. Chapter 1 shows the immediate action to be taken in reorganising the Trivandrum Public Library in such a way that it will fit in with how it should function when it is made the State Central Library under the Act. One chapter is on the utilisation of the Education Library now located in the office of the Director of Public Instruction. The kind of service to be done by the Library of the Legislature is next indicated. The establishment of Secretariat Library is suggested and its functions are also described. A scheme is given for an integrated Library Service to the schools, through District School Libraries. The syllabus is given for the post-graduate B. Lib Sc degree course to train the professional librarians and for the Certificate Course to train the semi-professionals.

17 Acknowledgements

I should like to record thankfulness for the fine facilities given for work by all the officers. This made it possible to complete the work expeditiously and without any waste of time. I should also like to acknowledge my gratefulness for the hospitality provided to my wife and myself throughout the period of work in the state.

18 Privilege of Service

Above all, it has been a much valued privilege to have had this opportunity to be of service to the enlightened and highly library-minded Kerala State. There can be no better offering of the experience in library organisation, service, and science given to my share by our country than the one I have had this month. My thanks are due to the Chief Minister and the Education Minister for this opportunity.

Residency, Trivandrum.

24 July 1959.

S R. RANGANATHAN

PART A

PUBLIC LIBRARY SYSTEM

CHAPTER 1

FIVE-FOLD FUNCTION OF PUBLIC LIBRARY SYSTEM

11 Social Centre and Cultural Deposit

Library service is a social necessity. It is an essential help in the steady development of social well-being. The library should be the heart from which every development in a community radiates and gets irradiated. It should be the social and intellectual centre of each locality. It is the community's cultural deposit for all its literary remains, as a medium for the transmission of the distinctive culture of the community and for historical research.

12 Corrective in the Political Sphere

Library service is a necessity in a democracy. We are striving to attain a socialistic pattern of democracy. Democracy is impossible unless the citizens have free access to correct information. It also needs access to all points of view. It further needs the progressive sharpening of the intellect in one and all. Above all, it needs the sublimation of the lower emotions in the leaders as well as the followers. These are the very foundation of safe political life. These form the necessary corrective in the management of political affairs. The public library is now recognised to be an impartial agency for the promotion of healthy political life, though a hundred years ago, it was misunderstood to be a nest for political subversion. Its duty is to place before one and all a truly balanced literature on all points of view, all lines of approach, and all schools of thought.

13 Preservation of Literacy

Library service is a necessity for the preservation of universal literacy and the elimination of educational waste. Our constitution calls for universal literacy. We are determined to build up universal literacy. We are already spending several crores in building it up. We shall be spending even more in the coming years to make every person literate. Literacy cannot be preserved unless it is continuously exercised. Universal exercise of literacy demands a free public library system, absolutely free from the sieve of subscription. To build a first-class school system without a universal public library system is like building a house with mud walls without a roof.

14 From an Individual's Angle

Library service is a necessity even as viewed from an individual's angle. It is a recognised agency for providing harmless, but elevating, use of leisure. Unoccupied leisure eventually debases an individual. Public entertainment, such as cinema, is not by itself sufficient. It does not give the joy of self-dependence in the use of leisure. It is also costly. It even becomes an addiction, with all the associated evils. Radio broadcast too is not by itself sufficient. The information given by it is not sufficient to every individual. Library service is now a recognised agency for the continued self-education of an individual after leaving the formal institutions of education. Such a self-education is necessary for the progressive unfolding of the personality of an individual all through life along his own lines and to his own fulness. It is also necessary aid in the individual's acquisition of the ever-changing know-how of his daily vocation.

15 Conservation of Research Potential

Library service is an economic necessity. Population pressure is mounting up. Natural and near-natural commodities are no longer sufficient to maintain the population. Even raw materials, which are unconsumable as they are and may even be injurious, have to be transformed into consumable commodities. This is so in respect of building materials, clothing materials, and even food materials. Transport too has to be organised on a colossal scale through land, air, and water. Productivity drive is the talk of the day. Productivity drive calls for the best use of the research-potential of humanity. In its turn, this calls for the replacement of wasteful research-in-parallel by rationalised research-in-series. This means that no piece of research should be duplicated unintentionally, as a result of ignorance of its having been done elsewhere already. Research-in-series is impossible unless libraries give pin-pointed reference service in respect of nascent thought. This form of library service is now-a-days called documentation service. This is necessary for the conservation of research-potential and industrial development. This form of library service should be given in all industrial and commercial houses and in the Panchayats and in all the Departments of the Government. In course, public libraries too will have to give this form of service.

16 Interest of the State

Of the five purposes to be served by library service, the fourth alone is of private concern for the individual. The other four fall in the public sector. The State is vitally interested in the fulfilment of these four purposes of library service. Therefore, it wants that all the citizens accept library service. But library service has to work through the intellect. It has to depend on the intellectual hunger of the citizens. But intellectual hunger is not compelling like physical hunger. It is far too fleeting to gain any dynamism. Most people will not be driven by it to pay directly for library service or to seek it persistently. It is for this reason that the State is compelled to provide free library service to one and all, as a public project.

17 Book Hunger in Renascent India

In the present renascent India of the Gandhian era, the State finds itself in a favourable position in inducing people to accept library service. For, in my travels across the country, I have found wide-spread book-hunger in all the people. Information-hunger is wide-spread even among the illiterate masses. I found this in the interior villages of Kerala. I found this in the metropolitan area of Delhi. In 1958, the Madras Library Association took a measure of the book hunger among the people of the Madras State including those of the Kanyakumari District, which belonged to Travancore till 1956. There were 6 million visitors to the public libraries, as against only one-tenth of a million in 1936. It is even more so in Kerala. Two million people visit the library in a year. 250 thousand people are registered borrowers. This is a measure of the book-hunger of our people. The children of to-day show greater book-hunger than those of half a century ago. They are more interested in reading than adults. This factor should be seized and turned to good account by the State. It should be kept up by the establishment of a net-work of libraries as a public project. It is being already seized by the foreign emphassies in India. Many of them have begun to provide intensive book-service through bright libraries. Naturally, they should be doing it, not merely for a philanthropic purpose, but for their own purposes. It is no doubt welcome in a measure. But it will eventually cause a warping effect on our people unless our own State balances their influence by applying

a corrective with our own national library system, which provides an equally free library service, through even brighter libraries, stationary or mobile. We should also establish school and college libraries. These should not only be geared to the class work, but also be made an instrument for free self-education for the children—each in his own measure and in the fields of knowledge of personal interest to him.

18 All-Party Measure

The development of the State as a whole is of equal interest to all the political parties in our country. The safety of the State is of equal interest to all. The country's steady and rapid development, without wastage, needs the concurrent cultivation of its human resources. There can be no difference of opinion among the political parties about the importance of free public library service in the cultivation of human resources. The safety of the State will be exposed to risk if the people are provided library service only by foreign governments. I saw its wide-spread effect in Ceylon a few years ago. Some of the leaders of Ceylon were told about this. The time has come for our being beware of this ourselves. Surely, no political party in the country should be unwilling to provide a corrective to this state of affairs by the immediate establishment of our own public library system. Public library provision should be an agreed all-party measure. It was so in Madras in 1948. It was so in Hyderabad in 1955. It must be so in Kerala and in the other States of India.

CHAPTER 2

HOW OF LIBRARY PROVISION

21 Private Benefaction

In distant past, even the supply of food and education for the poor was left to the care of private benefaction. There was excess of accumulation of wealth in some families. They used a part of it for charity, in order to earn merit. In the last century, Andrew Carnegie amassed a mountain of wealth. In his *Gospel of wealth* he developed the thesis that a rich person should be deemed to have been put into possession of excessive wealth only as a public trustee. He himself acted accordingly. He gave libraries to many localities. He also gave travelling libraries to many rural districts. But all such unequal distribution in wealth is being levelled down today. The Republic of India is rapidly working towards a socialistic pattern of society. It is re-distributing land. It is using the mechanism of taxation to eliminate accumulation of wealth in private hands. Therefore, library service through private benefaction is no longer possible.

22 Voluntary Subscription

Can universal public service be maintained by voluntary subscription? It can be, if book-hunger and information-hunger are compelling in people. But they are not, as stated in section 16. They cease to be compelling beyond the top two percent in the intellectual scale. Even among this minority, the desire to own books is very weak. With regard to the remaining ninety-eight percent of the people, it is unreasonable to expect them to maintain library service by voluntary subscription. Holland is perhaps the only country which believes that subscription libraries are sufficient. But, surely it must be leaving the lower quartiles in the intellectual scale out of account. Every other country has learned by experience that universal library service by voluntary subscription is totally impossible.

23 Experience of Great Britain

Great Britain was one of the first countries to realise the futility of basing the library service of the nation on voluntary subscription. It is true that even now there are subscription libraries in that country. But they are maintained only by the upper social and economic classes. They form but a negligible fraction of the total service. Every town and every village have been taken off from dependence on subscription

libraries. Mountainash is the only locality in the whole of Great Britain to form an exception. Because its library has a large endowment, its library service is still depending on private benefaction. Thus, even there, it is not a case of subscription library.

24 Experience of Bombay State

The experience of the Bombay State during the last ten years has demonstrated the futility of basing library service even partially on voluntary subscription raised by a locality or a region as a whole, in lieu of payment by individuals directly against service. The Faizi Committee of twenty years ago conceived the idea of telling a locality or a region, "You raise some library fund by collecting subscriptions and donations from your residents. The Government will then give you an equal amount." The Second World War did not allow of pursuing the suggestion. But after our independence, the Kher Ministry of Bombay implemented this system. An appreciable sum was raised by some localities and regions, in the first flush of enthusiasm in the first year, and the Government's provision in the budget for a matching library grant could be appropriated. The second year witnessed a step-down in the enthusiasm; and the provision in the budget of the Government had to be partly surrendered without appropriation. In later years local subscription and donation went down to a nominal level. The Government was forced to give some minimum of library grant even though local subscription and donation were not forthcoming. In this set-up, the library grant was only small; and most of the libraries began to famish. Even the Regional Libraries for Gujarat, Maharashtra, and Karnataka famished to the status of a ritual appendage. Their staff is ill-paid. Their staff is too small even to classify, catalogue, and maintain the copyright books supplied to them free. There is no service worth mentioning. They are mere collections of books, and not libraries at all. The only certain expenditure related to the maintenance of a bureaucratic group made of the Curator and three Assistant Curators. Personally these officers were all library enthusiasts and meant well by libraries. In spite of it, there has been steady deterioration. It is unfair to blame the common man for apathy. The only benefit of the Bombay experiment is the demonstration of the futility of tying up Government library grant with locally raised voluntary subscription and donation.

CHAPTER 3

SOURCE OF LIBRARY FINANCE

30 Public Finance

The source for library finance is to be sought in the area of public finance and not of private finance. A reader should not be asked to pay directly against the service needed by him. Readers should pay for library service, not directly, but indirectly as rates and taxes. A reader's payment should depend, not on his book needs, but on the length of his purse. Public finance is raised at three levels—the local level, the state level, and the union level. The proportion in which public library finance should be drawn from these three levels depends on the tax-pattern of the country. The tax-pattern varies from country to country. Even in the same country it varies from time to time. A definite feature is, all the same, discernible in the world-trend.

31 Tax-Pattern in Nineteenth Century Britain

Great Britain had its Library Act in 1850. In that mid-Victorian period, the tax-pattern left a considerable taxing capacity to the share of local bodies. Therefore, the British Library Act made Local Library Rate the only source for library finance. In the British Parliament of 1850, the opposition to the Library Bill was not at all directed against Library Rate. The opposition was based only on the undemocratic resistance of the privileged classes to free library service to the toiling masses. The opposition was afraid that the penetration of light among the masses through the agency of free library service would undermine their own favoured position. In later years, but before the world-trend in tax-system quenched the possibility of phenomenally rich individuals, the inadequacy of the Local Library Rate for capital expenditure on buildings and fittings was made up by the gift of library buildings to several localities by the Carnegie benefaction. After World War II, the Local Library Rate is tending to prove inadequate even for the annual recurring expenditure. In 1948, the British Education Minister told me that the tax-pattern of Great Britain had changed sufficiently to compel state grant to supplement local rate for the maintenance of the public library system. In fact, he was working on a new

library bill to make this possible. He expressed appreciation of the provisions for State Library Grant to Local Library Authorities made in my Model Library Bill of 1942. But it is only the withdrawal of the Labour Party from power that has delayed the proposed library bill.

32 USA and Federal Grant

The tax-pattern of India is like that of USA. In each of these countries there are three tiers in taxation—the Local, the State, and the Federal Tiers. In USA the constituent states have a greater measure of autonomy. This factor and the character of the distribution of taxing powers among the three tiers resulted in the source of public library finance being found more or less in equal measure in the local and the state tiers. The Federal Government was not contributing anything. But the tax-pattern has been steadily changing all these years. It has now been found that adequate library finance cannot be found for all the areas, unless the Federal Exchequer also bears a proportion. Accordingly a Federal Act of 1956 has provided for federal aid for library development.

33 India in British Period

The first draft of my Model Library Act was made in 1930. It was discussed and generally approved by the Library Service Section of the First All Asia Education Conference held in Varanasi. The source for library finance prescribed in that Model Act was based on the then prevailing tax-pattern and tradition in public finance. It prescribed the sharing of library finance in equal measure by the State Exchequer and Local Library Rate, expecting nothing from the Government of India.

34 The Madras Library Act

Madras was the first constituent state to have a public library act. It had the enactment in 1948. But, its financial sections were based on the Model Library Act of 1930. On the other hand, the tax-pattern of our country has now changed considerably. In the actual working of the Madras Act, we find that the finance available is sufficient to serve only a little less than a half of the area of a Local Library Authority. The whole of its area cannot be served unless its recurring library finance is doubled. But in the present tax-pattern of

our country, local rates are inelastic. They have nearly reached their limit. Therefore, to double the finance of a Local Library Authority, the only way is for the state grant to be made three times the proceeds of local library rate. In these circumstances, it goes without saying that the capital expenditure for the library system of a state cannot be found by the State Exchequer or the Local Library Rate. Some Local Library Authorities are prone to fritter away their meagre finance on library buildings, simply because they do not give proper library service.

35 India To-day

Apart from impoverishing the capacity of local rates, our present tax-pattern also tends to restrict the capacity of state taxes to meet the needs of recurring expenditure. It vests a very large taxing power in the Union Government. This is a necessity. For, the Union Government should have full financial resources to meet emergencies caused by war and other national crisis. It cannot find the finance all on a sudden when a crisis suddenly descends on us. It has therefore to be allowed a vast power of taxation. But in peace-time and in normal years, the Union Government should give back to the constituent states, and through them to the local authorities too, much of its collection. This is being done. This is an unavoidable exigency in the public finance of every country to-day. However, a pathological mental set is taking shape as a result of this exigency. It is a twin mental set one occurring in the Union Authorities and the other in the State Authorities.

36 Attitude of Union Authorities

The Union Authorities tend to act on the principle, "I pay the piper. Therefore, I shall call for the tune." This is unfortunate. There is no question of paying the piper. The Union Authorities merely give back what belongs in equity to the constituent states. According to our constitution, the responsibility for library service is vested largely on the Governments of the respective constituent states. The residual or concurrent library powers of the Education Ministry of the Union Government relate only to the maintenance of the National Central Library and the co-ordination of the library activities in the constituent states, by methods of persuasion

and mutual agreement. In respect of the return to the constituent states of the excess of the revenue collected by the Union Government, the Union Ministry of Education is a channel and nothing more. It should exercise greater self-control in administering to the states direct or indirect suggestions about the way in which the finance via the Union Government for library purposes should be used. Even a *de jure* suggestion is now invested with an element of *de facto* mandate. For example, the responsibility for the purchase of of several jeeps for library service in the current Five Year Plan cannot but be traced at least to the suggestion of somebody in the Union Ministry of Education. What is the result of this "Jeep scandal"? Abuse of jeeps. Annual provision of Rs. 1,000 for petrol. Hardly any provision for book-purchase after the first year. Not only the Ministry of the Union Government should not spell out directly or indirectly, officially or by mandate-like suggestions, how the money ear-marked for library service should be spent. It was improper for the Union Government even to send the money to the constituent states along particular channels or ear-marked rigidly for particular purposes. After all, each state is competent to husband its resources usefully. It has local knowledge. The Union Government does not have it. Nor can it claim competence superior to that of a State Government. The responsibility for co-ordination in library matters should not be discharged either with monetary sanction or in an attitude of patronage.

37 Attitude of State Government

The Governments of the constituent states and the local authorities too should not develop the illusion that they are recipients of benefaction from a superior authority in a state of affluence. They should assert their right to take their share of the Union revenue and to spend it in the ultimate context of the intimate local knowledge which they alone can have and not the distant Union Government. This does not mean defiance of the friendly attempts at co-ordination by the Union Government. In its own turn, the mutual attitude of the Education Ministry of a constituent state and of a Local Library Authority should be equally one of devolution of responsibility, powers, and finance. There should be no element of dictatorship or subservience. These should give place to

co-ordination by mutual agreement. There should not be centralisation of trivial matters. The State Librarian should not interfere in the details of management. He should only be an influence to step up standards of service. The autonomy of each Local Library Authority should be respected. It should be given ample responsibility and initiative. Within the limits of the sanctioned budget, the Local Library Authority should have freedom to utilise the funds, without looking to the State Librarian for sanction of even trivial expenditure. If such a devolution prevails all down the chain from the Union Government through the State Governments to the Local Library Authorities, we shall not be witnessing as we do to-day, the ugly phenomenon of certain areas being provided library service by several agencies simultaneously, while some are neglected by all.

38 Use of Union Library Fund

State Government should not make the fatal mistake of depending for the annual recurring expenditure of the state library system on what it receives from the Union Library Fund. In times of war or other crisis, the Union Library Fund will dry up. Then all local library service will be paralysed. Therefore, the uncertain Union Library Fund should be used only for capital expenditure on library buildings, fittings and furniture, and their periodical extension and renewal. It may also be used for the purchase of the initial stock of reading materials for the libraries, most of which will be founded only now. The State Government should have a long-range programme to make the Union Grant progressively go round to all the Local Library Authorities for their capital expenditure. For all of them cannot have it in the same year. Each should wait for its turn. On the other hand, the entire recurring expenditure for a State Library System should be borne by the State Exchequer and the proceeds of the Local Library Rate. As stated in Section 34, the share of these two sources should be in the ratio of 3 to 1.

CHAPTER 4

VIABILITY OF LIBRARY UNIT

41 History

Historically Library Service grew out of local effort in most places. This has been particularly so in India. For, during the British period the country was in the "sleeping phase" of one of our cultural cycles. There was no intrinsic urge in the people to seek information, knowledge, and enlightenment. There was no desire to utilise leisure in an elevating way through reading books or hearing books read. The traditional folk-method of Kalakshepam was also at a low ebb. However, just as one or two mature persons wake up early even when the family is asleep, a few persons had already recovered from cultural sleep and exhaustion. They sought to wake up the people at large. Mahatma Gandhi was of course the supreme leader in this respect. The attempt of the leaders to provide library service as a public project was resisted and turned down by the alien Government. Therefore, the only recourse was for local leaders to establish small local private libraries. This happened in a large measure in Kerala, Andhra Pradesh, and Bengal. In this early library work, the Library Associations of Kerala, Andhra Pradesh, and Bengal have done yeoman service during the last twenty-five years. In the present Gandhian period, there is wide-spread effervescence in all parts of India, leading to the seeking of information, knowledge, and enlightenment through library service.

42 Small Library Unit

A small library unit can hardly command anything but small resources. We get some measure of the extreme smallness of the resources, from the statistical data furnished by the Kerala Grandhasala Sanghom, in reply to a questionnaire. The average annual income for a library is only about Rs. 500: It is as low as Ra. 200 in some. The average number of books added in a year to a library is only about 140. What is of greater significance is that about 300 out of the 2,200 libraries added less than 100 books in a year. This cannot give a sufficient variety of books. These books will soon be read by all in a few months. This is an inevitable draw-back in a small library unit. It might give satisfaction in the first few formative years. Kerala has now outgrown the former

A new generation of reading public has come into the libraries established some years ago. The time has come to examine what a viable unit is for library service.

43 Large Library Unit

In the light of the present cost of books and other expenses, no city with a population of less than 100,000 is a viable unit for library service. From the point of view of viability, it is necessary for all the towns with less than 100,000 people, all the villages, and all the hamlets in each district to be brought together as a single unit for library service. Even with the existing meagre resources, the average income of a district for library purposes will be Rs. 1,30,000. The balance, after providing for staff and other expenses will procure each year about 20,000 books of the kind now being purchased. These will go round to the 250 towns and villages in the district. Even after allowing for the multiplication of copies of some popular books, each person in the district will have each year a large variety of at least 2,000 new books to choose from throughout the year. Library service has been widespread in Kerala long enough to make it necessary to change over from hundreds of small uneconomical library units to a few large viable library units.

44 Reconciliation

There have been advantages in small library units. There are also disadvantages. There are advantages in large library units. There will also be disadvantages. We should seek to have the best of both kinds of organisation. It is as bad to centralise everything in the hands of the District Central Libraries formed on the grounds of viability, as it is to continue to leave everything to the small libraries in each locality—division of a city, a town, or a village. The next two sections show the way to reconcile the two types of organisation.

45 Centralisation of Impersonal Work

As shown in Section 43, viability needs the pooling together of the library finance of a district or of a big city. Centralised purchase of reading materials—not at all book-selection, which will always be a local responsibility—at least at the district level is economical. It will be even more so at State level. The processing and the preparation of the books for use is more

economically done centrally. This can be done, eventually, at the State Centre, instead of even District Centres. In my *Headings and canons*, I have proved that such a centralisation gives a saving of 79 per cent, without any harm to anybody. This, I first pointed out in general terms in my address at the Library of Congress in Washington in 1948. I worked out the actual percentage of saving in 1955. Since then, USA and Great Britain have begun to implement this idea. Denmark, which is very much like Kerala in many respects, has been doing it even from 1945. As a consequence of the pooling of the finance and of the purchase of reading materials, automatically the bother of budget, accounts, and audit are also taken away from the 2,000 small libraries and shifted to the responsibility of the few District Centres and City Centres. All the work, thus to be centralised, are impersonal in nature. A District Centre or a City Centre can employ competent professionals to do all this impersonal work. In due course, even these centres may transfer this responsibility to the State Central Library.

46 Localisation of Service

On the other hand, all items of work involving personal needs, personal persuasion, and personal attention should be left to the care of the local library in each locality. These items of work are book-selection, book-service, reference service, public relation work including the enthusing of people to read, and library extension service such as lectures, talks, group-discussions, and library festivals. The honorary services of local people should continue to be enlisted as hithertofore. All local enthusiasm should continue to be harnessed as hithertofore. To keep up the tempo of such local effort, there should be at State level a public relation person, even as he is now maintained by subvention to the Sanghom. For some years, it will be wise to waive insistence on formal qualifications, and to utilise for public relation and promotion work the services of the very persons now employed by the Sanghom on the same salary as they are now paid through the Sanghom.

47 Resistance due to Misunderstanding

There should be no resistance to this human, rational, and economic division of work and responsibility between District Centres and Local Libraries.

Half a century ago, some resistance was offered in some western countries to this division of work. It came from localities which had been giving some library service—however poor it was. This was due largely to a misconstruction of liberalism and individualism prevalent in the nineteenth century. This misconstrued view did not distinguish between the impersonal and the personal elements in any service. Today, there is a better assessment of the problem. We no longer insist on each locality, having its own independent school, its own independent power-supply, its own independent transport service, and its own independent library service, all largely financed by itself and managed by itself. We have learnt the wisdom of the localities of a district pooling their resources and thereby getting better service. At the same time, there is a part to be played by each locality at the level which touches personal service. The enlightened people of Kerala can be easily persuaded to switch over from the erroneous nineteenth century concept to the current concept of centralisation of impersonal work and the localisation of all personal service.

48 Resistance due to Prestige and Vested Interests

There is one other possible source of resistance. It is the source of local prestige and vested interests. The example of England throws light on this. According to the erroneous nineteenth century concepts referred to in section 47, the 1850 Library Act empowered even small towns and villages to have their independent libraries. In those far-off days, it took more than half a century for local libraries to be established all over the country. After the country was covered by such independent local libraries, several localities felt some dissatisfaction. But, they could not find the cause for this. About 1914, Andrew Carnegie, the well-known millionaire library benefactor, asked Professor Adams to investigate the problem. His investigation traced the difficulty to the absence of viability in small local libraries. As a consequence, the Library Act was amended in 1919 making provision for District Library Authorities. Gradually, locality after locality surrendered its library powers to the District Authority. The result of this has been phenomenally beneficial and happy. In 1950, I represented India at the Centenary Celebration of the English Library Act. In my speech, I said, "We in India propose to learn from your

experience. We wish to avoid your mistakes. We do not propose to make each locality to have its independent library. We wish to integrate all our local libraries into large viable units for all financial, purchasing, and processing purposes. Thereby, we hope to achieve in 10 years what you took 100 years to achieve. I know that even now there are in your country some small localities which refuse to be integrated. This is due to the sense of prestige and vested interests induced by your faulty policy in the nineteenth century". Most of the audience—it was about 1,000—received this remark with approbation. There were however just a handful of local representatives who could not rise above their narrow sense of prestige and vested interests. Even these are now beginning to rise above those narrow personal considerations. When I was in London in 1957, many of these localities, which were resisting integration even as late as 1950, have now integrated their libraries with the district library system.

CHAPTER 5.

STATE LIBRARY SYSTEM

51 Socialisation of Books

Books are as varied in their thought-content, style of writing, and standard of exposition, as men and women are in their intellectual ability, emotional make-up, and physical features. Further, the intellectual and emotional needs of each individual call for the coverage of a large tract of the universe of knowledge, a large variety of information, and varying standards of exposition. It is not economically possible for every person to own every book needed. It is not economically possible even for a village or a town to procure all the books needed by its residents. Thus, the socialisation of books at local level only is not sufficient. We have seen in Chapter 4 that socialisation should be taken to the city level or the district level. But even at this level, there will be exceptional persons, whose needs will go beyond the capacity of the books owned by his city or district. At the same time, it would be uneconomical for the city or the district to buy his special books; for, there will be none else to use them and they will be lying idle most of the time. This will involve a curse from the Third Law of Library Science—"Every book its reader". If out of fear of this Law, the City or the District does not provide the books needed by the specialist reader, it will be exposed to the curse of the Second Law of Library Science—"Every reader his book". There is only one way of escape from this dilemma. That way is to carry the socialisation of books even beyond the city and the district levels, right on to the state level. This means that the State should have a reservoir library, where costly and infrequently used books will be kept, for service to any person in the State through his own local library. This socialisation should be carried also to the national level. Thus only, the stray Gujarathis and Bengalis, for example, in the Kerala State can be served with Gujarathi and Bengali books borrowed from the State Library System of Gujarat and Bengal respectively. In the development of the libraries in Kerala in the past, it has been too premature to realise this high-level principle in the organisation of libraries. Each locality has no doubt socialised its books to a small extent. But socialisation has stopped there. Each locality, on the other hand, has begun to

take pride in the number of books it hoards, though they are worn-out, out-moded books never sought any longer by anybody in the locality. Unfortunately, even the Government grant is claimed and given on the number of books hoarded as one of the basis. Time has come for Kerala to realise that a number of tiny libraries independent of one another do not constitute a library system. Their integration alone will give a library system. Their integration will carry the socialisation of books to the level of efficiency.

52 State Library Systems

A proper integration will lead to three State Library Systems—the public library system for the generalist reader, the academic library system for the teachers and the taught, and the business and research library system for the specialist reader.

53 Public Library System

The public library system will have three tiers.

54 Service Library

The first and the vital tier lies at the level of service libraries in each locality with a population of not more than 25,000, be it a division of a city or a village, or a town in a district.

55 Central Library

The second tier, introduced for viability, consists of city central libraries and district central libraries. They are at the levels of cities and districts. They are partly service libraries and partly reservoir libraries, charged with the economic husbanding of the financial and the book resources of their respective cities and districts.

56 Apical Library

The third tier consists of a single State Central Library. It is partly a service library. It is partly the reservoir library for the whole State. It forms the apex of the State Library System. It has many other functions. These are indicated in Chapter 5 of Part B.

57 Academic Library System

The academic library system too will have three tiers. Unlike in the public library system, two of the tiers of the

academic library system will consist only of purely service-libraries. One tier has to be made of two sub-tiers one made of service-libraries and the other made of reservoir libraries. This tier is the lowest one. It is made of service-libraries in schools and the district school central libraries. The second tier consists of the service-libraries in colleges. The third tier consists of the university libraries of a State. A University library has to function also as a research library. It thus forms a link between the academic library system and the business library system of a State.

58 Business Library System

The business library system of a State has only one tier. All its libraries are pure service-libraries. They are made of libraries of—

- 1 industrial and commercial houses;
- 2 the departments of Government, including the secretariat in general; and
- 3 newspaper offices.

The business library system uses the State Central Library and the university libraries as its reservoir libraries.

LIBRARY DEVELOPMENT PLAN FOR KERALA

These plans as the number of books it boards, though they are essential, essential books never sought any longer by anybody in the locality. Unfortunately, even the Government grant is based and given on the number of books boarded as one of the items. There has come for Kerala to realise that a number of tiny libraries independent of one another do not constitute a library system. Their integration also will give a library system. Their integration will carry the socialisation of books to the level of efficiency.

22 State Library Systems

A proper integration will lead to three State Library Systems—the public library system for the generalist reader, the academic library system for the teachers and the taught, and the business and research library system for the specialist reader.

23 Public Library System

The public library system will have three tiers.

24 Service Library

The first and the vital tier lies at the level of service libraries in each locality with a population of not more than 2,500 to 5,000 in a Grama of a city or a village, or a town in a district.

25 Central Library

The second tier, introduced for viability, consists of city central libraries and district central libraries. They are at the levels of cities and districts. They are partly service libraries and partly reservoir libraries, charged with the economic functioning of the financial and the book resources of their respective cities and districts.

26 Apical Library

The third tier consists of a single State Central Library. It is partly a service library. It is partly the reservoir library for the whole State. It forms the apex of the State Library System. It has many other functions. These are indicated in Chapter 3 of Part B.

27 Academic Library System

The academic library system too will have three tiers. Unlike the public library system, two of the tiers of the

academic library system will consist only of purely service-libraries. One tier has to be made of two sub-tiers one made of service-libraries and the other made of reservoir libraries. This tier is the lowest one. It is made of service-libraries in schools and the district school central libraries. The second tier consists of the service-libraries in colleges. The third tier consists of the university libraries of a State. A University library has to function also as a research library. It thus forms a link between the academic library system and the business library system of a State.

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- 3 newspaper offices.

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CHAPTER 6

LIBRARY POLICY

61 Introduction

By its very nature, each library in the Business Library System is owned by its host body, be it an industry or the Government or a newspaper office. They may allow their resources to be used by the public. But they are essentially organised to serve the persons of their respective host bodies. So it is with each library of the Academic Library System with one exception. The books of the school libraries of a district are best owned by them collectively. The purpose of the District School Central Library is just to emphasise this and to maintain the stream of circulation of new books among the schools.

62 Service Library in Villages

When the ideal set forth in Chapter 4 is reached, villages and hamlets will have only a travelling library visiting them periodically—say once in a fortnight. In other words, they will only form service stations. Till the ideal is reached, each service station will have to provide a place where the books received, perhaps in bundles, can be housed and circulated among the people. But, when a new bundle arrives the old books will be returned. Thus, it is not economical to give any library power or library ownership to each village. Of course, each service station should have a Village Library Committee to formulate the book requirements of the village from time to time and the communication of the same to the District Central Library to get the right book service. The Village Library Committee will also provide the forum for public relation work and all forms of library extension service. Till the travelling library is established and itself does all the circulation work and maintain the statistics, the Village Library Committee will also have to take responsibility in these two matters. At no time, it will need to have to deal with library finance or maintain library accounts.

63 Service Library in Towns

At the ideal stage, each town will have a library. This library will have a small permanent collection of reference books and classics. But the bulk of its books for circulation

will be received periodically from the District Central Library. Thus, the library of each town will be only a Branch Library of the District Central Library. It should ultimately have a building of its own. Till then, it is economical to locate it in a room of the local school. In the earlier years it will have to be in charge of honorary workers. Ultimately it will have a paid librarian and staff. It will have a Town Library Committee. Its main function will be the formulation of the book requirements of the town and the communication of the same to the District Central Library. It will also provide the forum for public relation work and library extension service of all kinds.

At no time—even after a paid staff is appointed—a Branch Library will have to deal with finance or keep accounts except with respect to the petty cash involved in the collection of over-due charges from readers and the needs for small contingent expenditure.

64 Service Libraries in Divisions of Cities

Ultimately, each division of a city will have its own Branch Library, with a set-up similar to that of a town, but with its affiliation to the City Central Library. The ideal is to provide a City Branch Library for every neighbourhood of about 25,000 people. The principle behind this is that no person need to walk more than a few furlongs to reach his service-library. The sparsely populated regions of a city may be more economically served by a travelling library, even as the villages and hamlets are.

65 District or City Central Library

As explained in Chapter 4, all the financial and account responsibility is best vested in one Central Library for each city or each district. All purchase of books forms its responsibility. Book selection however is shared by it with all the Branch Libraries and Service Stations. All the processing of books, including classification and cataloguing, is the responsibility of the Central Library. The question to be decided is the proper authority to be invested with the over-all responsibility of its top-management. By trial and error, some of the countries have made the Local Body—the city municipality or the district board—the top-management. Of course, it is asked to function, in most matters connected with the library system of the city or the district, through a statutory Library Com-

mittee. Some other countries create an *ad-hoc* Local Library Authority. In Kerala, there are no District Boards. Even in the other States of India, with district boards, it has been felt that library service calls for certain intellectual calibre and urge which a Local Body may not be able to provide for some years. In certain States, the Local Boards Act provided for optional library service. They used to form a Library Committee. Members of the Local Body often sought a place in that Committee on the ground, "I have never read books. And so I shall be impersonal in matters connected with books!" It is perhaps desirable to follow the practice of *ad-hoc* Local Library Authorities in India for the time being. In Kerala, this is a necessity as there are no district boards; and it is desirable to provide for similar *ad-hoc* Library Authorities for cities as well as districts.

66 Personnel for Local Library Authorities

The next question for consideration is the personnel for each Local Library Authority. There is need to provide for the representation of various interests. There is the State Library Association, which has been bearing for some years the brunt of creating library-consciousness and book-hunger in the people. There are the Municipalities and the Panchayats which are the omnibus bodies with responsibility for every other kind of local service. Further they will have to be entrusted with the responsibility for collecting the library cess. Then, there are the teachers in schools and colleges, whose responsibility it is to develop reading habit in people even when they are in the formative stage of childhood and adolescence. There should be representation for the Government. It is also desirable to have somebody on the Local Library Authority with experience in library work in all details and not merely in public relation work. There are thus five classes to be taken into the Local Library Authority. They are all of equal importance. None of them should put up superior claims or ask for a larger representation than the others. The Kerala Grandhasala Sangom, for example, should not claim that the majority of the members of each Local Library Authority should be contributed by it. Nor should the Municipalities and the Panchayats make a similar claim.

67 State Library Committee

There should be a State Library Committee as the top-management of the State Central Library and of the Public Library System as a whole. Its personnel too should be made of all the five interests (at state level) enumerated in section 66.

671 CHAIRMAN AND SECRETARY

The Chairman of the State Library Committee should be the Minister of Education who is bound to have the portfolio of library service in the Government's Cabinet. He will have to exercise his library powers and discharge his library duties largely with the advice of the State Library Committee. Further, the State Librarian is the Chief Executive Officer through whom the Minister and the State Library Committee have to function. Therefore, the State Librarian should be the Secretary of the State Library Committee.

672 STATE LIBRARIAN

The States of Madras and Andhrapradesh were virtually penny-wise and pound-foolish in failing to appoint a State Librarian at the head of the Department Libraries, from among those qualified to practise in the Library Profession.

They made the Director of Public Instruction the Ex-officio Head of the Department of Libraries. It is well known that the Director of Public Instruction is an overworked officer. In view of this he has been progressively relieved of responsibility of technical education and collegiate education in most of the States. In some States he is relieved of responsibility for Social Education. When relief was thus coming to him from one direction, an additional load was put on him from the direction of the library system. The result of this is soul-killing delay in library matters. Though it is now eleven years after the library legislation, many of the functions such as framing model library development plans for Local Library Authorities, publishing State bibliography, bringing about a team of trained librarians adequate to the libraries in the State, have not been even touched. He has no time to step into a live library where there is healthy integration between readers and books. The person in charge of the State Central Library has virtually nothing to do either with him or with the library system of the state. The result is deplorable. Madras

and Andhra Pradesh have thus demonstrated that a State Library System, which is essentially for social service at the intellectual level, cannot blossom and bear fruit for the benefit of the country, unless a professional librarian with a good personality and drive is made at once the librarian of the State Central Library and the head of the Department of Libraries. Kerala and the other States in India should benefit from this sad experience in Madras and Andhrapradesh.

68 Local Library Authority

The Chairman of a Local Library Authority may well be elected by it from among its members. The decisions of the Local Library Authority have to be executed by its librarian. It is he that has to bring up problems for consideration by it. Therefore, he should be its Secretary. The failure to do this is one of the reasons for the retarded rickety growth of the State Library System in Madras and Andhra Pradesh. The service rendered is far in defect of the reading hunger of the people. The librarian is the one person whose duty it is to know the books and to know the reading interests of the people. He is the correct link between the people served and the Local Library Authority. He should be statutorily made that link, in the capacity of the Secretary of the Local Library Authority.

68 BRANCH LIBRARY COMMITTEE FOR A CITY BRANCH LIBRARY

For similar reasons, the librarian of a City Branch Library should be the secretary of the Local Library Committee for the branch. Its personnel may have representatives of the city municipality and the State Library Association living in its area, and also representatives of the teachers of the schools in the area and of the registered borrowers of the branch library. The first two classes of representatives may be nominated by their respective parent bodies. The second two classes may be nominated by the City Librarian. The Chairman may be elected by the Committee from among its members.

684 BRANCH LIBRARY COMMITTEE OF A RURAL BRANCH LIBRARY

The constitution of the Local Library Committee of a Rural Branch library may be similar to that for a City Branch

library. In place of the representatives of the city Municipality, it may have representatives of the local Municipality or Panchayat.

683 VILLAGE LIBRARY COMMITTEE

The Village Library Committee may have the headmaster or a teacher of a local school as the Secretary. Its other members may be made of representatives of the,—

- 1 State Library Association living in the village, nominated by the Association;
- 2 Teachers of the locality, to be nominated by the District Librarian; and
- 3 Residents of the locality who are registered borrowers at the service station, to be nominated by the District Librarian.

CHAPTER 7

LIBRARY PERSONNEL

71 Classes of Professionals and Semi-Professionals

71. The library personnel of the public library system of a State will fall into several classes such as shown below :—

Class 1 (Professional)	State librarian
Class 2 (Professional)	Deputy state librarians Chief city librarians Chief rural librarians
Class 3 (Professional)	Reference librarians in the State Central Library Heads of the classification and of cataloguing sections of the State Central Library Deputy city librarians Deputy rural librarians
Class 4 (Professional)	Senior assistants in the classification and cataloguing sections of the State Central Library Heads of the other sections of the State Central Library Reference librarians in the City and the Rural Central Libraries
Class 5 (Professional assistants)	Branch librarians, Travelling Librarians All others with professional qualifications except those included in classes 1 to 4, and class 6
Class 6 (Semi-professional)	Junior posts in the circulation section, maintenance section, book section, and periodicals section of all libraries including the branch and travelling libraries

NOTE:—The term "Reference librarian" includes "Public relation officer".

72 Non-Professionals

The non-professional personnel in the state public library system will include accountants, stenographers, typists, correspondence clerks, drivers for travelling libraries, bindery staff, and unskilled staff.

73 QUALIFICATIONS AND SALARY SCALE

<i>Class</i>	<i>Minimum qualification</i>	<i>Salary scale as for</i>
1 (Professional)	Master's Degree in Library Science or Bachelor's Degree or Diploma in Library Science and a Master's degree in some other subject	Head of a Department of the Government
2 (Professional)	do.	Professor
3 (Professional)	do.	Reader
4 (Professional)	Bachelor's Degree or Diploma in Library Science	Lecturer
5 (Professional assistant)	do.	Assistant lecturer or graduate teacher with a degree in teaching
6 (Semi-professional)	Certificate in Library Science and S.S.L.C.	Secondary school teacher

74 Transitory Arrangement

It may take a few years to have the necessary number of trained personnel. Till then, the existing persons should be continued. There are two ways of dealing with the situation. A person with long experience may be continued till his retirement, preferably in the class just lower to the one to which he would be eligible if he had the prescribed formal qualifications. The younger persons may be deputed for training in small batches and then fitted into the appropriate class. In any of these two ways, no harm should happen to any existing staff, and at the same time no person without the requisite qualification should be given the proposed scale in full measure.

75 Personality and Drive

Library service is social service by persuasion. For securing the fullest benefit of public library service, the library system should have a personnel with personality, initiative, and drive. These cannot be had unless a proper scale of salary is fixed. To vote large sums of money for libraries and to be miserly in fixing the salary scale will result in their wastage.

CHAPTER 8

READING MATERIALS

81 Present Book Famine

There is now a virtual famine of reading materials. We have only school text-books, fiction, and drama of a pedestrian variety. There are no treatises, advanced books, monographs, books written with flair, orientation books, popular books, and reference books in the various fundamental sciences, applied sciences, technologies, arts and crafts, the humanities, and the social sciences; This famine is inhibiting the intellectual development of our people. It stands in the way of the creation of an informed democracy. It fails to help the utilisation of the leisure of the people in an elevating way.

82 Lifting of the Book Famine

A concerted effort should be made to lift this book famine, as an auxiliary to the development of the state library system. The State Library Committee should devise ways and means to direct and harness the authorial powers within the state, now going unutilised. The State Librarian and the library staff of the State Library System should bring to the notice of the State Library Committee the subjects in which there is demand for books and the kinds of books needed to meet the demand. It is the responsibility of the pioneer librarians and the pioneer State Library Committee of the State to promote book-production along right lines. In due course, the law of supply and demand will progressively transfer this responsibility from them to the regular publishing trade.

83 Sprouting of Authors

During the last few years, I have been sensing a sudden crop of authors sprouting in almost every State. We find authors of all grades. What is most promising, there are quite a number of children's authors coming up. Thus, a little organised effort on the part of those connected with the library system of a State will help the precipitation of books of all standards in all subjects. In my *Social education literature* (1953), published by the Indian Adult Education Association, a considerable amount of details will be found about the way in which book production should be promoted in our languages. It deals with the part to be played in this affair

by the Government, the librarians, the teachers, the social education leaders, the artists, the publishers, and the printers. It outlines the action to be taken in each State and the organization to be set up for the purpose. The State Library Committee will do well to implement the action suggested.

PART B

KERALA PUBLIC LIBRARY BILL

KERALA PUBLIC LIBRARIES BILL

Whereas it is expedient to provide for the establishment and maintenance of a system of Public Libraries, for the comprehensive development and organisation of city, rural and other classes of library service in the State of Kerala, and for the replacement of the Madras Public Libraries Act now prevailing in the Districts of Cannanore, Kozhikode and Paighat.

It is hereby enacted by the Legislature of the State of Kerala in the Twelfth year of the Republic of India as follows:—

CHAPTER 1

PRELIMINARY

11 Short Title

11 This Act may be called the Kerala Public Libraries Act, 1960.

12 Extent

12 This Act extends to the whole of the State of Kerala.

13 Commencement

13 This Act shall come into force on such date as the Government may, by notification, appoint.

14 Definition

14 In this Act, unless the context otherwise requires,—

1 'academic library' means a library maintained by a university, college, school, or research institution.

2 'aided library' means a library declared by the State Librarian to be eligible for aid either from the Government or from the Library Fund of a Local Library Authority in accordance with the Rules made under this Act;

3 'departmental library' means a library established or maintained by a Department of the Government of the State.

4 'district' means a revenue district;

5 'Government' means the State Government;

6 'library cess' means the cess levied under section 61;

7 'notification' means a notification published in the Kerala Gazette;

8 'outlier library' means any library other than a Public Library;

9 'prescribed' means prescribed by this Act or by the Rules made under this Act;

10 'public library' means,—

1 a library established or maintained by a Local Library Authority, including the branches and service stations of such a library; .

2 a library established or maintained by Government and declared open to the public;

3 a library established or maintained by a Local Body and declared open to the public;

and includes, any other library notified by Government as a public library for the purposes of this Act;

11 'State' means the State of Kerala;

12 'State Central Library' means a library established and maintained by the Government as the State Central Library;

13 'State Librarian' means the State Librarian appointed under section 22;

14 'State Library Association' means the Library Association in Kerala approved as such by the Government for the purposes of this Act;

15 'year' means the financial year.

CHAPTER 2

STATE LIBRARY AUTHORITY

21 State Library Authority

21 For the purpose of promoting and organizing a library system in the State of Kerala, the Minister of Education (hereinafter referred to as the 'Minister') shall be the State Library Authority.

211 DUTY OF THE STATE LIBRARY AUTHORITY

211 It shall be the duty of the State Library Authority to provide for an adequate library service in the State of Kerala and for the progressive development of institutions devoted to the purpose, and to secure the effective execution, by local Library Authorities under its control and direction, of the national policy for providing adequate library service in every area.

22 State Librarian

22 To help the State Library Authority in the discharge of its duties, there shall be a full-timed State Librarian appointed from among those with adequate qualifications to practise the library profession. Government shall lay down the conditions of his service.

221 DUTIES AND POWERS OF THE STATE LIBRARIAN

221 Subject to the control of the Government, the State Librarian shall,—

- 1 manage the State Central Library;
- 2 superintend, direct, and deal with all matters relating to the Copyright Act and to the maintenance and service of the reading and kindred materials deposited with the Government under the said Act;
- 3 superintend, direct, and deal with the exercise of powers and the performance of duties by Local Library Authorities under this Act in the manner prescribed;
- 4 declare, in accordance with the Rules made under this Act, what libraries are eligible for aid from the Government and the library fund of the Local Library Authorities; and supervise and direct all matters relating to such libraries;

5 promote centralisation of all impersonal technical work such as acquisition, classification, and cataloguing, and co-ordinate the selection, service, and maintenance of reading and kindred materials in the public, academic, departmental, aided, and other outlier libraries of the State;

6 maintain the State Register of Librarians;

7 submit to the State Library Authority an annual report on the progress and the working of the library system of the State; and

8 generally assist the State Library Authority and carry on the correspondence, perform such other duties, and exercise such other powers as are imposed and conferred on him by this Act, or the Rules made thereunder.

23 State Library Committee

23 There shall be a State Library Committee for the purpose of advising the State Library Authority on all matters arising under this Act.

231 CONSTITUTION

231 As soon as may be, after the commencement of this Act, the Government shall, by notification, constitute the State Library Committee.

232 MEMBERSHIP

232 The State Library Committee shall consist of:—

- 1 The Minister, who shall also be its President;
- 2 the Minister in charge of Local Self-Government or his deputy;
- 3 the State Librarian, who shall also be its Secretary;
- 4 the Director of Public Instruction or his deputy;
- 5 two persons elected by the State Legislature;
- 6 one person nominated by the Government from among its Secretaries and the heads of its departments;
- 7 one person nominated by the Syndicate of each of the Universities in the State;
- 8 three persons nominated by the Executive of the State Library Association of the State;

9 two experts in Library Science nominated by the Government;

10 the Chairman of one of the local Library Authorities of the cities Alleppey, Ernakulam, Kozhikode, Trivandrum, and such other localities declared by the Government to be cities for the purpose of this Act, taken in rotation for each successive period of three years; and

11 the Chairmans of two of the Local Library Authorities of the districts Alleppey, Cannanore, Ernakulam, Kozhikode, Kottayam, Palghat, Quilon, Trichur, Trivandrum and such other districts as may be formed, taken in rotation for each successive period of three years.

233 TERM OF OFFICE

233 Every member of the State Library Committee, other than ex-officio members, shall hold office for three years from the date of their election or nomination as the case may be;

Provided that the term of a member nominated or elected shall come to an end as soon as the member ceases to be a member of the body from which he is nominated.

234 INTERIM VACANCY

234 Any vacancy occurring in the office of a nominated member of the State Library Committee before the expiration of his term shall be filled by the nomination of another person in the manner provided in section 231 and the person so nominated shall hold office for the residue of the term of his predecessor.

235 POWERS AND DUTIES

235 The State Library Committee shall advise the Government on all matters arising under this Act and shall exercise and perform such other powers and duties as may be prescribed.

236 MEETING

236 The State Library Committee shall meet at least once in a year and at such times and places and shall observe such rules of procedure at its meetings as may be prescribed.

237 VALIDATION

237 No act of the State Library Committee shall be deemed to be invalid by reason only of the existence of any vacancy in, or any defect in the constitution of, that Committee.

CHAPTER 3

LOCAL LIBRARY AUTHORITY

31 Approved City and Rural Areas

31 There shall be a Local Library Authority for each of the Cities, Alleppey, Ernakulam, Kozhikode, Trivandrum, and such other urban areas with a population of about 100,000 or more approved by the Government for this purpose (hereinafter referred to as an Approved City Area) and for each District excluding the approved city areas, if any, in it (hereinafter referred to as an Approved Rural Area).

311 CITY LIBRARY AUTHORITY

311 The Local Library Authority for an Approved City Area shall consist of the following members, namely:—

1 Three persons nominated by the Municipality or the Municipal Corporation as the case may be of the city from among its members;

2 Three persons nominated by the executive of the City Branch of the State Library Association or in the absence of a City Branch by the Executive of that Association, from among its members residing in the City;

3 Two persons nominated by the Government from among the members of the governing bodies of the aided libraries in the city;

4 Two persons nominated by the Government from among the teaching staff of the colleges and the high schools in the city;

5 Two persons nominated by the Government from among the residents of the city, who are experts in library science;

6 The District Educational Officer of the District or his Deputy;

7 The District Judge of the District or his Deputy; and

8 The City Librarian, who will also be the Secretary of the Local Library Authority.

312 RURAL LIBRARY AUTHORITY

312 The Local Library Authority for an Approved Rural Area shall consist of the following members, namely:—

1 One person elected from among its members by each Municipality within its area and with a population of about 50,000 or more and approved for this purpose by the State Library Authority;

2 Three persons nominated by the Government from among the members of all the Municipalities within its area other than those included in (1) above;

3 Three persons nominated by the Government from among the Presidents of the Panchayats within its area;

4 Three persons nominated by the executive of the District Branch of the State Library Association, or in the absence of a District Branch by the Executive of that Association, from among its members residing in its area;

5 Two persons nominated by the Government from among the members of the governing bodies of the aided libraries in its area;

6 Two persons nominated by the Government from among the teaching staff of the colleges and the high schools in its area;

7 Two persons nominated by the Government from among the residents of its area, who are experts in library science;

8 The District Educational Officer of the District or his Deputy;

9 The Collector of the District or his Deputy; and

10 The District Librarian, who will also be the Secretary of the Local Library Authority.

32 Chairman

32 The Chairman of a Local Library Authority shall be elected by it from among its members.

33 Term of Office

33 Every member of a Local Library Authority, other than ex-officio members, shall hold office for a period of three years from the date of his nomination.

Provided that the term of a member nominated shall come to an end as soon as the member ceases to be a member of the body from which he is nominated.

331 INTERIM VACANCY

331 A vacancy occurring in the office of a nominated member of a Local Library Authority before the expiration of his term shall be filled by nomination of another person in the manner provided in Section 311 or 312, as the case may be, and the person so nominated shall hold office for the residue of the term of his predecessor.

34 Powers and Duties

34 It shall be the duty of each Local Library Authority to provide library service to the people of its area; and for this purpose; it may

1 provide suitable lands and buildings for public libraries and also the furniture, fittings, materials, and conveniences requisite therefor;

2 provide books, periodicals, news-papers, maps, gramophone records, manuscripts, lantern slides, cinema reels, microfilms and kindred materials and the necessary apparatus for their projection and reading, and other necessary materials and conveniences;

3 take over any library with the consent of its management and with the previous sanction of the Government on such conditions as may be approved by the Government;

4 discontinue any public library provided by it or change the site of any such institution with the previous sanction of the Government;

5 provide lectures and such other activities as may be conducive to the carrying out of the purpose of this Act;

6 accept, with the previous sanction of the Government, any endowment or gift for any purpose connected with this Act;

7 subject to any Rules made in this behalf, organise or participate in the organisation of conferences for the discussion of questions relating to libraries for promoting library service, and expend such sums as may be reasonable in paying or contributing towards any expenditure incurred in connection with the conferences and exhibitions, including the expenses of any person authorised by them to attend any such conference or exhibition;

8 subject to the Rules made in this behalf, engage salaried officers and servants, punish, and dismiss them; and

9 with the sanction of the Government do any other thing that may be conducive to the furtherance of the purpose of this Act.

35 Development Plan

351 PREPARATION AND SUBMISSION

351. Within one year after the date of commencement of this Act or such extended period as the Government may in any particular case fix or allow, every Local Library Authority shall prepare and submit to the State Librarian a plan (hereinafter referred to as 'Development Plan') in such form as the State Librarian may direct and subject to such Rules as may be made for the purpose, showing the action which the Local Library Authority proposes should be taken for providing adequate library service for the people of the area and the successive measures by which it is proposed to accomplish that purpose.

352 PUBLICITY

352. A Local Library Authority shall, before submitting its Development Plan to the State Librarian, publish it in such manner as it may consider suitable or as the State Librarian may require, and consider any representations made to it by any person or body of persons in respect thereof.

353 APPROVAL

353. After considering any representations on the Development Plan made to it within the period of two months after the date of its receipt, and after making in the plan such modifications, if any, after consultation with the Local Library Authority concerned, as he considers necessary or expedient for the purpose of securing that the plan makes provision for the immediate and prospective needs of the area in respect of library service, the State Librarian shall approve the plan and shall give such direction to the Local Library Authority concerned as he considers desirable for giving publicity to the plan as approved by him.

354 EXTINGUISHMENT

354. The Government may, by order, extinguish the library duties and powers of a City Library Authority and

include its area in that of an appropriate Rural Library Authority, when its population falls appreciably below 100,000 or for other reasons of efficiency, and provide for the transfer of the library property and the library staff of the City library Authority to the Rural Library Authority and for all matters arising from the transfer of library duties and powers.

355 RECOGNITION

355 A Municipality included in an Approved Rural Area may at any time, after its population exceeds 100,000, apply to the Government for the withdrawal of its area from that of the Approved Rural Area and for its being provided a City Library Authority and if it is so provided it shall submit to the State Librarian a Development Plan which should include additional information about the arrangement it has made with the Rural Library Authority in regard to the transfer of library property and library staff to itself, and all other matters arising from the transfer of library duties and powers.

36 Local Library Order

36 As soon as may be after approving the Development Plan of a Local Library Authority, the State Librarian shall make an order to be called, the 'Local Library Order', for its area, specifying the Central Library and the Branch Libraries, including Branches to be located in schools, prisons and hospitals, and the service stations, which it is the duty of the Local Library Authority to establish and maintain, and the said order shall, to such extent as the State Librarian considers desirable, define the duties of the Local Library Authority with respect to the measures to be taken by it for providing adequate library service to the people of its area and the stages in which they should be taken.

361 MODIFICATION

361 The Local Library Order for an area shall regulate the duties and the powers of its Local Library Authority in respect of the matters therein mentioned and may be amended by the State Librarian whenever, in his opinion, the amendment thereof is expedient by any change of circumstances;

Provided that before amending it the State Librarian shall give to the Local Library Authority concerned notice of the

amendment proposed to be made and shall consider any representations made by it within two months of the service of the notice.

362 CONTROL BY GOVERNMENT

362 If, at any time, it appears to the Government that a Local Library Authority has failed to perform its functions or has exceeded or abused any of the powers conferred upon it by or under this Act, the Government may communicate the particulars thereof to the Local Library Authority, and if the Local Library Authority omits to remedy such failure, excess or abuse or to give a satisfactory explanation therefor within such time as the Government may fix in this behalf, the Government may suspend, dissolve, or supersede the Local Library Authority and cause all or any of the powers and functions of such Authority to be exercised and performed by any person or agency for such period as they may think fit, or direct that it be reconstituted.

37 Vesting of Property

37 All movable and immovable properties required or held for any Public Library or any of the purposes of this Act shall vest in the Local Library Authority concerned.

371 ACQUISITION UNDER LAND ACQUISITION ACT

371 Any immovable property required by a Local Library Authority for the purposes of this Act shall be deemed to be land needed for public purpose within the meaning of the Land Acquisition Act in force (for the time being, the Land Acquisition Act 1894—Central Act 1 of 1894) and may be acquired under that Act.

372 ALIENATION OF LAND

372 A Local Library Authority may, with the previous sanction of the Government, sell any of its lands or buildings; and the money received from the sale or received in part of exchange shall be used for the purchase of other buildings or may be applied for any purposes for which capital money may be applied under the Act, with the sanction of the Government.

CHAPTER 4

COMMITTEES

41 Executive Committee

41 A Local Library Authority may, subject to the arrangements approved by the Government, appoint an Executive Committee consisting of such of its members as it may deem fit and delegate to such committee any of its powers or functions under this Act except the power to levy library cess, to borrow money, to dispose of immovable property, and to pass the budget, accounts, and the audit and annual reports.

42 Sub-Committee

42 A Local Library Authority may also, from time to time, appoint sub-committees to inquire into and report or advice on any matters which it may refer to them.

43 Branch Library Committee

43 For the purpose of advice on local requirements in regard to library service, there shall be a Branch Library Committee for each Branch Library consisting of:—

1 three representatives of the Local Municipality or Panchayat nominated by it from among those living in the area of the Branch Library;

2 three representatives of the State Library Association nominated by it from among those living in the area of the Branch Library;

3 three representatives each, of the teachers and of the other registered borrowers in the area of the Branch Library, nominated by the City Librarian or the District Librarian as the case may be; and

4 the branch librarian, who will also be its secretary. The Chairman shall be elected by the Committee from among its members.

44 Village Library Committee

44 For the purpose of advice on local requirements in regard to library service, there shall be a Village Library Committee for each Service Station, consisting of:—

1 two representatives of the State Library Association nominated by it from among those living in the area of the Service Station.

2 two representatives each, of the teachers and of the other registered borrowers in the area of the Service Station, nominated by the District Librarian.

One of these will be elected by the Village Library Committee as its convener.

45 Access to Minutes

45 The minutes and proceedings of a Local Library Authority, the Executive Committee, a Branch Library Committee, or a Village Library Committee shall be open to the inspection of any rate-payer or payer of land tax in the respective area served by it, on payment of a fee not exceeding one rupee and any such rate-payer or payer of land tax may get a copy thereof or an extract therefrom.

Departmental Libraries, Aided Libraries and such Outlier Libraries in the State as are willing to join the scheme on such conditions as may be agreed upon.

542 EXTENT OUTSIDE THE STATE

542 The State Bureau of Inter-Library Loan may enter into any scheme of Inter-State library loan or international library loan as may be agreed upon by the participating States and the Union Government.

543 REPORT

543 A report of the working of the State Bureau of Inter-Library Loan shall be incorporated in the Annual Report of the State Librarian.

55 State Bibliographical Bureau

The State Central Library may maintain a State Bibliographical Bureau.

551 COLLABORATION WITHIN THE STATE

551 The State Bibliographical Bureau may admit into the scheme of its work other agencies like the Departments of the Government and the Educational and Learned Bodies in the State.

552 COLLABORATION OUTSIDE THE STATE

552 The State Bibliographical Bureau may collaborate with similar bureaus or agencies of the other States and the Union Government and undertake such bibliographical work as may fall to its share by mutual agreement among the participating bureaus and agencies.

553 REPORT

553 A report of the working of the Bibliographical Bureau shall be incorporated in the Annual Report of the State Librarian.

56 State Bureau of Technical Service

56 A State Bureau of Technical Service may be maintained by the State Central Library for centralised technical services such as acquisition, classification, and cataloguing of books for the Public Libraries, Departmental Libraries, Aided Libraries, and such Outlier Libraries in the State, as are willing to join the scheme on such conditions as may be agreed upon.

561 COLLABORATION

561 The Bureau of Technical Service may collaborate with similar bureaus of other States and of the Union Government, and undertake such technical work as may fall to its share by mutual agreement with the participating bureaus.

562 REPORT

562 A report on the working of the Bureau of Technical Service shall be incorporated in the Annual Report of the State Librarian.

CHAPTER 6

FINANCE, ACCOUNTS, AUDIT

61 Library Cess

61 Every Local Library Authority shall levy in its area a library cess in the form of a surcharge on the house tax in urban areas and on the basic land tax in rural areas, levied in each area under the relevant laws providing for the levy of such house tax or basic land tax as the case may be.

611 RATE OF SURCHARGE

Alternative 1

611 The rate of surcharge for library cess shall be five per cent on the concerned tax.

Alternative 2

611 The rate of surcharge for library cess shall be—

- 1 Five per cent on the house tax;
- 2 Two per cent on the basic land tax.

6111 INCREASE IN LIBRARIES CESS

6111 A Local Library Authority may, with the previous sanction of the Government and shall, if so directed by them, increase the rate specified in section 611.

612 MODE OF COLLECTION

612 The cess levied under section 611 shall be collected—

1 In an Approved City Area, by the Municipal Corporation or Municipal Council of the area, as the case may be;

2 In the area of a Municipality within an Approved Rural Area by the Municipal Council;

3 In the area of a Panchayat by the Panchayat;

as if the cess were a house tax payable under the relevant laws for the time being in force in the area, and all the provisions of the said laws relating to collection of house tax shall apply subject to such modifications as may be specified by the Government in the notification issued in this behalf; and

4 in the case of a cess on the basic land tax, by the Department of Revenue along with the basic land tax.

613 PAYMENT OF THE PROCEEDS OF THE CESS

613. The cess collected under section 612 in any month shall be paid to the Local Library Authority concerned before the end of three months after the collection.

62 Library Grant*Alternative 1*

(When surcharge on basic land tax is 5%)

621 STAFF SALARY

621 The Government shall pay to each Local Library Authority an annual grant, equal in value to the proceeds of the Local Library cess in the preceding year, to meet the salary of the staff.

622 MAINTENANCE OF STAFF

622. As an alternative to section 621 the Government may retain in the State Library Fund the total sum, due under section 621 to all the Local Library Authorities taken together, and use it for maintaining the staff of the Public Libraries of all the Local Library Authorities.

Alternative 2

(When surcharge on basic land tax is 2%)

620. ANNUAL GRANT.

620. The Government shall pay to each Local Library Authority an annual grant, equal in value to the proceeds of the local library cess in the preceding year, to meet its annual recurring expenditure on the purchase of reading materials and on all other items excluding staff salary.

621 STAFF SALARY

621 The Government shall pay to each Local Library Authority an annual grant equal to twice the value of the proceeds of the local library cess in the preceding year, to meet the salary of the staff.

622 MAINTENANCE OF STAFF

622 As an alternative to section 622, the Government may retain in the State Library Fund the total sum, due under section 621 to all the Local Library Authorities taken together, and use it for maintaining the staff of the Public Libraries of all the Local Library Authorities.

623 SPECIAL GRANT

623 The Government shall by Rules make provision for the payment by it, to each Local Library Authority, of special grants for capital expenditure such as the acquisition of lands and buildings, for providing buildings and furnishing them, for the purchase of the initial stock of reading materials, and for other special purposes relating to the discharge of their functions in respect of this Act, needed in excess of what is procured as grant from the Government of India for these purposes.

63 Grants for Training Institutions in Library Science

63 The Government shall, by Rules, make provision for the payment to the Universities and other bodies approved for the purpose—

1 of annual grants for conducting training courses for Degrees in Library Science;

2 of annual grants for conducting training courses for Certificate in Library Science;

3 of annual grants for the payment of stipends to the students of the State, pursuing a study of Library Science; and

4 of special grants for the building and equipment of the institutions giving training in Library Science, needed in excess of what is procured as grant from the Government of India for these purposes.

64 Local Library Fund

64 Every Local Library Authority shall maintain a Local Library Fund from which all its payments under this Act shall be met :

Provided that the proceeds of the library cess and the State grant received on its basis shall not, normally, be used for capital expenditure on buildings, fittings, furniture, and librachines for use as travelling libraries.

641 CREDIT TO THE LIBRARY FUND

641 To the Local Library Fund of a Local Library Authority shall be credited—

1 the amount collected as library cess;

- 2 the grant, if any, received from any Local Body in its area;
- 3 the grants received from the Government;
- 4 the grants received from Government of India;
- 5 the amount, other than caution money, collected under the library rules;
- 6 the amount realised from endowments, if any; and
- 7 any contribution received from any person or body of persons.

65 Power to Borrow

65 A Local Library Authority may, with the sanction of the Government, borrow money for any of the purposes of this Act on such security and on such terms as the Government may approve.

66 State Library Fund

66 There shall be a State Library Fund from which shall be met—

- 1 the salary of the State Librarian and his establishment and the expenses of the State Central Library;
- 2 the expenses incidental to the meeting of the State Library Committee;
- 3 the grants to be paid to Local Library Authorities and if necessary the cost of the staff of the public libraries maintained by the Government;
- 4 the grants prescribed for payment to Universities for conducting training courses for Degrees in Library Science;
- 5 the grants prescribed for payment to approved bodies for conducting training courses for Certificate in Library Science;
- 6 the grants prescribed for payment to Library Associations and to aid research in Library Science;
- 7 the expenses of conferences and exhibitions promoted or approved by the Government for the furtherance of library movement, as prescribed by Rules; and

18 the expenses incurred in contributing to conferences and exhibitions held for the furtherance of library movement, including the expenses of any persons authorised by it to attend any such conference or exhibition, as prescribed by Rules; and

19 all other expenses incurred by the Government in the furtherance of the purpose of this Act.

661 PROVISION OF MONEY

661 The Legislature of the State shall provide money to the State Library Fund.

662 STATE LIBRARY FUND

662 To the State Library Fund shall be credited—

- 1 the amount provided by the Legislature of the State of Kerala;
- 2 the grants received from the Government of India;
- 3 the amount, other than caution money, collected under the Library Rules of the State Central Library;
- 4 the amount realised from endowments, if any; and
- 5 any contribution received from any person or body of persons.

67 Accounts and Audit

67 A Local Library Authority shall maintain its accounts as prescribed by the Rules framed under this Act.

672 A Local Library Authority shall have its accounts audited as prescribed by the Rules framed under this Act.

CHAPTER 7

USE, STANDARD, REPORT

71 Admission to Public Library

71 No charge shall be made for admission to a Public Library provided by a Local Library Authority or, in case of lending library, for borrowing therefrom by the inhabitants or social education centres of the area of such Local Library Authority; but the Authority, if it thinks fit, grant loan from a lending library to persons not being inhabitants of its area, either gratuitously or for payment.

72 Library Rules

72 Subject to the provisions of this Act and the Rules made thereunder, a Local Library Authority may frame Library Rules—

1 for regulating the use of the Public Libraries under its control, the contents thereof, and the admission of the public thereof;

2 for protecting the public libraries and the furniture and contents thereof from misuse, injury, or destruction;

3 for requiring any guarantee or security from any person using the Public Library and against the loss or injury to any book or other articles; and

4 for enabling the officers and servants of the Local Library Authority to exclude or remove from the premises of the Public Library any person offending against the provisions of this Act, or the Rules made thereunder or the Library Rules.

73 Offences and Punishment

73 Any person—

1 who, in a Public Library or other institution maintained under this Act, acts to the annoyance or disturbance of any person using the same, behaves in a disorderly manner, or uses violent, abusive language; or

2 who, after proper warning, persists in remaining therein beyond the hours fixed for closing, shall be liable to

be excluded or removed forthwith from the premises and shall also be liable on conviction to a penalty not exceeding ten rupees.

731 SUMMARY TRIAL

731. An offence committed under Section 73 of this Act shall be triable in the manner provided for summary trial by Chapter XII of the Code of Criminal Procedure of 1898.

74 Service to Social Education Centres

74. Each public library may give special facilities to the approved social education centres in its area, in the form of book-service and meeting place.

75 Inspection

75. The State Librarian or any person authorised by him in this behalf may inspect any public library or any institution attached thereto for the purpose of satisfying himself that the provisions of this Act and the Rules made thereunder are duly carried out.

76 Reports and Returns

76. Every Local Library Authority and every person in charge of a public library shall submit such reports and returns and furnish such information to the State Librarian or any person authorised by him in this behalf, as the State Librarian or the person authorised may, from time to time, require.

77 Annual Report

77. A report of the progress made by the Local Library Authorities in regard to the working of this Act together with a list of the Local Library Authorities showing the number of Central Libraries, Branches, Librachines, and Service Stations maintained by them, Aided Libraries, facilities given to social education centres, and such other information as may be prescribed by Rules shall be incorporated in the Annual Report of the State Librarian.

CHAPTER 8

RULES

81 Making of Rules

81 The Government may, by notification, make Rules consistent with this Act for carrying into effect the purposes of this Act.

82 Table of the Legislature

82 All Rules made under this section shall, as soon as may be after they are made, be laid on the table of the State Legislature for fourteen days and shall be subject to such modification, whether by way of repeal or amendment, as the State Legislature may make during the session in which they are so laid.

83 Subject Matter of the Rules

83 In particular and without prejudice to the generality of the foregoing powers, such Rules may provide for—

- 1 regulating the work of a State Library Committee;
- 2 prescribing outlines of the Development Plan to be submitted by Local Library Authorities and the manner in which publicity shall be given to any proposed Development Plan;
- 3 the co-ordination or centralisation of technical work in the library system of the State;
 - 4 1 the maintenance of the State Register of Librarians;
 - 4 2 the recruitment, qualifications, and conditions of service of the salaried officers and servants of the State Central Library, Local Library Authorities, and the professional staff of the Libraries of the Departments of the Government and of the institutions maintained by the Government;
- 5 the assignment of grants to Local Library Authorities;
- 6 the assignment of grants to the Universities giving training courses for Degrees in Library Science, and to approved bodies giving training courses for Certificate in Library Science, including stipends to students of Library Science;

7 the accounts to be maintained by the Local Library Authorities;

8 the auditing of the accounts, the conditions under which rate-payers may appear before the auditors, inspect books and vouchers, and take exception to items entered therein or omitted therefrom; and the publication of the audited statement and the report accompanying it; and

9 all other matters which have to be dealt with by Rules under this Act.

CHAPTER 9

MISCELLANEOUS

91 Provision Against Difficulty

91 If any difficulty arises in giving effect to the provisions of this Act, the Government may by order make such provisions as appear to them to be necessary or expedient for removing the difficulty.

92 Repeal of Madras Act

92 The Madras Public Libraries Act 1948 (Madras Act XXIV of 1948) is hereby repealed, in so far as it is applicable to the Districts of Cannanore, Kozhikode and Palghat.

93 Continuation of Rules

93 Notwithstanding such repeal, all Rules, made under the said Act and in force at the commencement of this Act, shall, so far as such Rules are not inconsistent with the provisions of this Act, continue to be in force in the respective areas in which they are in force at such commencement and such Rules shall be deemed to be Rules made under the provisions of this Act until they are superseded or modified by Rules made under this Act.

PART C

MODEL RULES UNDER THE ACT

CHAPTER 1

STATE LIBRARY COMMITTEE

The following Rules are made in relation to sections 234 and 235 of the Kerala Public Libraries Act of 1960.

11 Constitution

11 The State Librarian will address as and when need arises:

111 The Speaker of the State Legislature regarding the number of members to be elected by the Legislature;

112 The Chief Secretary to the Government regarding the nomination of one person from its secretaries and heads of departments;

113 the Vice-Chancellor of each of the Universities in the State regarding the nomination of one person by its syndicate;

114 the President of the approved Library Association of the State regarding the nomination of persons by its Executive; and

115 the Minister regarding the nomination of persons with special knowledge of Library Science.

12 Meetings

121 The State Library Committee shall meet at such times and in such places as may be determined by the Minister provided that the Minister shall call for a meeting at least once in about every six months.

122 Five members will form a quorum.

123 In the absence of the Minister, the members present at a meeting shall elect a Chairman from among the members present.

1241 The State Library Committee may appoint sub-committees to examine special problems coming within its purview and to formulate proposals for its consideration.

1242 Such sub-committees may consist solely of members of the State Library Committee or solely of non-members who are experts in library matters or partly of members and such non-members.

13 Function

13 The matters in regard to which the State Library Committee may exercise powers or perform duties are the following:—

131 STATE CENTRAL LIBRARY

1131 The constitution of the State Central Library;

1132 The laying down of the policy for the management of the State Central Library.

132 RULES UNDER THE ACT

132 The Rules to be framed under section 81 of the Act.

133 LIBRARY PERSONNEL

1331 The encouraging of the formation of trained professional and semi-professional staff of different grades, from among whom the professional and the semi-professional staff of the libraries of the State may be appointed;

1332 The prescription of qualifications, academic, and professional, needed for the different grades of professional and semi-professional staff for inclusion in the Register of Approved Librarians; and

1333 The fixing of the standard scales of salary and other conditions of service for the different grades of professional and semi-professional staff in libraries.

134 BIBLIOGRAPHY

134 The publication of the copy-right list, of the State Bibliography, and of book selection lists for the benefit of the libraries of the State;

135 CO-OPERATIVE CLASSIFICATION AND CATALOGUING

1351 The promotion of co-operative classification and cataloguing and other forms of co-operation and co-ordination among the libraries of the State and of India as a whole;

136 STANDARD SPECIFICATIONS

136 The promotion of standards for library buildings, fittings, and furniture and for library technique;

137 BOOK-PRODUCTION

1371 The promotion of production of reference books, adults' books, and children's books suitable for service in libraries; and

1372 The promotion of the production and service of books for the blind;

LOCAL DEVELOPMENT PLANS

1381 The consideration of the Development Plans submitted by Local Library Authorities; and

1382 The consideration of the stages in which libraries in different areas are to be established.

CHAPTER 2

OUTLINE OF DEVELOPMENT PLAN

The following Rules are made in relation to section 35 of the Kerala Public Libraries Act of 1960.

21 Existing Library Service

21 The Development Plan of a City Library Authority for establishing libraries and for spreading library service shall furnish information on the existing library service covering the following and any other relevant points. The information should be furnished on each library separately.

211 A map of the City in which is shown by distinctive marks the location of the existing

1 Public libraries maintained by the Local Body of the City;

2 Other libraries open to the public maintained by other corporate agencies;

3 School libraries maintained by the Local Body of the City;

4 school libraries maintained by other corporate agencies; and

5 Hospital libraries.

212 The name of the managements:

1 if the management is not the Local Body of the City, its constitution and the date of the registration of the library under the Act XXI of 1860;

2 The year of foundation;

3 Names and addresses of the members of the Managing Committee and of the office-bearers;

213 The average, for the three preceding years, of the annual income and expenditure respectively:

1 In the case of libraries not managed by the Local Bodies of the City, the source of income and the average of the amount realised from each source;

2 the average for the three preceding years of the expenditure on

21 Salary with the number of places of each category for (1) professional and semi-professional staff; (2) clerical staff; and (3) unskilled staff;

22 Purchase of (1) books; (2) periodicals; (3) newspapers; and (4) other reading and kindred materials; and

23 (1) binding charges; (2) rent or tax; (3) maintenance charge for the building; (4) furniture and fittings; (5) printing and stationery; (6) postage; (7) other items.

214 Information about reading and kindred materials:

1 The number of volumes in stock;

2 The number of periodicals taken;

3 The number of newspapers taken;

4 The average for the three preceding years of the number of volumes added to the stock;

5 The number of lantern slides, cinema reels, gramophone records, and kindred materials in stock;

215 Information about users of the library:

1 The number of members entitled to borrow reading materials for study at home;

2 Conditions of membership;

3 Conditions for admission into the library and consultation of reading and kindred materials within the library premises;

4 The average for three preceding years of the daily number of users;

216 Information about use of the library:

1 The average for the three preceding years of the books consulted within the library premises;

2 The average for the three preceding years of the number of books borrowed for home reading;

3 The number of books withdrawn from circulation;

217 Nature of the catalogue—printed, type-script or manuscript, and book form or card form, and classified or dictionary or any other type.

22 Taking over of a Library

22 The development plan for a City shall furnish the following and any other relevant information about the taking over of any of the existing libraries by the Local Library Authority:

221 The map furnished under 211 shall indicate by a distinctive mark the libraries which have agreed to come under the management of the Local Library Authority;

222 The name and location of each library which has agreed to come under the management of the Local Library Authority;

223 A copy of the letter of consent of the Management of the library concerned;

224 The terms and conditions agreed upon with the Management of the library concerned in regard to the following matters among others:—

- 1 The existing staff;
- 2 The assets and liabilities;
- 3 The stock of reading and kindred materials;
- 4 The furniture and other property; and
- 5 The building and its fittings;

225 The estimated initial cost of the proposed addition in regard to:

- 1 Buildings and fittings;
- 2 Furniture and office equipment;
- 3 Reading and kindred materials;
- 4 The number of years over which the expenditure of the initial cost is proposed to be spread;
- 5 The amount which the Government is requested to provide; and
- 6 The other sources from which the rest of the amount is expected to be found.

226 The estimated recurring cost for a year in regard to:

- 1 The staff with details about the number of posts and grades of salaries;

- 2 Furniture and office equipment;
- 3 Reading and kindred materials;
- 4 Insurance charges;
- 5 The amount estimated to be appropriated from the library cess raised;
- 6 The amount estimated to be found from other sources with the name of the sources; and
- 7 The amount which the Government is requested to provide.

23 Library Needs

23 The Development Plan for a City shall furnish the following and any other relevant information about the factors bearing on the library needs of each division of the City:--

231 Population:--

- 1 Population and the number of literates and illiterates in the age group 10-18;
- 2 Population and the number of literates and illiterates in the age group beyond age 18;
- 3 Number of the blind beyond age 18;

232 The language-distribution of each of the above age-groups separately for literates and illiterates;

233 The occupation-distribution of each age-group beyond 18 separately for the literates and the illiterates in each language;

234 The libraries open to the public with their respective ownership and information about the subscription charged if any;

235 The number of adult schools with strength, separately for the literates and the illiterates in each language;

236 The number of schools with strength in each language;

237 The number of hospitals with number of beds.

24 New Libraries to be established

24 The Development Plan for a City shall furnish the following and any other relevant information about each of the Central and Branch Public Libraries and School and Hospital Libraries to be newly established:—

241 The map furnished under 211 shall indicate by a distinctive symbol each public, school, and hospital library to be newly opened, including the Central Library;

242 The division and location therein;

243 The proposed year of establishment;

244 Information about illiteracy; and

1 The kind of library service proposed to be given to the illiterates;

2 Other agencies for the liquidation of illiteracy and the part proposed to be played by the library;

245 The number of adult schools in the division and the manner in which the library expects to co-operate with them;

246 The estimated initial cost in regard to:

1 Buildings and fittings;

2 Furniture and office equipment;

3 Reading and kindred materials;

4 The number of years over which the expenditure of the initial cost is proposed to be spread;

5 The amount which the Government is requested to provide; and

6 The other sources from which the rest of the amount is expected to be found;

247 The estimated recurring cost for a year in regard to:—

1 The staff with details about the number of posts and grade of salaries;

2 Furniture and office equipment;

3 Reading and kindred materials;

4 Insurance charges;

5 The amount estimated to be appropriated from the library cess raised;

6 The amount estimated to be found from other sources with the name of the sources; and

7 The amount which the Government is requested to provide.

25 Time-table of Development

25 The Development Plan for a City shall state the estimated number of years in which full library service will be established and give a summary of the proposals in the form of a tentative yearly time-table giving for each year:—

251 The establishment of the Central Library;

2521 The number of Branch Libraries with the proportion of their number to the total population above age 18 and to the number of literates;

2522 The number of school libraries;

2523 The number of Hospital Libraries;

2531 The strength of the staff required:—

1 Professional;

2 Semi-professional;

3 Clerical;

4 Unskilled;

2532 The proportion of the professional and semi-professional staff to the total population above age 10 and to the literates among them;

254 Progressive total of estimated capital expenditure with indication of the amount to be found:—

1 by the Government;

2 by the Local Body of the City; and

3 from other sources.

255 Estimated annual expenditure with indication of the amount to be found:—

1 by the Government;

2 by the Local Body of the City;

3 from the proceeds of the library cess; and

4 from other sources.

CHAPTER 3

OUTLINE OF DEVELOPMENT PLAN: DISTRICT

District Library Service

The following Rules are made in relation to section 35 of the Kerala Public Libraries Act of 1960.

30 The Development Plan of a Rural Library Authority for establishing libraries and for spreading library service should be submitted in three parts, roughly speaking in the following sequence of priority;

F Full outline of plan;

T Town sub-plan; and

V Village sub-plan.

01 While executing the plan, it may be expedient to begin with the Rural Central Library, then implement the Town Sub-Plan, and thereafter implement the Village Sub-Plan.

3F Full Outline of Plan

3F1 Existing Library Service

3F1 The Development Plan of a Rural Library Authority shall furnish information on the existing Library Service covering the following and any other relevant points:—

3F11 The map of the Approved Rural Area in which is shown by distinctive marks the location of the existing:—

1 Public libraries maintained by the District Board, if any;

2 Public libraries maintained by Municipal Councils or Village Panchayats;

3 Other libraries open to the public and maintained by other corporate agencies;

4 School libraries maintained by the District Board; if any;

5 School libraries maintained by Municipal Councils or Village Panchayats;

6 School libraries maintained by other corporate agencies;

7 Hospital libraries; and

8 Prison libraries.

3F12-3F126 Information showing details about each of the libraries mentioned in 3F11 on the analogy of the rules given as 212 to 217 for a City Library Plan.

3F2 Taking over a Library

3F2-3F26 These Rules are on the analogy of the corresponding Rules for the City Development Plan.

3F3 Library Needs

3F3-3F37 These Rules are on the analogy of the corresponding Rules for the City Development Plan and in addition the following:—

3F8 The number of prisons and the average number of prisoners per day.

3F4 New Libraries to be Established

3F4-3F47 These Rules are on the analogy of the corresponding Rules for the City Development Plan with the addition of 'prison libraries' wherever appropriate.

3F5 Time-Table of Development

3F5-3F55 These Rules are on the analogy of the corresponding Rules for the City Development Plan and in addition the following:—

3F524 The number of prison libraries;

3F525 The number of librachines.

3T Town Sub-Plan

3T A Rural Library Development Plan shall furnish a Sub-Plan for each of the towns included in the Approved Rural Area, giving details as required for a City Library Plan.

3T0 In framing the sub-plan for a town, it must be borne in mind that a Public Library maintained under a Town Sub-Plan will cease to be an independent unit and become a Rural Branch Library as soon as the Rural Central Library for the Approved Rural Library Area, within which it lies is established.

3V Village Sub-Plan

3V0 A Village Sub-Plan can be submitted only for the villages and hamlets in an area for which the Rural Central Library has been established.

3V0 A Village Sub-Plan shall furnish the following and any other relevant information about the progressive extension of travelling library service to the villages and hamlets falling within the area of a Rural Central Library:—

3V1 A map of the area showing the nature of the terrain, the roads to be taken by the travelling library, and the service-stations—the ideal to be aimed being one service station for each habitation, such that no resident of a habitation has to walk more than a Ritometre to reach the service-station.

3V2 The number of travelling libraries or librachines to be bought, with a time-table showing the yearly addition and the cumulative total—it being remembered that the ideal to be reached is roughly one librachine for a population of 25,000 or for 10 service stations so that a librachine calls at each service station once in a fortnight;

3V3 The number of travelling staff proposed to be appointed with a time-table showing the yearly addition and cumulative total;

3V4 The number of social education centres in the range and the manner in which the library expects to co-operate with them;

3V5 The estimated initial cost with a time-table showing the yearly amount and cumulative total for:—

- 1 The librachines and their fittings;
- 2 The garage and servicing place to be added to the Rural Central Library Building;
- 3 Furniture and office equipment;
- 4 Reading and kindred materials;
- 5 The number of years over which the expenditure of the initial cost is proposed to be spread.
- 6 The amount which the Government is requested to provide; and
- 7 The other sources from which the rest of the amount is expected to be found.

3V6 The estimated recurring cost with a time-table showing the yearly addition in regard to:

- 1 Staff with details about the number of posts and grades of salaries;
- 2 Furniture and office equipment;
- 3 Reading and kindred materials;
- 4 Insurance charges;
- 5 The amount estimated to be found from library cess;
- 6 The amount estimated to be found from other sources with the name of the sources; and
- 7 The amount which the Government is requested to provide.

CHAPTER 4

AIDED LIBRARY

The following Rules are framed in relation to section 83(5) of the Kerala Public Libraries Act 1960.

40 Long-Term-Policy

The long-term-policy is to persuade the Aided Libraries in towns to convert themselves progressively into Branch Libraries and the Aided Libraries in villages into Service Stations. Perhaps, it may take about 30 years before the majority of the Aided Libraries are so converted. But some libraries may continue to be Aided Libraries even long after that and perhaps permanently.

The following Rules cover the conditions for aid.

41 Free Consultation

411 The library should be open to all the people of the locality for consultation within the premises, although lending of books may be to subscribers.

412 The library should be kept open for use by the public for not less than 20 hours in a week.

413 The library should have a minimum average daily attendance of readers, to be fixed by the State Librarian.

414 The library shall have books and not merely newspapers and periodicals.

42 Subscribers or Registered Borrowers

421 In case the library charges subscription for borrowing books, the eligibility to become a subscriber to the library, who can borrow books for reading at home, should be open to any adult in the locality.

422 The library should have a minimum number of subscribers or registered borrowers to be fixed by the State Librarian.

43 Service Station Facilities

43 The library should function as a Service Station of the District or the City Central Library as the case may be. That is, it should receive the books lent by the Central Library or a Branch Library of the Local Library Authority for circulation among the residents of its locality, lend them to those residents free of subscription, return the books to the Central or Branch Library concerned on demand, furnish the issue statistics for such books, and help the Local Library Authority in every reasonable way in giving book service to the people.

44 Management

441 MANAGING COMMITTEE

441 The Management of the affairs of the library should vest in a Managing Committee elected periodically at a general body meeting of the subscribers, unless the library is maintained and managed by an approved corporate body and lends books free of subscription.

442 CONSTITUTION

442 A copy of the memorandum and constitution and the bye laws of an Aided Library or an approved corporate body, as the case may be, should be furnished to the librarian of the Local Library Authority of its area, once in a year.

443 REPORT ON MANAGING COMMITTEE

443 The names of the members of the Managing Committee of the Aided Library or of the Executive of the approved corporate body, as the case may be, should be furnished to the librarian of the Local Library Authority of its area within one month of the periodical election or appointment as the case may be. Any interim change should be reported to the said librarian within a month of the change.

45 Administration

451 ANNUAL SUBSCRIPTION

451 The minimum annual receipt of the library from subscribers should be Rs. 50, or the minimum annual fund provided

to the library by the approved corporate body should be Rs. 500.

452 ACCOUNTS AND RECORDS

452 The accounts, records, and the statistics prescribed by the State Librarian should be maintained by the library and should be open to inspection by the State Librarian or any agent appointed by him.

453 AUDIT

453 The annual accounts of the library should be submitted for audit by the Examiner of Local Fund Accounts, who will have to certify that the grant paid has been utilised for the purpose for which it was given.

454 ANNUAL INSPECTION

454 The quality and quantity of service rendered by the library should be open to inspection by such agency as the State Librarian may appoint for the purpose. A different agency may be appointed for the different districts and cities.

46 Annual Grant

461 RATE OF GRANT

461 The maximum grant for which a library is eligible during a year will bear, on a sliding scale, a ratio to the penultimate preceding year's expenditure from the income of the library from annual subscription from and the annual income from capital and landed property, if any and the annual fund provided by the approved corporate body. This ratio shall be fixed from time to time by the Government:

Provided that, in the case of the first two years for which annual grant is sought, the ratio of the grant will be to the estimated expenditure of the year of grant, approved by the State Librarian. Any adjustment in the year's grant, becoming necessary on the basis of actual expenditure may be made in the next year.

4611 SLIDING SCALE

For the time being, the following table gives the ratio:—

<i>Annual Income in Rs.</i>	<i>Ratio of grant</i>
Above 50 and up to 100	Two times
Above 100 and up to 200	1¾ "
Above 200 and up to 800	1½ "
Above 800 and up to 1000	Equal amount
Above 1000	Half the amount subject to the total of the library's income and the grant being at least 2000.

462 REDUCTION IN GRANT

462 It will be open to the inspecting agency, referred to in Section 44, to recommend to the Local Library Authority concerned any reduction in the grant to be paid to the library on grounds of unsatisfactory standards in the maintenance and the service of the library.

4621 APPEAL

4621 It is open to the library to make an appeal to the State Library Committee against any such reduction.

463 PAYMENT OF GRANT

The amount of grant may be paid to a library in four instalments, one instalment being paid within the first month of each quarter of the year.

464 APPLICATION FOR GRANT

464 Application for grant for a year should be submitted by a library to the librarian of Local Library Authority concerned in a form prescribed by the State Librarian, so as to reach him before the first of the February of the preceding year, along with the audited accounts of the penultimate preceding year.

47 Utilisation of the Grant

471 BOOKS

471 75% of the grant received by the library should be utilised for the purchase of new books for the library.

472 OTHER THAN BOOKS

472 The remaining 25% of the grant received by the library may be utilised for other library purposes, if necessary, with the previous approval of the librarian of the Local Library Authority concerned.

473 SUBMISSION OF VOUCHERS

473 A copy of each bill paid out of the grant with the certificate of payment written on it and signed by the Chairman of the Managing Committee or the Executive Officer of the approved corporate body and the receipt of the party receiving the money, should be sent to the librarian of the Local Library Authority concerned at the end of each month, along with a statement of the utilisation of the grant in the form prescribed by the State Librarian.

474 PHYSICAL VERIFICATION

474 Each library should give facilities to the auditor, or any other agent appointed for the purpose, for the physical verification of the books and the other materials covered by the bills to be audited.

475 SUBMISSION TO AUDITOR

4751 The certified bills and the monthly statements received by the librarian of the Local Library Authority concerned will form the primary basis for audit.

4752 The accounts for the income and expenditure from its own sources of income should be submitted by the library each year to such audit as the Government may prescribe. The report of this audit will form the basis for the determination of the annual grant.

48 Lapsing of Grant**481 TIME FOR UTILISATION**

481 The grant for a year should be utilised by the library before the end of the year.

482 UN-UTILISED AMOUNT

482 Any part of the grant for a year, left un-utilised by the library during the year, will be deducted from the grant due to be paid to the library during the next year.

CHAPTER 5

STATE REGISTER OF LIBRARIANS

The following Rules are made in relation to section 8(41) of the Kerala Public Libraries Act 1960.

51 Grades

51 There will be three grades in the Register.

511. GRADE 1

511 The minimum qualification for entry in grade one will be as follows:—

1 Possession of a degree of a university incorporated in India or of any other university declared as equivalent thereto by the Inter-University Board of India; and

2 Either a Degree or a Diploma in Library Science of a University incorporated in India or of any other University declared as equivalent thereto by the Inter-University Board of India, with at least five years experience in the work of a library or libraries approved by the State Librarian.

512 GRADE 2

512 The minimum qualification for entry in grade two will be as follows:—

1 Possession of a Degree of a university incorporated in India or of any other university declared as equivalent thereto by the Inter University Board of India; and

2 A Degree or a Diploma in Library Science of a University incorporated in India or of any other university declared as equivalent thereto by the Inter-University Board of India, with at least one year of experience in the work of a library or libraries approved by the State Librarian.

513 GRADE 3

513 The minimum qualification for entry in grade three will be as follows:—

Possession of an S S L C and Certificate in Library Science whose course extends to not less than four months and which is approved by the State Librarian in regard to the syllabus and teaching arrangements and by passing the examination

prescribed by the State Librarian, with at least three years of experience in the work of a library or libraries approved by the State Librarian.

52 Registration Fee

521 The fee for registration will be Rs. 5.

522. The fee for transfer of names from one grade to another will be Rs. 3.

53 Transitory Rule

53 Notwithstanding the provision in the foregoing regulations, librarians who were in service for at least fifteen consecutive years at any time before 1 April 1960 in libraries recognised in this behalf by the State Librarian and who are not eligible to be registered in grade one may be registered in grade two if they are graduates of a university and otherwise in grade three.

54 Annual Information

54 Every person shall write to the State Librarian in the month of April of each year giving in a prescribed form information about the office held by him.

55 Removal from Register

55 A name entered in the Register may be struck off.

1 If a person has not been in library service continuously for a period of five years; or

2 If a person has been convicted for a criminal offence involving a sentence of imprisonment exceeding one year; or

3 If the State Library Committee finds evidence of gross professional misconduct; or

4 If a person has failed for three consecutive years to give the State Librarian information about the office held by him.

PART D

**IMPLEMENTATION OF THE PUBLIC LIBRARIES
ACT**

CHAPTER 1

TRANSITION FROM THE PRESENT SET-UP

11 Present Set-up

Kerala has now a privately promoted system of small local libraries, each independent of the other. These have been promoted by the Kerala Grandhasala Sanghom during the last fifteen years. In the earlier years, its promotion work depended on the enthusiasm of a few honorary workers. This can go on only for a few years at the pioneering stage. Therefore, in recent years, the workers are paid salaries. These salaries are at a level comparable to those prevailing in the Government's scale. Further, their salaries are paid virtually from grants paid to the Sanghom from out of public funds. The Government grant to individual libraries was determined and disbursed by the Sanghom for many years. In the poor village folk, this has naturally produced an illusion about the source from which their library grants came.

12 Next Step

The time has come to take the next step. The function of the Sanghom as the non-official sounding board of public opinion in library matters and as the liaison agency between the libraries and the Government should hereafter be separated from the business of officially inspecting libraries, auditing their accounts, and fixing and disbursing their grants. The business of disbursing the grants has already been given up by it. The other items of routine business also must be given up. All such business should be entrusted to public servants.

13 Residuary Function of the Sanghom

There need not be any fear that the diverting of monetary and inspectorial functions will make the Sanghom defunct. On the other hand, its promotional and liaison work will increase greatly. Its increase will keep pace with the gradual transfer of library service from the hands of thousands of small independent local libraries without viability to an integrated District, City, and State Library System, maintained by public funds instead of by subscriptions and the throwing open of the libraries, including the loan privilege, to all persons free of subscription.

14 The Paid Personnel of the Sanghom

There need not be any fear that the paid personnel of the Sanghom will be axed. They should not be. They may all be taken over into public service. Their chief work in the past should be continued in the future also, though done under public auspices. Their chief work has been promotion work. The need for this work will continue for long. It will continue at least throughout the life-time of those now working with a salary drawn from Government grant through the Sanghom. Thereafter, they will have many other kinds of liaison work to do. The Department of Libraries, which will take over the paid staff of the Sanghom, should show to them all the consideration due to pioneers. Their past achievement had been activated, not by external goading, but by inner urge. They had been sailing all along on the steam of their own conscience. The first professional State Librarian should remember this fact. He should use their innate and spontaneous qualities in a gentle and generous manner. They can best be used in the sphere of promotion and public relation. The older among them should not, for example, be pinned down to do the routine work, or the technical work, or the reference service in particular libraries. For, they will not have the training and the qualification for such pieces of work. On the other hand, their past experience may make them fit,

1 to organise extension service throughout each district and the State as a whole;

2 to visit the various localities and persuade the people to accept library service on a large scale;

3 to secure the honorary services of the leisured people in the different localities for giving advice to readers and for conducting reading circles;

4 to secure donations and other forms of help for the libraries; and

5 to discover new channels of public relation work.

15 Quality of Reading

The time has come in Kerala to go beyond securing that people do read and to take interest in what they read. At present the reading is largely confined to recreative fiction. The economic needs of the State require that the emphasis should

change over to informative reading. Recreative reading satisfies emotional needs. It is quite easy to promote this. Informative reading has to work through the intellect. This requires much of persuasion. This requires special techniques. The library profession is trained in these techniques. Professionally trained librarians are necessary for this purpose. Neither the Sangom nor the patrons of libraries should develop an allergy against the employment of a professional librarian and his techniques. Their outlook should change. Even to carry their good work of the past towards the stage of fruition and better yield in the sphere of social well-being, they should agree to the adoption of professional techniques in book service so that the libraries help in the increase of the knowledge and the information of the people at large, by improvement in the quality and the intensity of reading.

16 Integration of the Libraries

The books, giving information and knowledge, have to cover a larger variety of the regions of the universe of knowledge than recreative books. Therefore, an independent small library in each locality becomes much more futile when informative reading is to be promoted instead of being satisfied with a huge percentage of recreative reading. No country, however rich, can afford to provide in each local library all the books giving information and knowledge, needed by each resident of the locality. Therefore, as Kerala changes its emphasis from recreative to informative reading, integration of the local libraries into a District Library System has to become inevitable.

17 Gradual Transition

The process of integration cannot be done overnight. There are various factors making it impossible. First, the people should be persuaded to see the need and the value for change in the quality of reading. In the light of this larger and more lasting need of the community of the district as a whole, each local community should be persuaded to rise above the prestige of its exclusive ownership of an independent small library and agree to the owning of a large integrated library system in common with the other local communities. The work and the influence of the Sangom should now be turned on this problem

persuading the public, along these lines, in order to take the library service in the State to the next higher level. Secondly, it will not be possible to provide the necessary man-power and material facilities to integrate the libraries all at once. The integration will take many years. The pace will have to be slow. The State Librarian and the Sangom will have to work in intimate co-operation to decide the pace of integration and the successive spots in integration. The forum for this co-operation between the State Librarian and the Sangom will be the State Library Committee and the Local Library Authorities. During the period of transition, the Aided Libraries should be used as Service Stations of the District or City Central Library as the case may be. This transitional practice will accustom the people of the locality to the superior advantage of drawing a variety of new books from time to time from the large common reservoir of books being built by the District or the City Central Library Authority. This will make eventual integration something which is sought instead of being resisted.

18 Reaching Village

In Madras, Andhra Pradesh, Denmark, United Kingdom and United States, villages and hamlets had to wait long for library service, till after the urban areas were covered fairly well. But in Kerala, the presence of local libraries in all the urban areas makes a difference. Even immediately—that is even in the transition period needed for the integration of the local libraries, the District Central Library can begin to establish travelling libraries to visit village and hamlets periodically, deliver new books, and collect back the used-up books. With the new outlook of aiming at the service of a greater variety of books and of a more serious class of books of information and knowledge, and of free service to all without the subscription sieve, the Sangom can use its good services to see that all the villages and hamlets get this service as quickly and efficiently as possible.

CHAPTER 2

THE FIRST STATE LIBRARIAN

21 Pioneer Work

The success and the pace of achieving success in securing the benefits intended by the Library Act will depend in large measure on the first State Librarian. He will have to be a true pioneer in spirit and make-up. The choice of the first State Librarian should not be left to routine recruitment.

22 Personality

He should have a powerful personality. He should be a person of daring and vision. He should be one capable of being fired by the vision of the well-informed community which the library legislation aims to create in Kerala. He should be a person with great initiative. He should have the courage of conviction. He should be a man of action. He should have a strong physique, free from an handicap. For, he will have to do a good deal of travelling within the State.

23 Geniality

His geniality should melt away all the barrier between him and the Minister on the one side, and between him and his staff on the other side. His sociability should win over the public to be provided library service. His unconventionality should enable him to be on the best terms with the Sangom, the social education workers, and the section of the public with a high social service potential.

24 Technical Competence

His technical competence should be of a high order, be it in library organisation, or book selection, or the processing of books such as classification and cataloguing, or reference service, or documentation technique, or reference service, or public relation work, or library extension service.

25 Industry

The pioneer State Librarian cannot afford to spend his days and hours in file-work behind the screen. He must no doubt be an adept in file-work. But he must know how to delegate

it to others and at the same time have full control over it without being lost in it. He should not surrender to the temptation to gain in cheap and short-lived popularity by moving round quite often and talking superficial slogans in a fluent tongue. On the other hand, the pioneer State Librarian must be a man of great industry. He must have great mental and physical vigour. He must use them without resting on his oars. Above all he must have a high scale of values.

26 Creative Ability

As a pioneer, the first State Librarian will have to meet many new situations defying being met with read-made theoretical knowledge taken from books. He must be capable of using his grasp of fundamentals in improvising *ad hoc* solutions suited to each situation. This he will have to do in library organisation, library technique, library administration, library extension service, and public relation in general. He should be one who finds delight in purposive creative work and not looks to somebody else for guidance at every turn.

27 Language of the People

It is essential that the State Librarian—be he the first one or the *n*th one—should speak, read, and write Malayalam, the language of the Kerala State. Much of his work will be among the people to be persuaded to accept library service. He must therefore speak their language. And he must be able to speak it fluently, persuasively, and powerfully. The majority of the books to be circulated among the people will be in Malayalam. He must be able to assess their value in regard to accuracy of thought-content, correctness of language, and quality of flair. These linguistic qualities go naturally with one whose mother tongue is Malayalam and can use it as medium of expression even at the higher intellectual levels.

28 How to Find Him

One of the main functions of the State Cabinet or the State Public Service Commission is to find out the right person for appointment as the first State Librarian. He can be found among one of two groups of people. He may be found among those who already possess a Diploma in Library Science. If no young or middle-aged diploma holder is found to have the

other requisite qualities of leadership and personality, he must be found among young educational officers and sent up for training in Library Science. Till the State Librarian of the right kind is found, trained if necessary, and established in his office, it is not wise to implement the Act. This has one implication. Even in anticipation of the Act, the Government may pick him out and, if necessary, send him up for the necessary training, so that he is ready to start work when the Act begins to work. Perhaps, it is wise to send out for training at least three persons in the first instance, so that the best can be appointed as State Librarian and the other two as a City and a District Librarian respectively.

CHAPTER 3

LIBRARY LAY-OUT IDEAL TO BE REACHED

31 Distribution of Rural Population

The distribution of population in Kerala State is quite dissimilar to that in most other States in India. Therefore, the standard for its library lay-out has to be different. In Kerala the term "Village" does not connote a population-cluster. Therefore what is described as a village for revenue purposes cannot form the basis for the distribution of libraries and service stations. This is equally so in regard to the distribution of primary schools. Therefore, the report on the Education Survey of Kerala (1959) has worked it out on the basis of the concept of "Habitation".— There are difficulties even in the demarcation of the contiguous habitations. This difficulty has been solved in a certain way on the combined basis of:—

- 1 concentration of population in a village;
- 2 distinctive name for a part of a village;
- 3 natural barriers such as rivers, hills, and swamps;
- 4 religious foci such as churches, mosques, and temples.

32 Distribution of Urban Population

The same difficulty occurs also in cities and towns. Normally a branch library is recommended for every population-cluster of 25,000 people in an urban area. This is on the assumption that this will give a branch library for every inhabitant of the population-cluster within a normal walking distance of half a mile. This implies roughly one branch for every square mile. In more densely populated cities, the distance to be walked may be less. And yet efficiency of service will require a branch library for a population of about 25,000. In Kerala, these considerations are not helpful in fixing the number of branch libraries in cities. For example, Alleppey has its population of 1,42,000 spread over an area of 12.5 sq. miles. On population basis the city may require only 5 branches in addition to a Central Library. But on area basis it will require 11 branches in addition to a Central Library. Therefore the concept of habitation has to be used in the provision of libraries and service stations in the case of cities and towns also.

33 Number of Habitations

The following table giving the number of urban and rural habitations is taken from the report of the Education Survey of Kerala.

Item	Urban	Rural	Total
Number of habitations	461	10,660	11,121
Population	12,52,048	1,25,22,431	1,37,74,479

34 City Library System

We shall take as a city an over-all population-cluster of not less than 100,000 people, with a Municipal Council or a Corporation in charge of its local services. We shall further fix the number of branch libraries for a city roughly on the basis of

(Area in sq. miles) — 1

or

Population — 1
 25,000

whichever is greater. The "minus 1" implies that the area in the vicinity of the City Central Library need not have a branch library. On this basis, Kerala should have ultimately 4 City Library Systems as shown below.

	Sq. miles in round figures	Population in round figures	Number of Libraries	
			Central	Branch
1 Trivandrum	2	2,30,000	1	8
2 Kozhikode	11	2,00,000	1	11
3 Alleppey	13	1,50,000	1	13
4 Ernakulam	10	1,00,000	1	10
TOTAL	36	6,80,000	4	42

Thus of the total population of about 1,40,00,000 of the State, about 5 per cent (in round figures) will be served by the four city library systems.

35 District Library System

The remaining 95 per cent of the population of the State, who are essentially rural, will be served by nine district library systems. The rural library lay-out should be based on the distribution of population.

351 District Central Library

There will be 9 District Central Libraries, at the rate of one for each district. These will have to serve the 11,000 rural habitations and the 25 towns more compactly populated. A District Central Library is only a Distributing Library. It is not a Service Library. The people in the locality, where it is situated, will be served by its own City Library System or Branch Library. This separation of function will enable a more economical and functional organisation of a District Central Library. It can also be located in a central place in the district, with the optimum accessibility to the different towns and habitations in the district. The optimum accessibility should be determined not only by distance, but also by physical factors such as roads, rivers, and hills. It need not be in the headquarters of the district.

352 LARGE BRANCH LIBRARY

We shall take an over-all population-cluster of between 20,000 and 1,00,000 with a Municipal Council or a Panchayat as a large town. The number of branches in a large town will be fixed on the same basis as the one used for cities. In smaller towns, widely spread out, it may be necessary to provide only one branch for as much as 2 square miles, as in Kayamkulam.

<i>Town</i>	<i>Square miles in round figures</i>	<i>Population in round figures</i>	<i>Number of branch libraries</i>
Alleppey District			
1 Kayamkulam	16	40,000	8
2 Sherthalai	6	26,000	6
3 Thiruvella	4	21,000	4
Cannanore District			
4 Cannanore	3	40,000	3
5 Tellicherry	4	40,000	4
Ernakulam District			
6 Mattancherry	3	74,000	3
7 • Fort Cochin	2	30,000	2
Kottayam District			
8 Kottayam	6	44,000	6
9 Changanacherry	6	36,000	6
Kozhikode District			
10 Badagara	8	37,000	8
Palghat District			
11 Palghat	11	70,000	11
12 Chittoor-Tattamangalam	6	25,000	6
Quilon District			
13 Quilon	6	70,000	6
Trichur District			
14 Trichur	5	71,000	5
15 Irinjalakuda	4	20,000	4
Total	90	6,44,000	82

353 SMALL BRANCH LIBRARY

Perhaps the following five municipal areas also may be provided with branch libraries. These areas may be called small towns.

<i>Town</i>	<i>Square miles in round figures</i>	<i>Population in round figures</i>	<i>Number of branch libraries</i>
Alleppey District			
1 Mavelikara	4	18,000	4
Ernakulam District			
2 Parur	3	18,000	3
3 Alwaye	3	16,000	3
Kottayam District			
4 Vaikom	3	16,000	3
Trichur District			
5 Kunnamkulam	3	15,000	3
Total	16	83,000	16

354 SEMI-URBAN BRANCH

The still lower and the lowest level for the provision of branch libraries is made of habitations with a population-cluster exceeding 5,000 living within an area of about 1 sq mile. We may call these habitations semi-urban areas. Their number for Malabar is as follows:—

District	Number of semi-urban Branches	Their total population
Cannanore	15	88,000
Kozhikode	44	3,33,000
Palghat	2	12,000
Total	61	4,33,000

The figures for the rest of Kerala are available only on the basis of the old four districts instead of the present six districts. They are as follows:—

District	Number of semi-urban branches	Their total Population
Kottayam	8	52,000
Quilon	1	5,000
Trichur	12	65,000
Trivandrum	2	11,000
TOTAL	23	1,33,000
Total for Kerala as a whole	84	5,66,000

355 TOTAL OF RURAL BRANCHES

Thus the total number of district branch libraries, the habitations to be provided with them, and the population to be served by them, in the Kerala State will be as follows:—

Level	Number	Population	Number of branches
1 Large municipal towns	15	6,44,000	82
2 Small municipal towns	5	83,000	16
3 Semi-urban habitations	84	5,66,000	84
Total	104	12,93,000	182

356 Rural Habitations

The strictly rural population—that is, those living outside the cities, the municipal towns, and the semi-urban habitations—is 1,23,00,000 in round figures. These live in 10,576 habitations. From the point of view of library service, these 10,576 strictly rural habitations should be further divided into three groups as follows according to their population.

Village=Habitation with population between 1,000 and 5,000

Hamlet=Habitation with population between 500 and 1,000

Kuppam=Habitation with population less than 500

The data for Malabar is as follows:—

District	Villages		Hamlets		Kuppams		All habitations	
	Total population	Number	Total population	Number	Total population	Number	Total population	Number
Cannanore ..	8,45,000	480	3,58,000	513	1,31,000	408	13,34,000	1,401
Kozhikode ..	12,91,000	646	2,96,000	405	59,000	178	16,45,000	1,229
Palghat ..	6,48,000	400	5,10,000	739	3,03,000	1,182	14,62,000	2,321
Total ..	27,84,000	1,526	11,64,000	1,657	4,93,000	1,768	44,41,000	4,951

The figures for the rest of Kerala are available only on the basis of the old four districts instead of the present six districts. They are as follows:—

Kottayam ..	15,35,000	883	1,85,000	251	67,000	323	17,87,000	1,427
Quilon ..	21,51,000	1,129	3,69,000	478	67,000	231	25,87,000	2,038
Trichur ..	18,38,000	849	1,70,000	233	40,000	128	20,47,000	1,210
Trivandrum ..	9,40,000	526	1,23,000	157	33,000	267	10,95,000	950
Total ..	64,64,000	3,387	8,47,000	1,119	2,07,000	949	75,16,000	5,625
Grand Total	92,48,000	4,913	20,11,000	2,776	7,00,000	2,717	1,19,57,000	10,576

357. SERVICE STATION

These 10,576 habitations will be served by travelling libraries. Each habitation will form a service-station for the travelling library. In one day (of eight working hours) a travelling library can serve on an average 10 habitations. This is on the basis of an average of one habitation per mile and a stay of about half an hour in each habitation. A travelling library van will have to be left for servicing and cleaning for one day in the week. Its staff too will have that as a holiday. Allowing for other casual holidays, a service-month will have only 24 days. Of these, four days will have to be spent in exchange of books with the branches. Thus the travelling library van will be available for service stations only on 20 days in a month. Thus one travelling library can serve 200 habitations in a month. To serve each of the 10,576 strictly rural habitations, one travelling library will take about 50 months. The following table gives the number of travelling library vans required to serve each habitation at different frequencies.

Frequency of service	Number of travelling vans required
50 months	1
6 months	9
3 months	18
1 month	45
1 fortnight	90

The ideal to be reached is to have 90 travelling library vans in the State and to serve each service station once a fortnight. The distribution of these 90 travelling library vans among the nine districts will have to be in proportion to the number of rural libraries and service stations in them.

36 State Central Library

The size of the Kerala State will not require any branches of the State Central Library in any region of the State. Its being mono-linguistic also leads to the same inference.

37 Over-all Lay-out for the State

The over-all lay-out of the public library system of the State will be as follows:—

Category	Number
State Central Library	1
City Central Library	4
District Central Library	9
Branch library	
City 42	
Rural 182	224
Tarvelling Library for 10,576 Service stations	90
Total	328

CHAPTER 4

EXISTING CONDITION: WHERE CHANGE IS NEEDED

41 Value of the Ideal Lay-out

The lay-out sketched in Chapter 3 is the ideal to be reached. Ideal is necessary; but it is futile to grasp it immediately; Baby Hanuman's leap towards the sun and damaging his back-bone should be a warning. A long view is essential; but it should not deter us from regulating our steps in relation to the immediate. A blue-print of the ultimate is necessary; but the immediate work must be "brick by brick". Sudden mutation is seldom successful in social service; ordinarily, a long, hard way must be walked with wary steps. In the other States, it is a case of establishing library after library after the passing of the Library Act in order to reach the ideal lay-out in due course. In Kerala, on the other hand, it is a case of integration of the existing library system, library after library after the passing of the Library Act in order to reach the ideal viable lay-out in due course.

42 Existing Lay-out

In the place of an efficient lay-out consisting only of one State Central Library, four City Central Libraries with their 42 Branches, nine District Central Libraries with their 182 Branches, and 90 Travelling Libraries—making a total of 328 libraries—there are today 2,540 stationery libraries. The latter figure is taken from the report of the Sanghom. Evidently, about 2,300 of the existing libraries are situated in villages, There are only 1,500 village habitations with a population between 2,000 and 5,000. This leads to the inference that at least 800 of the existing libraries are probably located in even smaller rural habitations with less than 2,000 people. The mere number of such small libraries produces a feeling of complacency born out of self-delusion.

43 Atomisation of Book Fund

According to the detailed returns furnished by the Sanghom, the total book fund of the two thousand and odd libraries is Rs. 9,00,000. Of this, about Rs. 3,00,000 are paid by Government. This gives only an average of Rs. 450 per annum per library. Of this sum, nearly an average of Rs. 100 is spent on the purchase of newspapers and periodicals. Thus a library

can purchase each year books worth only Rs. 350. Moreover, about 2,000 of the libraries will have only far less than this amount for book purchase. Thus, the book-fund of the State, taken as a whole, is atomised and dissipated. Let us examine it by an analogy. We usually impound the available water to increase its usefulness. Then only we can get the water-head necessary for irrigation and power-generation. We can get little use from the self-same quantity of water if we spread it thin over a vast area with no depth and quantity anywhere. We shall be only dissipating it in that case. So it is with book-fund. The existing lay-out of the library system of Kerala makes dissipation inevitable. This dissipation should not be perpetuated any longer. It must be stopped—of course gradually. With the fund available in the State as a whole for public library service, we should build up a large "Library Lake" as State Central Library, 13 "Large Library Tanks" as City and District Central Libraries, 224 "Little Library Tanks" as Branch Libraries, and 90 "Library Irrigation Channels" as Travelling Libraries, irrigating 10,000 villages, hamlets, and kuppams.

44 Rush Purchase and Dissipation

According to present practice and perhaps the rules, the books from the grant should all be purchased within a few weeks. This forced rush-purchase leads to taking whatever is presented on the dish. This is sure to be done by an enterprising book-seller or by one forced on the libraries in subtle ways. This rush-purchase adds to the further dissipation of the already atomised book-fund. Not only the atomisation should be stopped; but appropriation of even the pooled fund of all the libraries of each district should be spread out evenly over the whole year.

45 Uncorrelated Book Purchase

Book-purchase, from whatever is offered by a book-seller, flouts all the canons of book selection. There is now no attempt to ascertain the potential book needs of the readers and correlate the book-purchase to it. The honorary workers of many libraries complain that readers want to have only a low class of fiction. Such a complaint is unworthy of any library that understands its basic functions. It is the function

of the library to persuade the people persistently to step up their reading taste. For this purpose a survey of the vocations, the subjects of interest, and the intellectual scatter of the people of the locality should be made. One of the means of persuasion is to display to the people books on a wide variety of subjects and interpret them to homogeneous groups and even to individuals. This is correlated purchase. Even with such an aggressive, correlated persuasion, it will take a generation to lift up the level of reading. It did take more than one generation in Denmark and England. We should not give up persuasion and correlated purchase as a lost cause and throw up our hands in despair. Correlated book purchase does not mean the unrestricted play of laisez faire in book-selection. Long continued conscious effort to change the level and the subject scatter of reading, and the actual demand, should all be correlated with one another. Such a correlated purchase requires a higher type of leadership. Such a leadership is to be cultivated by professional training.

46 Unwanted Old Books

In many libraries, most of the books are books worn-out by use, out-moded in thought-content, and not used even by one single reader even once in a period of two years and more. The persons in charge of these small libraries confess that nearly three-fourths of their stock belong to this category. Why do they waste their shelf-space to house them and their precious time to dust them and check them? They say, "Our grant is proportional to our stock"! The dead stock is invested with the capacity to earn grant to the library! Rabindra Nath Tagore's big question should be remembered by those who promote and help libraries. "What makes a library big?" he asks. The answer is "It is not the size. It is its use, its wide use, and its socially purposeful and beneficent use." It is a terrible illusion to add up the thousands of such unwanted books in the 2,500 small libraries—and often copies of the same old outmoded books in library after library—and take it as a measure of achievement in spreading library service. Ninety per cent of the books are pedestrian books whose usefulness and even reliability die out in a few years. The so-called library inspectors should help in weeding out the books, dead in body or in thought-content. No doubt representative copies of each

of them should be kept in the dormitory collection of the State Central Library for occasional use for historical or bibliographical research. But there is no justification for keeping them for ever in a service library. At present, their physical build is such that they perish after being read by about 50. This fact should be recognised in the weeding out process. Worn-out books should be weeded out as freely as worn-out clothes are discarded.

47 Control and Audit

The Sanghom is entrusted with the task of controlling and inspecting the 2,000 and odd small libraries. For this purpose, it engages a staff of 13 full-timed Organising Inspectors and pays each of them a monthly salary in the scale Rs. 40-5-120. They also use the honorary services of about 55 persons elected by Taluk Library Unions as their Secretaries and pay each of them an annual honorarium of Rs. 300. There is also a salaried staff of about 10 persons at the headquarters of the Sanghom. The total annual salary is about Rs. 40,000. This entire sum is paid by the Government. To inspect usefully and efficiently about 2,000 and odd libraries and to control and audit their total expenditure of about Rs. 9,00,000, this staff is totally inadequate both in number and in professional competence. Leakage cannot be stopped to any reasonable extent. Again, is it not more appropriate that such routine control, check, and audit is entrusted to public servants responsible to the Government and over whom the Government has a hold. It is improper to invoke the use of the word "Democracy" and to raise the slogan "Democracy in Danger", if such a work involving the expenditure of Rs. 40,000 of public money on routine audit and inspection work is taken away from the employees of a private body and entrusted to public servants. The present practice may have grown out of a situation created by a Government indifferent to its library duties and a well-meaning library pioneer of great integrity and self-less-ness. But society usually ceases to throw forth such pioneers, after the short pioneering period. And the library consciousness of the people after the pioneer period can create library-consciousness in the Government too. A stable and satisfactory arrangement after the pioner period is for the Government to establish a Department of Libraries and entrust to it the library responsibility of

the State. The non-official Kerala Grandhasala Sanghom will have plenty of work to do in a higher plane after the transfer of routine work to the Department. To do its work in a higher plane, the Government should give it some monetary aid.

48 People's Contribution to Library Fund

At present, the people's contribution to the total library fund of the State comes from subscription from readers and from donations paid voluntarily in some cases and often under some subtle pressure. The latter source has been exploited a good deal in the past fifteen years. It is bound to shrink gradually. It cannot be relied on as a permanent source for library fund. The average annual subscription is at most Rs. 100 per library. Thus the total for the State may be about Rs. 2,00,000. This voluntary subscription cannot have much elasticity. For, it is the experience everywhere and at all times that those who long to read books are too poor to pay for them. Voluntary subscribers come largely from this class of poor people. Library service, is an essential service to the community. The subscription-sieve keeps out 90 per cent of potential library members for the full use of the libraries. People's contribution to its maintenance and development should hereafter be put on a permanent statutory footing, in which those who have the wherewithal to pay do pay, not at so much for so many books borrowed but at so much for such and such taxable capacity. The way in which the libraries were promoted by the enthusiasts on the basis of voluntary subscription, when neither the Government nor the legislature realised its library duty to the people, should now give place to the financing of libraries largely by library cess collected from all the people above a minimum income-level. It should be re-inforced from the exchequer of the State Government and the Government of India. The proportion of the State grant to the proceeds of library cess and the equitable Central Grant will vary with the tax-pattern of the country. In the prevailing tax-pattern, the State grant should be three times the proceeds of the library cess. And the entire capital expenditure, needed for building up the library system of the State gradually, should be provided by the Central Government.

CHAPTER 5

PHASED DEVELOPMENT

50 Introduction

After the passing of the Library Act, the further development of the public library system of Kerala should be phased with care. The phasing will depend on several factors such as:—

- 1 The prior existence of statutory Local Library Authorities;
- 2 The prior existence of a library of standing which can be made the State Central Library;
- 3 The strength of the Malayalam-knowing library personnel with professional qualifications and/or experience, already available for employment;
- 4 The rate at which such personnel can be produced each year, by the Kerala University, at the post-graduate level and at the lower level—in other words, the number of Bachelors of Library Science and the holders of Certificate in Library Science that can be produced by the University each year;
- 5 The rate at which a sense of the value and the necessity of an integrated District and State Library System is made to permeate among the habitations now having independent small libraries, so as to overcome the sense of local prestige on the stimulation of which the Sanghom had to depend in the past to have the small non-viable local libraries established;
- 6 The total finances available from all sources, to each of the 4 City Library Authorities and the 9 District Library Authorities, including the contribution from the N C C Block Authorities for library purposes;

The duration of each phase will further have to be determined in the light of emergent experience.

51 First Phase

511 STATE LIBRARIAN

The first step is the appointment of the State Librarian. The qualities and the qualifications needed in him have been discussed in Chapter 2. He should be given some months to study the situation and formulate his proposals to the Minister about the succeeding phases and their provisional time-table.

512 STATE LIBRARY COMMITTEE

The State Library Committee should be formed as soon as the first State Librarian takes charge. Under Section 91 of the Act, the Government should provisionally nominate a person to the first State Library Committee in the place of the representative of the four City Library Authorities. The two representatives of the District Central Libraries may come from Malabar for the first period. The State Library Committee should approve the Rules framed under the Act and the first instalment of the library development plan. Perhaps, this work may take about a year.

513 EXISTING LOCAL LIBRARY AUTHORITIES

The three District Library Authorities functioning in the Malabar area under the Madras Act should be allowed to continue as they are, until the State Library Committee and the State Librarian reach a stage in which they can take these Library Authorities to a higher level of functioning and form a separate City Library Authority for Kozhikode. Perhaps, this will have to continue during the period of the life-time of the present make-up of these three Local Library Authorities. But, there is need for one important change even during this first phase. The autonomy of the District Library Authorities should be fully respected. They and their District Librarians should be given the full responsibility contemplated by the Act and ample scope for initiative. The influence of the State Librarian should be only through advice and guidance, and not through interference and sanction in respect of every detail of management and administration. The District Library Authorities should be asked to constitute immediately the Town Library Committees and the Village Library Committees in the localities to which library service has been already extended, either through Branch Libraries or through Service Stations.

514 AIDED LIBRARIES

All the Aided Libraries may have to continue in that status during the first phase. But, even in the first phase 75% of the annual grant for recurring expenditure may be given to them in the shape of books instead of cash. This should not however mean that the book selection for each Aided Library should be made centrally by the State Librarian. This should

not happen. The "State bibliography" of the Malayalam books will be prepared by the State Central Library. This will be a list of the current books. A classified book-selection aid, with an alphabetical index, may therefore be easily published in each issue of the Sanghom's periodical "Grandhalokam". If found necessary, the book-selection aid may also include a select and balanced (in respect of subject-scatter) list of current books in English, Sanskrit, and any other needed language. This list will be a help to the Aided Libraries in book-selection. Each library will also have the freedom to select from other sources. Each library will send its book-selection list to the State Librarian or the District Librarian, as the case may be, periodically as fixed by him, so as to cover the fraction of the grant due to it in the period—say one-fourth of the grant if the list is to be sent each quarter. This arrangement relieves the small individual libraries, managed mostly by honorary workers, from the task of hunting for new titles for selection, of purchasing, and of keeping accounts. It will enable them to devote their full attention to the service of books to readers. This arrangement will have to be continued through many phases—that is, so long as Aided Libraries exist. This is being practised in Norway. There, not only the books are centrally purchased, but are also bound, classified, and catalogued before they are distributed to the libraries indenting them. In the first phase, it may be difficult to do all this in Kerala. The indents from all libraries may be consolidated and the orders may be placed in bulk with the different publishers and/or book-sellers with instruction to send the supply direct to the respective libraries.

515. COPYRIGHT COLLECTION

Even in the first phase, the State Central Library should take over the copyright collection. As a corollary, it should also take up the periodical publication of the "State bibliography." At the present rate of book-production in Kerala, it may be a monthly.

516. DORMITORY COLLECTION

The State Central Library may also begin its dormitory function in the first phase. The outmoded books causing congestion and forming a dead weight in the various service-libraries of the State may be taken over; and one or two copies

in relatively good condition alone may be retained for the dormitory collection. This must be done also with the old and unused books in the State Central Library. This function will continue for ever.

517 RESERVIOR COLLECTION

The State Central Library may begin to function as the reservoir library of the State even in the first phase—at least in a restricted way. Costly books—particularly English books—not in frequent demand but occasionally asked for in any Service-Library may be purchased and lent to any reader in Kerala through the Service-Library in his locality. The State Librarian, the City Librarians, and the District Librarians will have to work out jointly with the other librarians this problem of reservoir library, so that the total book fund of the Kerala Library System may bring into the book-stock of State the largest number of titles.

518 SERVICE COLLECTION

The State Central Library will function as a consulting library at all times. But, in the first phase, it will also have to function as a lending library to Trivandrum. This will have to be continued till the City Central Library is established in Trivandrum.

52 Second Phase

521 FORMATION OF LOCAL LIBRARY AUTHORITY

The formation of the Local Library Authority in each of the four cities and in each of the remaining six districts should be completed in the second phase.

522 CITY CENTRAL LIBRARY

In the second phase, the City Central Libraries should be formed in all the four cities. If a Municipal or District Board Library exists in a city, it may be taken over and made the City Central Library. Otherwise, the City Central Library should be newly formed.

523 DISTRICT CENTRAL LIBRARY

In the second phase, the formation of the District Central Libraries should be completed. It should be remembered that it is economical to design them to be purely distributing libraries, without direct service to readers. Its location need not

be in a city where land is costly. It may be in a convenient central spot of the District, which is the focal point of roads reaching out to all the parts of the District. The design of its building will not require reading rooms. But it will require garages for the travelling library vans.

524 REACHING OUT TO SERVICE STATION

In the second phase, each District Central Library may send out books to branches, if any, and to service stations, in bundles through the public transport. In this phase, the Aided Libraries should begin to function as Service-Stations for the District Central Libraries.

525 BRANCH LIBRARY

In the second phase, each District Central Library may also begin to establish Branches in towns without an Aided Library. Perhaps, this will be needed more in the three Malabar Districts than in the others.

526 TAKING OVER LIBRARIES OF LOCAL BODIES

In the second phase, each Local Library Authority should negotiate and take over the libraries maintained by Municipalities and Panchayats and make them its Branch Libraries.

527 TAKING OVER AIDED LIBRARIES

In the second phase, each Local Library Authority may also take over any Aided Library which is offered for conversion into its Branch Library.

528 STATE CENTRAL LIBRARY

In the second phase, the State Central Library should take up all the functions laid down by the Act and the Rules made under it, which had not been taken over in the first phase.

53 Third Phase

By the third phase, each District Central Library should have at least one Travelling Library Van. The number of the vans may be progressively increased thereafter in the light of the demand, and the availability of the Central grant for the purpose. From this phase onwards, the replenishment of books

to the Aided Libraries should gradually be changed over from out-right gift, as permanent collection, to temporary deposits for circulation and return.

54 Library Buildings

From now on, the State Government should begin to secure its own share of the allotment made by the Central Government for library purposes under the Plan or otherwise. It should have a programme to utilise this fund for putting up library buildings of the modern functional design for the City and the District Central Libraries and for Branch Libraries, and for getting Travelling Library Vans. It is not proper to allow the Central Government to give money directly to any of the libraries or Local Library Authorities. Nor should the Central Government earmark its grant for any specific purpose. The Central Grant should be appropriated fully by the State Government according to the programme for capital expenditure on libraries laid down by the State Library Committee.

55 Future Phases

The first three phases have been described only as a sample. The three phases can be completed in not more than five years. Thereafter, sufficient experience would have been gained by the State Librarian to work out the further phases and reach the ideal indicated in Chapter 3. By that time the efficiency of the book service by the City and District Central Libraries should infuse sufficient confidence in those maintaining subscription libraries to make them ask to be merged in the City and the District Library Systems.

CHAPTER 6

RELATION TO SOCIAL EDUCATION

61 Book Supply

The Public Library System should give every facility to meet the book needs of the Social Education Centres in the different parts of the State. The City Librarian and the District Librarian should work in close friendly relation with the Social Education Officer of the District. Some lines along which social education and library service should be correlated are indicated in sections 244 and 245 of chapter 2 and the corresponding sections of chapter 3 of part (c) giving model Rules on Development Plan.

62 Text Books

It is a moot-point if the public library system should supply the text books needed by the social education centres. These are like laboratory materials. These cannot be recovered in a serviceable condition from the adult neo-literates or illiterates of the social education centres. Therefore, it is more equitable for the Department of Social Education itself to supply these text books.

63 General Books

On the other hand, it is a legitimate function of the Public Library System to lend books for general study to the literate members of social education groups. The Librarian should work out in association with the Social Education Officer the list of books likely to be needed in each Social Education Group for the ensuing half year or quarter. He should procure the necessary number of copies of such books for supply on long-term loan to the social education groups. To make the book-fund go the longest way, the Social Education Officer should arrange the programmes of the several groups in such a way that a given set of books can be cyclically transferred to as many centres as possible. Several thousands of such social education centres are drawing help from the public library system in this way in Sweden. The leaders for these social education groups are supplied by the Social Education Department. That is how the Library Department and the Social Education Department should co-operate.

64 Distinct Activities

It is already healthily realised in Kerala State that Social Education Service and Library Service are distinct entities, though they meet at the point of book-service for general study. In every other respect, the objectives are different; the functions are different; the techniques are different; the qualifications needed in the staff are different; the financing is different; and sectors of the public on which they are turned are not the same, though there is some overlapping. They should therefore be developed each along its own distinctive lines, each helping the other, but neither dominating over the other. To put the two under one Chief is wrong and injurious to the one or the other according to the sector of his own specialisation. It should not be done.

CHAPTER 7

LIBRARY MAN-POWER

70 Levels of Man-power

The library personnel of the library system of a State fall into the following three groups:—

- 1 Professionals;
- 2 Semi-professionals;
- 3 Clerical staff;
- 4 Technicians; and
- 5 Unskilled labour.

701 PROFESSIONALS

Normally, the following three groups may be distinguished among the professionals:—

- 1 Leaders,
- 2 Semi-leaders, and
- 3 Professional assistants.

The leaders and semi-leaders should have good personality, initiative and drive. The minimum qualification for them will be either

M Lib Sc degree (Master of Library Science); or

Second class B Lib Sc or its equivalent, till now called Diploma in Library Science, and a Master's Degree in some other subject.

Those aspiring to become teachers of library science should in due course get a Doctorate in the subject.

Professional assistants should have a B Lib Sc or a Diploma in Library Science.

During the period of transition, due weight should be given to persons with experience and ability, though without the requisite qualification.

702 SEMI-PROFESSIONALS

The minimum qualification for semi-professionals is the possession of an S S L C and a Certificate in Library Science.

703 CLERICAL STAFF

Clerical staff will be necessary only in Central Libraries. They are not necessary in Branch Libraries.

704 TECHNICIANS

Drivers will be necessary for the travelling library vans. A staff of book binders and/or repairers may be employed in Central Libraries, if it is more economical then getting the binding work done by contract. The State Central Library may also need technicians for reproduction of documents as micropilms, or microcards, or photostats.

705 UNSKILLED STAFF

Apart from the unskilled staff usually required in an office, the Central Libraries will need to have an additional strength for cleaning the books and the book-racks periodically and for keeping them free from fungus and insects. Cleaners will be needed for the librachines.

71 Professional Staff: Ultimate Requirement

When the lay-out of the Library System becomes full and its functioning puts on full steam the following professionals will be required:—

<i>Library with it number in bracket</i>	<i>Number of Professionals</i>
1. State Central Library (1) ..	20
2. City Central Library (4) ..	40
3. District Central Library (9) ..	36
4. University Library (1) ..	10
5. College Library (30) ..	60
6. Departmental and Legislature Libraries (3) ..	10
7. Teachers of Library Science	4
Total ..	<u>180</u>

As many as 180 professional librarians will be required by the Kerala Library System only by about 1990. Therefore the State should produce each year about 10 Bachelors of Library Science making allowance for wastage or migration to outside the State. But the number to be produced immediately will be smaller as shown in section 73

72 Professional Staff: Immediate Requirement

The following will be the requirement within the next five years.

<i>Library</i>	<i>Number of Professionals.</i>
State Central Library (1)	10
City Central Library (4)	20
District Central Library (9)	9
University Library (1)	6
Departmental and Legislature Libraries (3)	3
Teachers of Library Science	2
Total	50

73 B Lib Sc Course

There are already about 10 professionals in the State. Thus, only 40 more will be required by the end of 5 years. It may be desirable that these are trained in two batches. The University may conduct a B Lib Sc class for the first batch of 20 in 1960-61. And for the second batch of 20 in 1963-64. It may be difficult for the university to get full-timed teachers for the first batch. About 5 of the practising librarians in Trivandrum will have therefore to be employed as part-time teachers to train the first batch.

74 Semi-Professionals: Ultimate Requirement

The position is different in respect of semi-professional staff. In due course, the following semi-professionals will be required.

<i>Library</i>	<i>Number of Professionals</i>
State Central Library (1)	30
City Central Library (4)	50
Rural Central Library (9)	20
Branch Library (328)	420
Travelling Library (90)	220
University Library (1)	20
College Library (30)	130
Departmental and Legislature Libraries (3)	20
Total	900

As many as 900 semi-professionals will be required in the State Library System only by 1990. To meet this, about 35 persons will have to be trained each year in the Certificate Course in Library Science, making allowance for wastage and migration to outside the State.

75 Semi-Professionals: Immediate Requirement

For immediate use during the first five years, about 150 semi-professionals may be needed. There are at present about 60 untrained non-graduates working in the place of semi-professionals in the libraries of the State. It is desirable to put them through the Certificate Course in batches of 15 at a time. The duration of the course may be 4 months. Thus, two batches can be conveniently trained in each year. In each batch, 5 more persons, newly recruited for the semi-professional cadre, may also be admitted. This course also may be conducted by the University during each of the years 1961-62 and 1962-63.

76 Teachers for the Course

The teachers employed in 1960-61 for the B Lib Sc Course may teach the Certificate Course in the years 1961-62 and

1962-63, as there will not be a B Lib Sc Course in these two years.

77 Later Stages

At the later stages, the B Lib Sc course may have to be conducted more often, but even then not every year. At that stage and in 1964-65 the Certificate Course may be conducted for only one batch in the year in which there is the Degree Course. The Degree Course may be during the normal term-time. The Certificate Course may be during the long vacation and a few weeks preceding it. In the other years, the Certificate Course may be conducted twice a year. It may be helpful to give one of the courses for school librarians and the other for librarians of other kinds of libraries. It may be necessary at later stages to have a separate full-timed and independent staff in the State Central Library to conduct the Certificate Course.

CHAPTER 8

STATE LIBRARY FINANCE

81 Current Approach to Finance

There are three methods of estimating the library finance of the Public Library System of a State:—

- 1 Per capita method;
- 2 Method of proportion; and
- 3 Method of details.

In a country in a state of advanced and balanced development, all the three methods will yield more or less the same result. This will be the case also in the Kerala of about 2000 AD—i.e. when its library system is fully developed. All the three methods are fully explained and illustrated in Chapter 6 of my "Library Development Plan", 1950, published by the University of Delhi. I shall apply here only the Method of Details.

82 The Basis of the Method of Details

The method of details is based upon a present world trend. According to this, the cost of service is roughly equal to the cost of books and of their maintenance. We shall therefore begin with the cost of service. In section 72, the strength of the professional staff needed during the first five years has been given as 40. The semi-professional staff needed during the first five years will be about 150. Apart from this, a clerical staff of about 40 and of an unskilled staff of about 200 will be necessary.

83 Cost of the Staff

We shall assume the classes of librarians given in sections 71 and 73 of Part A. We shall also assume the actual scale of

salary recommended by the recent Pay Commission and sanctioned by Government for gazetted and non-gazetted officers.

Class	Strength	Scale	Average Annual cost (in round figures) taken over the first five years.
1 State Librarian (1)	1	800-50-1000	1,100
2 Deputy State Librarian (1) City Librarians and Rural Librarians (13)	14	500-50-800	94,000
3 Reference Librarian (2) Chief Classifier (1) Chief Cataloguer (1) (All in State Central Library)	4	450-30-600	24,000
4 Reference Librarians in City Central Library(4) and all other professionals in State Central Library (9)	13	250-25-500	47,000
5 Professional assistants in all libraries	8	150-10-250	16,000
6 Semi-professionals in all libraries (150)		80-5-110 -7-180	1,62,000
7 Clerical (Cl 8) in all libraries(40) Unskilled staff in all libraries (200)			35,000 84,000
Total salary in round figures			5,00,000
Dearness etc., allowances			3,00,000
			8,00,000

84 Total Annual Library Finance

We arrive at the total annual library finance during the first five years as follows:—

Salary and allowance of staff	8,00,000
Add equal amount for cost of books and periodicals and all other expenses	3,00,000
Grant for Aided Libraries either in cash or in books	4,00,000
	<hr/>
Total for a year	20,00,000
	<hr/>

85 Shares of Grants and Cess**851 PLAN 1**

State Grant	10,00,000
Proceeds from library cess	10,00,000
	<hr/>
Total	20,00,000
	<hr/>

852 PLAN 2

State Grant	15,00,000
Proceeds from library cess	5,00,000
	<hr/>
Total	20,00,000
	<hr/>

86 Rate of Library Cess**861 PLAN 1**

If plan 1 is followed, the rate of library cess should be such as to give an annual yield of Rs. 10,00,000. Complete data were not available about the total house-tax collected in the State. From the partial data furnished, I estimate that a library cess in the form of 5% surcharge on house-tax in the urban areas may bring in about Rs. 2,50,000. This means that Rs. 7,50,000 should be raised by making the library cess a surcharge on some other tax collected essentially from rural areas. The surcharge may be on the basic land-tax. The

present annual yield of basic land-tax is about Rs. 1,50,00,000. Thus a surcharge of 5 per cent on the basic land tax is indicated.

862 PLAN 2

If plan 2 is followed, the annual yield of the library cess will have to be Rs. 5,00,000. This may require only a surcharge of 5 per cent on house-tax and of about 2 per cent only on the basic land tax.

87 The Provision in the Draft Bill

The draft bill has alternative clauses in Chapter 6 of Part B to suit each of the two plans. The alternatives occur under sections 611, 620, 621 and 622.

PART E
MISCELLANEOUS.

CHAPTER 1

TRIVANDRUM PUBLIC LIBRARY

10 The Future Status

The Trivandrum Public Library should be converted into the State Central Library. This can be done even now without waiting for the Public Library Act coming into force. It can be made to take up even now some of the functions to be given to it under the Act. Its organisation can be modernised. Its administration can be stream-lined. Its technical treatment of books—classification and cataloguing—can be made to follow the latest current practice. Its lending apparatus can be changed to the latest design. Its shelf-arrangement can be made functional and helpful. Its book-stock can be separated out into three major sequences—Service Sequence of live books, Dormitory or Storage Sequence of old books used not even once in three years, and the Copy-right Sequence to fulfil legal obligations. Its staff should be strengthened. It should consist more of trained personnel. The salary scale should be revised so as to attract and retain Bachelors of Library Science or Diploma-holders, and persons with Certificates in Library Science. Its librarian should be given more responsibility than now. He should be allowed initiative. It should have an office-manager to relieve the librarian and the technical staff of accounts routine and all other general office routine.

11 Intensification of the Use of the Library

111 COMMAND OF THE LAWS OF LIBRARY SCIENCE

The purpose of the library is not merely collecting and piling up books. These form only a means to end. The real purpose is to get the books fully used by the people. Indeed the First Law of Library Science is "Books are for use". The Second Law goes even further. It says "Every reader his book". The library is not at all doing its duty, unless it does everything necessary and succeed in making every citizen use its books. The Third Law looks at the problem from the side of the books. It says, "Every book its reader". According to it, the library does not do its duty, unless it secures a truly interested reader for every book in the live collection of the library. Every book says, "I do not want to lie on the shelf,

neglected by everybody and collecting dust and eaten away by insects. I want to go to tatters by constant use by readers. I want this body of mine to die in the hands of readers. I shall be reborn again in a more advanced and effective way both in thought-content and in mode of exposition." This library outlook is presented in great detail in my "Five laws of Library Science" ed 2, 1957.

112 LIBRARY A TRINITY -

According to the Laws of Library Science, a library exists only when the staff dowers the books with its own personality, energises the intellectual curiosity of the readers, and helps the books and the readers to woo one another and live together in mutual joy. A heap of books alone does not make a library.

113 LETHARGY OF INTELLECT

Books feed the intellect and thereby sharpen it. They can sublimate the emotions, but even this has to be done through the intellect. But intellect is lethargic. It easily dissipates itself. Intellectual hunger is very feeble and fleeting. It is not compelling like physical hunger or emotional hunger.

114 SPECIAL STIMULUS

This fact must be recognised by the library. It should therefore provide a special staff for public relation, to stimulate intellectual curiosity and for giving pin-pointed personal reference service to every reader in a pleasant way, in order to convert him into a permanent customer of the library.

115 PUBLIC RELATION

I find that the Trivandrum Public Library had never been given the necessary public relation staff. It should be given. This staff should adopt all the recognised forms of library publicity, library extension service, and reference service. It should arrange for talks on topics of current interest and lasting value almost every week in the library premises, in the colleges, in the clubs, and under the auspices of all the academic and social organisations in the city. In each lecture, there should be a display of selected attractive books bearing on the topics of the talk. Copies of a specially prepared bibliography should

also be distributed. Street surveys of the potential and actual membership of the library should be made. The entire city should be covered by the survey at least once in a year. The weekly list of current additions to the library should be published in the local newspapers and put on the notice board of colleges, offices, and other institutions. Further, special write-ups should be published, on suitable occasions and frequent intervals, in the dailies, weeklies, and monthlies. The library should arrange for exhibitions at intervals. For this purpose, it should have an artist on its staff. He should provide different pictures to suit the themes of the different exhibitions. There should be an exhibition room in the library with its distinctive equipment for putting up pictures, diagrams, maps, reading materials, and other exhibits. The library should also arrange for cinema talks and lantern lectures every week.

116 INTENSIVE REFERENCE SERVICE

Public relation can bring readers into the library; but that is not sufficient. They should be welcomed in a genial way. Each reader should be helped in the choice of his books in a personal way. Reading lists in diverse topics, arts, and crafts should be prepared and circulated in anticipation. Special reading lists should be prepared for individual readers on demand. Ready information should be provided on demand to any reader. For this purpose, there should be a good collection of the latest editions of important reference books. To do all this work, there should be a special section in the staff. It is called reference section. The recruitment to this section should consist of able graduates with love of men and of books and with a genial inviting temperament. These graduates should be drawn from different subject-fields, so as to cover the entire universe of knowledge. The library may be provided in the first instance with at least two reference librarians. As the volume of readers increases, their number may be increased.

117 BOOK AT THE VERY DOORS OF READERS

It is gratifying that a travelling librarian even now takes books to the different parts of the city. But the present subscription basis scares away the people on the approach of the librarian. The library van looks like a meat-van. It should be given an alterative exterior. The travelling librarian should

be relieved of the work of collecting subscription. He should mix with the people, find out their book-needs, and persuade them to accept book service. This will secure a greater loyalty to the library and a greater use of its books. Of course, the body of the van should be designed suitably for this purpose. This service should be transferred to the City Central Library as soon as it is established under the Library Act. There is enough of its own distinctive work as the reservoir library for the State Central Library to occupy itself fully after the Act comes into force.

12 Conversion into State Central Library

121 ANTICIPATION OF LIBRARY ACT AND COPY-RIGHT COLLECTION

The copy-right book deposit, under the Press and Registration of Books Act of 1867, is now virtually unorganised and unused. The Government may transfer the Copy-right Registry to the Trivandrum Public Library in anticipation of clause 52 of the Draft Library Bill. The staff of the Registry may consist of a Deputy Librarian, one Classifier, and two Cataloguers in addition to the necessary non-professional staff. With effect from the time this is done, the Trivandrum Public Library may publish the State Bibliography as a monthly. The technique of its compilation, its lay-out, its featuring, and all the other details of production have been specified in Chapter 84 of my "Classified Catalogue Code", ed 4, 1958.

122 THE OTHER FUNCTIONS

The other functions enumerated in Chapter 5 of the Draft Library Bill may be taken up by the Trivandrum Public Library, in the second phase of the implementation of the Library Act.

13 Modernisation of Organisation

The organisation of the Trivandrum Public Library should be brought into conformity with the modern trends in library organisation. Its staff should be organised along functional lines into:—

- 1 Book Section;
- 2 Periodical Publications Section;
- 3 Technical Section;

- 4 Circulation Section;
- 5 Reference Section;
- 6 Maintenance Section; and
- 7 Administration Section.

The work of each of these sections and the strength of the staff needed in each, will be found fully described and reduced to a formula on the basis of quantity of work, in the different chapters of my "Library Administration" ed 2, 1959. It is high time that the specifications in that book are implemented by the Trivandrum Public Library.

14 Stream-Lining of Administration

The same book has analysed the work in a library into about 1,200 ultimate jobs. The routine of each of these jobs is also fully described in that book. The diaries and the hourly, daily, weekly, and monthly statistics needed to eliminate wastage of all kinds are prescribed. The way in which the work of the different sections should be correlated and woven into a whole is indicated. Model time-tables are given. The Junction-moments at which the work of the different sections meet are pointed out. The forms and registers needed in each section are standardised. Detailed specifications are given for them. The files of the different sections are enumerated in a classified sequence. They are all given expressive file-numbers, which disclose the purport of the respective files. The period for the destruction of each kind of record is specified. This routine of administration has been applied during the last twenty-five years in several libraries in India and abroad. They have been found to be effective. Indeed, the book stream-lines the administration of a library.

141 THREE CARD SYSTEM

Special mention may be made of the three-card system of the administration of periodical publications, invented in India. It increases the capacity of the staff and increases the efficiency of its work. It is described in that book.

142 ISSUE APPARATUS

The latest ticket method of issue work, designed in India, is also worth mentioning. It makes the enforcement of the rules of the library automatic. It saves time both of the staff and of the reader. It is described in that book.

143 OPEN ACCESS AND STOCK-VERIFICATION

The concurrent stock-verification and shelf-rectification and the making of them part of the daily routine, without closing the library to the public, is another new prescription of the book. The "Library Manual" ed 2, 1959 discusses the philosophy and the policy of open access and the percentage of the unavoidable loss. The top-management should formulate its policy on that basis.

144 ADOPTION OF THE PROCEDURE

The Trivandrum Public Library will begin to function at a higher level if the procedure prescribed in the "Library Administration" ed 2, 1959, is followed faithfully.

15 Classification and Cataloguing

The classification system and the catalogue code used in the Trivandrum Public Library are too outmoded and inefficient to handle modern books and Indian classics. They must be changed without any delay.

151 CLASSIFICATION SCHEME

In the lectures I had been given to the members of its staff and some of the other librarians of Trivandrum during the period of my stay at this time, I am sure they have realised the ineffectiveness of the classification scheme now in use in the library. They brought up several books recently bought for the library. They were a random sample. They saw the failure of the current scheme. They also saw how every one of the books was satisfactorily classified by the Colon Classification. This again is a scheme invented in India about thirty years ago. It is the latest scheme in vogue. Its foundation is sufficiently elastic to face the challenge of the ever-turbulent universe of knowledge. It is nearly self-perpetuating. It gives short and simple class numbers for the simple books in a public library for the generalist reader and in a school library for children. At the same time, it is able to give individualising and expressive class numbers for any specialised monograph and even for any article in a periodical, sought by the specialist readers in all the regions of knowledge. It is particularly versatile in classifying all kinds of Indian classics, all kinds of subjects in Indology, and all Indian topics. It is equally versatile in handling any modern subject and the

literature pertaining to any culture. In fact, it has been remarked in a review of the scheme that in the Colon Classification every subject brings its own class number in its pocket, when it is born. The technique of facet analysis, zone analysis and phase analysis, invented in India in developing the Colon Classification, has been adopted by the British National Bibliography since 1951. It is also used by many of the industrial libraries in other countries. It has been stated at the World Congress of Libraries and Documentalists held in 1955 in Brussels that the facet analysis (invented in India) will have to be the basis for all future work on classification. An International Study Conference was held in 1957 at Dorking on the facet analysis and the other foundational features of the Colon Classification.

152 THE CHANGE OVER

The Trivandrum Public Library should change over to the Colon Classification immediately. The present librarian has full competence to make the change. He must be permitted to do so. For a short period a temporary staff may be necessary to do the change over. If the change over is not done early enough, the back-log will go on increasing every month and the cost of change-over will keep on increasing in proportion.

153 METHOD OF OSMOSIS

It is not worthwhile to waste time, money, and man-power in re-classifying the "dead" books seldom used. A method of picking out the live books and re-classifying them alone, along with all the new books added, has been given in my book "Heading and Canons" published in 1955. It is called the Method of Osmosis. If this method is followed, the change-over to Colon Classification can be completed in about two years with two temporary classifiers. Perhaps some experienced retired librarians or some able young librarians keen to have an opportunity to do a large and good piece of work or a combination of these two kinds of people may be employed on contract for the work of change-over. When the Government decides on this change over, it will be possible to find an experienced classifier for appointment on contract for two years. He will also give intensive practical training to the two young classifiers now working.

154 CLASSIFIED CATALOGUE CODE

The catalogue of the library is bad. It is an inheritance through several years. It is not worth re-doing all the old cards. The new books should be catalogued here-in-after according to the Classified Catalogue Code of India. Its edition 4 came out in 1958. Its technique of Chain Procedure is followed by the British National Bibliography. It has been applied in Great Britain during the last nine years to more than a hundred thousand volumes. It has given good satisfaction. The re-cataloguing of the few live books, among the old stock, by the Method of Osmosis will not involve much work. The temporary staff appointed for the re-classification work will be able to do that also. My estimate of two years may be a little wide of the mark, as I have had no intimate knowledge of its old collection. It will not however, be for wide of the mark. This estimate may be checked up and revised after the revision work has progressed for 6 months and for 12 months respectively.

16 Circulation Work

The circulation counter set-up is bad. It is wasteful and inefficient. It must be re-designed as set forth in the specification of the Indian Standards Institution. As Chairman of its Committee on Library Buildings and Furniture, I have had opportunity to go into this question in very great detail. When the Government decides to re-organise the library and the work starts, I shall be glad to give every possible help in the re-design of the counter set-up. Detailed suggestions for the new furniture and fittings, the re-organisation of the stack-room arrangement, and the changes necessary to utilise the existing building economically for the open-access system, can be given at that time. The service of the Engineer-in-charge and of a draftsman may be necessary for a short period to make the changes in the physical set-up of the library. There is not sufficient time or facility to do that work during this visit.

17 Maintenance of the Books

The book stock of the library should be maintained in three major collections—the copy-right collection, the dormitory collection, and the live-books collection.

171 COPY-RIGHT COLLECTION

The books in the copy-right collection may, with advantage, be kept in the sequence of their accession numbers. This will not be given open access. In fact, few of its books will be brought to use, except for legal purposes, for some period—say for ten years after its publication. They should be frequently cleaned.

172 DORMITORY COLLECTION

The books in the dormitory collection may be kept in two sub-collections—The older books may be kept according to their old class numbers. The new books, to be transferred to it from the re-classified collection at a later time, may be kept in accordance with their new class numbers. This collection also will not be given open access. But they will have to be issued for use on demand. But the demand will be few and far between.

173 LOCATION OF THE TWO CLOSED SEAUENCES

It is not necessary to keep these two closed sequences—only in occasional use—in the heart of the City. When the present room gets congested or at some other suitable stage, a dormitory stack-room may be built for them well outside the city, in a spot which will be easily accessible in all seasons. It can be in charge of a janitorial staff. Once in a week, any book demanded from this collection can be brought over to the building in the city for use and return. The National Library of Paris and the British Museum Library have adopted this policy. It may not be necessary to have recourse to this policy for some years. But, this should be borne in mind whenever the question of extending the buildings turns up.

174 LIVE BOOKS COLLECTION

The live books collection should be kept in a separate wing of the stack room. It should be profusely guided with tier guides, gangway guides, bay guides, and shelf-labels. It should be given open access except for rare, costly, and weekly-built books.

175 VIGILANCE AND REFERENCE SERVICE

This wing of the stack-room must have an adequate reference staff. They will have two functions. The first is the intimate personal help to readers in the choice of books. The second is the concomitant one of vigilance, so necessary in an open access library.

176 LOSS OF BOOKS

In spite of such vigilance and in spite of the physical safeguards against the unauthorised removal of books through windows and door-ways, all the world over the experience has been that there is a risk of the loss of one book for every thousand books lent out. The seriousness of the loss is minimised by denying open access to rare and costly books. This rate of inevitable loss is tolerated and written off all the world over as a price to be paid for getting the books used as widely as possible, using open access as an appetiser and an incentive. It is also to be remembered that most of the books are soon out-moded in thought and nothing is gained by preserving them against use and by being unwilling to encourage their use even at the risk of some loss before they got out of date. The sociological, legal, and other aspects of the case for open access, the physical safeguards necessary for open access, and the change needed in the outlook of the library authorities, in this matter, are discussed in detail in my "Library Manual" ed 2, 1960.

177 • AFTER A SEPARATE CITY LIBRARY IS FORMED.

The risk of open access from the State Central Library will diminish considerably after the City Central Library is established by the City Library Authority of Trivandrum for direct loan service to the residents of Trivandrum. For, thereafter the State Central Library will become a reservoir library, open only for consultation within the premises. Its books will then be lent out only through the local library of each place including Trivandrum.

178 BINDING AND MINOR REPAIRS

There will not be need for the Trivandrum Public Library to maintain a bindery of its own for some years to come. Perhaps, it may be useful to have a mending department established after a few years.

179 REPRODUCTION OF DOCUMENTS

There will soon be need to establish a wing for the mechanical reproduction of documents.

18 Library Staff

The staff can be made to give better and more service by a re-organisation of work of a functional basis as mentioned

in section 13. The physical set-up of the library is now standing in the way of a better utilisation of the staff. There is a great waste of man-power. I have already stated in section 16 that re-adjustment along functional lines will have to be taken up. When that is done, a better qualified staff can be taken in the place of the Library Attendants.

19. Top Management

The top management—the Advisory Committee now and the State Library Committee after the Act—should confine itself to large questions of policy.

191. BOOK SELECTION

The old practice of taking responsibility for book-selection should be given up. Book-selection and book-purchase should be done on a weekly basis. It should not be done in a rush once or twice in a year as now. Book-selection should be determined by striking a balance among four factors—the subject-scatter correlated to the interests of the readers, the weekly out-put of the printing press, the older books available in the market, and the weekly quantum of book-fund available. The first three factors cannot come easily within the intimate knowledge of the top-management. It is only the librarian that can have intimate knowledge of it. The librarian should therefore be given the responsibility for proper book-selection. The function of the top-management in the matter should be confined to two factors. The first is the allocation of the book-fund of the year to different subject fields. The second is reviewing occasionally the books purchased by the librarian, in order to see that the policy laid down is generally followed and to make changes in the policy, if found necessary. This procedure will give to the top-management the necessary and sufficient control over book-selection.

192. BOOK-PURCHASE

The top-management should select a Standing Vendor for each book market (including that of periodicals)—English and American, Indian and Malayalam books respectively—for a

minimum of one year but preferably for three years at a time. It is desirable to choose at least two vendors for each market and direct the librarian to distribute the orders equitably between them. The basis for selection should be promptness and efficiency of supply and not merely the rate of discount. The terms of supply should include a clause that if a supply is not completed promptly and in any case within not more than three months of the order, the standing-vendership would be cancelled. The librarian should be given the responsibility to see that the budget allotment for book-purchase is not exceeded and to place the order with the standing vendors appointed. The librarian is answerable to the audit on the budget problem. As already stated in section 191 book-order should be placed every week. Any sanction by the top-management or by the Government-Secretariat for each order serves no purpose whatever. It only causes vexatious delay and adds to unnecessary paper work in the Secretariat and in the library office. It provides no additional safeguard whatever, in regard to the spending of public funds.

193 THE LIST OF PERIODICALS

The list of periodicals to be subscribed should be prepared by the librarian in the light of supply and demand. It should receive the sanction of the top-management. Any periodical included in the sanctioned list should not ordinarily be deleted from year to year. The list once sanctioned should not go to the top-management every year for sanction. The only periodical publication list that should annually go for sanction is the one for the addition of new periodicals or the deletion of any old periodicals. The sanctioned list of periodicals may be reviewed by the top-management once in every five years.

194 TECHNICAL TREATMENT OF BOOKS

The classification and the cataloguing of books should be left entirely to the responsibility of the librarian. The top-management should only exercise its review power whenever it has reason to believe that the responsibility is not being discharged properly by the librarian. As it is however, the classification and cataloguing work is being continued along outmoded unscientific, and unhelpful lines laid down several decades ago. The right thing to be done has been indicated in

Section 15 and its sub-divisions. Therefore, in the first instance the top-management should authorise the librarian to change over to Colon Classification and Classified Catalogue Code.

195 SHELF-REGISTERED CARD

The books in the library will be arranged in a classified sequence in two of the collections as indicated in section 17. The copy-right register can also serve as shelf register for copy-right collection as it will be arranged in accession sequence. But, for the dormitory collection and the live-collection, the corresponding accession registers cannot function as shelf registers. Nor can the public catalogue serve as shelf registers. The staff register should be on the basis of "one book, one card". And the shelf-register cards should be kept in a sequence strictly parallel to the location and the sequence of the books on the shelves. This shelf-register will have to be used in the daily quota of the work of concurrent shelf-rectification and stock verification mentioned in Section 17 and described in detail in Chapter 8 of "Library Administration". Such a register has not been maintained in the library. I am glad to find that the present librarian has begun to establish such a self-register in cards.

196 ANNUAL REPORT

The top-management should use the annual report and the audit report for ensuring that the library is run efficiently, helpfully, and in conformity to the Laws of library science and the policy laid down, the budget sanctioned and to the satisfaction of the audit. For this purpose the content and lay-out of the annual report should be detailed and helpful. Sufficient information on this will be found in "Library Administration".

197 SHELF-ARRANGEMENT AND DISPLAY

The arrangement of the shelves in the stack room is of vital importance. The librarian should be given full responsibility in this matter. He should maintain the stack-room in the most helpful manner and provide guides as indicated in Section 17. The top-management should satisfy itself with the overall effect, but they should not interfere in details. Any course in library science pays special attention to shelf arrangement and provision of guides.

198 STIMULATING ENTHUSIASM

The top-management should stimulate enthusiasm in the librarian. Throw the ferment and leave it to work its way. In his turn the librarian should do similarly with the staff. Library service is social service. It is social service through the lethargic intellect. It cannot be activated except through the fire of fervour, enthusiasm, and dedication. The State Central Library is the apex of the Kerala Library System. It should set an example to the other libraries of the State. The State Librarian cannot stimulate the other libraries unless the State Central Library itself is functioning in a high level of energy and efficiency. Again the State Central Library is in a vantage position in convincing the leaders of the State about the social value of free universal library service. The development of the library personality of Kerala to its full stature will therefore be made or marred by the way in which the State Central Library functions, the respect the State Librarian commands, and the generous outlook of the top-management of the State Central Library.

CHAPTER 2

CENTRAL EDUCATIONAL LIBRARY

21 Habitation

The Central Educational Library had its origin about the time of the present century. All along it seems to have been under the direct control of the Director of Public Instruction. But its habitation appears to have alternated several times between the premises of the Training College and that of the Office of the Director of Public Instruction. This alternation was not determined by the convenience of use by readers. It was all due to either exigencies of space or some other extra-library considerations.

22 Nature of Collection

The policy behind the building of the collection in the library had naturally varied from time to time. The make-up of the present stock is the factor most relevant to the question of reviewing its usefulness and reorganisation. The stock is approximately 30,000. Of these nearly 20,000 are made of school text books coming up for consideration by the Text Book Committee. About 2,000 books are fiction. About 6,000 books belong to the various branches of Social Sciences, Humanities, and Natural Sciences. The remaining 2,000 books belong to the field of education.

23 Text Book Collection

The 20,000 School Text Books are not of current use. They can be of use only for historical research in the development of school text books—both in thought-content, the mode of exposition, and physical bibliography or paper, printing, illustrations and binding. I understand that there is a Bureau of Educational Research. I take it that its main interest is research in the wave front of educational thought and practice, rather than in antiquarian research. If this assumption is correct, this vast collection of out-moded, pedestrian, text books will be a burden and a distraction in the library to be attached to the Bureau. All that the Bureau would require is that the collection of text books is not scattered away or destroyed, but is stored somewhere within reach, so that

whenever it occasionally needs to look it up, it can do so. In other words, this collection should go into the dormitory collection of the State Central Library recommended in Sections 172 and 173 of Part E.

24 Fiction

The 2,000 items of fiction are all old. Whatever might have been the reason for their acquisition in the past, they have no place whatever in this library designed to serve specialists in education. These volumes may be provisionally transferred to the Trivandrum Public Library. In its turn that library may retain for its dormitory collection whatever is needed and dispose of the rest in the best way possible depending on the physical condition of the books.

25 Books on Positive Sciences and Humanities

These 6,000 books on the Positive Sciences and Humanities, may have more of current value than the text books and the fiction. But even they, I am given to understand, have not been added to for several years. It requires detailed assaying to separate out the books that should go into the dormitory collection and those that should be kept in the live collection. Neither type of books, in any case, will be of constant current use for educational research purposes. Therefore these books also may well be transferred to the Trivandrum Public Library which is to become the State Central Library. That Library may do the necessary sorting. It may also transfer duplicate copies if any among the live books to any of the District Central Libraries or City Central Libraries already existing or coming into existence in the near future under the Library Act.

26 Reference Books

I find that there are some reference books in the collection both in general and in specific subjects. Their number is not great. It is worth retaining them in the library of the Bureau of Educational Research.

27 Books on Education Proper

The remaining 2,000 books in the field of Education belong truly to the library of the Bureau of Educational Research. This collection should be strengthened from year to year on a

liberal scale. Which sector of the educational field should claim the largest share of the annual book fund of the Bureau depends on the particular area in which research is concentrated during the year. Neither the collection nor the annual accession in a library for specialists engaged in research can be or should be a balanced one. On the other hand it has to be closely geared to the actual demand. In a Research Library of this kind, it is not the size of the library that counts, it is only its up-to-dateness and its intimate relation to the work on hand that count. Indeed, in a specialist library the older books—say, many of those, which are more than 10 years old and which are no longer required for current research—should be transferred from time to time to the dormitory collection of the State Central Library. Further, much of the book fund of the Research Bureau should be utilised for taking as many periodicals and reference books as possible.

28 Function of the Librarian

The major function of the Librarian of the Educational Research Bureau should be documentation. He should analyse all the current issues of periodicals as and when they come. He should prepare a minutely classified documentation list or bibliography of them. He should circulate the list to those engaged in Educational Research both in the Bureau and anywhere else within the State. He should thus apprise the Research Workers and feed them with the latest expressed thought on education. He should constantly keep in personal touch with the Research Work in progress. He should prepare special documentation lists and bibliographies to aid the research work in progress. It is a national waste to make the Research Workers spend their time—waste their time—in mere literature search. In an Operational Research completed recently in the Case Institute with a subvention given by the National Academy of Science in USA, it has been found that 50% of the time of the Research Worker is dissipated in browsing through hundreds of books and periodicals and turning through thousands of pages to spot out what is relevant to their work. This shows that to conserve the Research-Potential of the country, there must be a documentalist to take full responsibility for exhaustive literature search. Thus the main function of the Bureau of Educational Research should be

documentation both in anticipation and demand. His time too should not be wasted on the maintenance of out of date unused un-wanted back-log of books heaped through years and collecting dust on the shelves. The Bureau's library should be a small one in size, but a great one in service. The librarian of the Bureau is not like the librarian of a Public Library. His technique and specialization in current educational thought should be of a high order. He should not only feed the members of the Bureau but he should also stimulate in the teachers of the State a desire to keep themselves informed of the latest thought on educational theory and technique. For this purpose, his documentation list should be widely distributed among the teachers of the State. To do this work efficiently and properly the Library Staff of the Bureau should have a documentalist in the grade of the Assistant Professor or Reader, two Assistant Documentalists in the grade of lecturers, a stenographer typist, and an ordinary typist and proof reader besides the usual clerical and unskilled staff. The library room in the Bureau should be functionally designed and equipped. I shall be glad to give specification for this when the reconditioning of the library is brought into force.

29 Conclusion

The present Central Educational Library should be slimmed by throwing away the books not needed for educational research and for the dissemination of the latest ideas on education among the teachers. In this slimmed form, it should become a library of the Bureau of Educational Research. It should function at a high level in helping educational research through its active, intensive documentation service.

CHAPTER 3

LIBRARY OF THE LEGISLATURE

31 General Principles

The functions of a Legislature Library in a democracy have been greatly intensified since World War II. The reason for this is the desire to get the maximum possible benefit out of the legislative time of a country. The intensive document service being made now-a-days in business libraries is also making a great impact on the libraries of the legislatures of the world. Today, in many of the legislatures of our country, debate is based largely on the general flair of the members and the partial information obtained by them casually. In the circumstances one cannot help the tendency towards rhetorical fire-works, leaving alone the essence of the subject of debate. No doubt two kinds of subjects turn up for discussion in a legislature. One kind is of a general nature. Its elucidation depends upon the superior inherent ability of the debator and his general fund of information. In the second category, it is knowledge—accurate knowledge—that is needed. This cannot be got except by an industrious search through the available literature. But a member legislature cannot find time to make such a search.

32 Literature-Search

It is here that the services of a library are called for. The legislature should have a library with a staff trained in literature-research. The authorities, preparing the business for the Legislature, should take the librarian into confidence and let him know the subjects on which literature-search should be made in advance to help all the parties of the Legislature taking part in the discussion. The library of the Legislature and its Secretariat are above all parties. They have the duty and the privilege of helping all the parties equally. The library in particular has the duty of supplying in a pin-pointed way all the recorded facts bearing on the topics of discussion, to all the members of the Legislature. For, apart from the exigencies of the political moves in a Legislature, in most of the subjects coming up for consideration, the purpose of the debate is to get at the truth and to get at what would give the maximum

help to improvement in the social well-being of the community. This is the purpose and the ideal set in the Vishnupuranam for any debate. For this purpose of getting at the truth, the debators should be well-posted not only with the known facts but also with all the possible points of view from which a problem can be considered and in addition with all the possible intellectual approaches to the problem. A Legislature needs a library in order that its busy members can be furnished with such information in so far as it has been recorded in print.

33 Documentation Service

Let us consider how to implement the ideas set forth in the above sections. The experience of the last ten years has shown that the main function of a Legislature Library is to do documentation service on the topics that arise in the legislature. This function of a legislature library was first realised in USA National Central Library—the Library of Congress. But this is an anomaly which should not be copied by any other country. What we should copy is the great help which the Legislative Wing of the Library of Congress gives to the members of the Congress. Great Britain was the next country to realise the importance of documentation service by the Library of its Parliament. A Select Committee on the Library of the House of Commons went into this question. It published two reports in 1945-1946. They are 35 and 991 of the House of Commons Papers. In pursuance of the recommendations contained in these two reports, a Special Staff of three came into existence in May 1946 solely for documentation service. The persons appointed have a high general academic qualification, a Diploma in Library Science, and specialised training in documentation work. As the work is of a specialised nature, the salary scale was so fixed that the incumbents might get reasonable monetary satisfaction without the need for change to other work as it usually happens in Government service. The primary function of these documentalists is to supply literature to the members of the Parliament, in subjects on demand or on any subject which, the library staff themselves feel, would be of interest to a number of Members of Parliament in view of its bearing on anticipated debates or legislation. The service is given often in the form of letters and memoranda to indi-

vidual members. It is also given regularly by bulletins forming its bibliographical series. I made a study of their work in 1948. In less than two years they had supplied about 75 bibliographies. A sample list of the subjects covered is given below:—

- 1 Machinery of Government (Revised edition).
- 2 Iron and Steel
- 3 Palestine (Revised edition)
- 4 British Coal Industry
- 5 Housing (Revised edition)
- 6 Forestry
- 7 Central Organisation for Defence
- 8 Wealth Affairs (Revised edition)
- 9 The Press
- 10 Home and Overseas Trade
- 11 Exchange Transport
- 12 Cotton (Centralised Buying) Bill
- 13 Inland Transport
- 14 Electricity Supply Industry
- 15 Distribution Costs
- 16 International Control of the Danube
- 17 Town and Country Planning Bill
- 18 Agriculture
- 19 Industrial Development Councils
- 20 Incentive in Industry
- 21 Inland Transport—Comment and Discussion
- 22 Women in Industry
- 23 World Food Situation
- 24 India—Constitutional Reform
- 25 Wage Structure and Policy
- 26 Conscription
- 27 Government of Northern Ireland (Revised edition)
- 28 Post-Education (Education and Wales)
- 29 Companies Bill
- 30 Atomic Energy
- 31 Local Government Boundaries
- 32 Parliamentary Representation
- 33 Sterling Balances
- 34 International Police
- 35 House of Lords—Force

- 36 Local Government Finance
- 37 National Assistance
- 38 Community Libel
- 39 Criminal Justice with an Appendix on Capital Punishment
- 40 The British Film Industry
- 41 Civil Aviation
- 42 The British Gas Industry
- 43 The Territorial Army since the War
- 44 Capital Levy
- 45 Man-power
- 46 Care of Deprived Children
- 47 Monopolies
- 48 European Recovery Programme
- 49 Joint Consultation for Production
- 50 National Health Service
- 51 Capital Punishment
- 52 National Insurance
- 53 Civil Defence

34 Inter-Library Loan

The library of any Legislature is a service library. It is a live library. It is not a storage library. It should be over kept in a slim condition. It should look to other libraries and to inter-library loan for such materials as are not needed frequently. In preparing the bibliographies the librarian of a Legislature should collect data from as many other libraries as possible. The documentalist of the Parliament of Great Britain is sent out even to the neighbouring countries to collect information. It has been found more economical to collect information in that way than to invest money on the purchase of the books needed only occasionally. This principle was pressed by me and was accepted by the International Committee of Library Experts of the United Nations, on which I served in 1948.

35 Slim Library

The above practice will naturally keep the Legislature's Library ever in a slim condition. This slimmness will add to its healthy functioning. It must be strong in literature bearing on Parliamentary Procedure. It must have a complete run

of the Administration Reports of the various Departments of the Governments of Kerala and of the other States and of the Central Government. There may be need for a few copies of some of these at the time of their publication. Later on, all but one or two copies may have to be sent for deposit in the dormitory collection of the State Central Library. The proceedings of the legislatures of the different States and of the Centre should be stocked. The latest editions of important treatises written with flair not for specialists but for laymen—in the different sectors of social sciences such as political science, economics, including industrial organisation, public finance co-operation, insurance, and so on should be provided. It should also have some classics in literature, philosophy, and psychology, into which the legislators can delve to pick out ideas and expressions to enliven the debate. The books in the social sciences should be the up-to-date ones. The out-moded older ones should be periodically weeded out. The blue books may be kept perhaps for 10 years or 20 years. All these must thereafter go to the State Central Library. Whatever be the decision, the older ones should be weeded out. There is no point in keeping dozens of copies of antiquated editions and of various blue books, whatever be their age. The time of the library staff should not be wasted in cleaning the heap of such unwanted books and in taking stock of them periodically. Their time should be mostly turned on to literature-search and documentation service, in addition to the small amount of work involved in acquiring the reading materials, circulating them, and maintaining them. If the library collection is kept in this kind of workable slim condition, there will be no need either for a very large stackroom or for extending it from time to time. Of course, all these presume that there is in the State Central Storage Library to take charge of the books not wanted and to make them available to the Legislature Library whenever they are needed. Chapter 1 of this Part deals with the establishment of a State Central Library and with the function of storage. In the Draft Bill given in Part B, there is a special chapter devoted to such a State Central Library.

36. Library Personnel

The function of the Legislature Library set forth in the earlier sections point to the kind of staff needed. It should

have persons with experience in documentation. They should have intimate familiarity, not merely with the titles of the books and periodicals, but also with their contents. They should have personality. They should be given a status which allows their moving freely with the members of the Legislature. Right or wrong a person is accepted as one fit for personal relation, only if he draws a proper salary. This is particularly so in Government and legislative circles. Even for this reason, the Legislature Librarian should have a status corresponding to at least that of a Reader, as suggested in section 73 of Part A, for class 3 of Professionals. As shown in section 83 of Part D, the salary scale should be Rs. 450-30-600. The Assistant Librarian should have the salary scale Rs. 250-25-500. This scale is recommended not only to enable the members of the Legislature to look upon them as persons from whom they can take literary help but also to attract and retain in the posts persons either with ripe experience or with proper training in documentation work in the Department of the Library Science in the University. The Legislature Library would require, besides the Chief Librarian and the Assistant Librarian, three Documentalists on Rs. 150-10-250. For the purchase, circulation and maintenance of the books, and for the administration of periodicals, there should be 3 semi-professionals on Rs. 80-5-105-7-140-8-180 as stated in Section 83 of Part D. I must emphasise that the frequent production of documentation lists on time, needs that the typist of the Legislature Library should not be merged into the general pool of typists in the Secretariat. The typing of the Documentation list is not like typing ordinary papers. He must be a semi-professional of the library field. It is more economical to train a typist as a semi-professional and retain him exclusively for library work, than to make documentalists spend time in writing out every thing exactly in the form in which the ordinary typist will be able to reproduce it.

37 News-Paper Cutting Service

I find that the Legislature Library is doing newspaper cutting service. It seems to cover about 15 newspapers in English. Probably it may be of use to extend the service to a few important news-papers in Malayalam. There is no doubt that a properly classified file of newspaper cuttings will

be of great use to any Legislature. Very often these newspaper cuttings will be the only source of information. In section 531 and its sub-divisions of my book "Library Tour 1948, Europe and America", a detailed account of the technique involved in this work is given. I need not reproduce the details here. It will be good if the authorities concerned peruse the sections mentioned above, ~~convince themselves of its usefulness,~~ form an idea of the amount of work involved, and provide the necessary facilities.

CHAPTER 4

SECRETARIAT LIBRARY

41 Background

Government has now become a complex business. It is no longer concerning itself merely with maintenance of law and order inside the country, protection from external aggression, and pursuit of international relation. During the last few decades, it has been extending its sphere of action progressively through taking direct charge of factors such as communication systems and near-direct charge of education and distribution of food and medical aid, and a very intimate control of banking, industrial development and commerce. The limiting point of such an extension of governmental action is being reached in certain countries where almost all activities come under the direct purview of the Government. Such an omnipresence of the Government calls for the raising of a vast revenue and for utilising it economically. The magnitude and the complexity of taxation have themselves grown to hitherto unknown dimensions. To add to this, the democratic and the socialistic way of knocking down vast peaks of wealth is also sweeping over the whole world. India is no exception to this. It is these factors that no longer make Governmental business something which can be carried on by a handful of very able men backed by precedence. Governmental business has become the largest and the most widespread single business in any country.

42 Business Methods

The Government of every State has therefore to adopt business methods. It has to inform itself of the latest developments in the science of management and in the methods of administration. It is notorious how much of public time and money are being wasted in our country today, by drifting along in Government business under the dying momentum which was fed into it during the leisurely rule of the country by aliens. Our administration—particularly in the Secretariat level—has to be stream-lined immediately. It is only then that the various departments down to the last will get itself stream-lined. This stream-lining in administration is not merely a matter of flair.

The speed of life today not allow the method of trial and error to be followed in this matter, however gifted the administrators, the secretaries, and the ministers might be. It is necessary for them to inform themselves of the latest results in the science of management and administration. At the same time, they are kept so busy that they cannot find the leisure, as professors in an educational institution can do, to peruse all the literature in the ware-front of research in management and administration, and find out for themselves what is relevant to their particular work. On the other hand, World War II has demonstrated the advantage of division of labour between the statesmen, the organisers, and the administrators on the one side, and the branch of librarians now known as documentalists on the other. Even the army in the field had to take with it, during the World War II, a library staff with great competence in documentation work. I myself had the opportunity to do the documentation work for a librarian who was sent to my library for help in the middle of the war-period. This experience of Governments in times of war has convinced them that they can do their work much more efficiently, quickly, and justly, if they could have a Secretariat Library to give them documentation service both in anticipation and on demand.

43 Results of Research in Social Sciences

Apart from the need for intensive library service and documentation in the field of management and administration, the Secretariat needs also documentation service of the latest facts, findings, and thought in most of the social sciences—education, political relation, economics, communication, transport, bank and private finance, public finance, agricultural economics, industrial economics, commerce, and so on. There is also need for some departments of the Government to be informed of the latest facts concerning the management of labour, the treatment of minorities, in the lifting up of the section of the community still lingering below normal, and every other factor contributing to social well-being. It is obviously impossible for the Ministers, Secretaries, and the Heads of Departments to read sufficiently widely to get to know everything. On the other hand, it would lead to disaster sooner or later if they depend only on whatever knowledge they pick up casually

through the files and through their contact with a small section of the public. It is necessary that they should be fed by documentation service given by a competent library staff.

44 Results of Research in National Sciences

The Secretariat does not any longer find it sufficient to deal only with matters occurring in the field of social sciences. They have to know, though in a general way, of the happenings in the field of natural sciences also. For whatever happens in the natural sciences has its repercussions sooner or later in the social sciences. This is apart from the administration having to administer with knowledge and sympathy several laboratories and scientific departments being maintained by the Government at a huge cost. One of the perils to which the scientific departments, on which crores of rupees of public money are being rightly spent, is the obstruction and the delay caused by an administration which is unable to assess the mutual dependence of several scientific and industrial investigations and the sequence among them. For example, crores of rupees may be sunk in putting up a steel plant in complete ignorance of the need for prior research in and production of the refractories needed for the furnaces. A considerable amount of material and man power may be held up for months and months on account of this fault. Or again a five-crore dam may be built bases on the blind application of the principle of the lowest tender and it may totally fail its completion. We have been learning of a good deal of such mishaps, during the last ten years. Other countries too have learnt by such mistakes. Here again, proper documentation service to the Ministers, Secretaries and Officers will go a long way in averting such grievous faults.

45 Function of Secretariat Library

Arguments like these can be multiplied. Many facts can be cited in support of them. It is assumed that it is not necessary to do so. We may therefore examine the kind of library which should be provided for the use of the Secretariat, how it should be organised, and what functions it should discharge. The Secretariat Library need not be a general library. Its collection and its work should be sharply focussed on the day to day work of the secretariat in arriving at policy decisions,

in drafting endless pieces of administrative law, which fall to its share, and in deciding the complicated issues that arise in the implementation of the legislation and the administrative law made thereunder. The Secretariat Library is not to become an archival library. There are record-keepers in each Ministry to maintain records, to search them, and to put up the relevant files. The business of the Secretariat Library is only to scan all the published literature relevant to any particular problem under consideration at the moment. It is not its business to indicate any particular line of solution to the problem. Indeed the secretariat librarians are bound by the rule of library ethics that he should not allow his own opinion to colour, bias, or tilt the documentation list to be prepared by him for the officers concerned. Indeed, I had occasion to stress the importance of a high degree of catholicity, impartiality, and universality which should characterise the documentalist working for the United Nations, when I served on its International Committee of Library Experts appointed in 1948. The business of the documentalist is to make a thorough literature-search and to put up before the officers a truly balanced selection of documents reflecting all possible views. It is for the officers themselves to make the decision. The Secretariat Library should not merely prepare a documentation list, but it should also produce for the officers the particular documents demanded.

46—Organisation

In the comparatively small Secretariat of the Kerala State, it is uneconomical to have a separate library for each Ministry or Department. It will be sufficient to have a single Central Secretariat Library. Its function should be the acquisition of books and periodicals, their classification and cataloguing, their maintenance, and their service on demand. These functions, a Secretariat Library shares with every other library. But it has a special function of its own. And that is documentation service. Documentation service for the secretariat will be different in nature for that for a research institution or for an industrial house. Further, the routine work mentioned earlier is all impersonal. This can be centralised in one place in the Secretariat. But service of documents should not be centralised. It should be decentralised. The reference librarians should be distributed among the various Ministries. In other

words they should work wherever the consumer needs their service. In the first instance, it may not be practicable to have a separate reference librarian functioning in each Ministry. There may not be enough work for it. At present there will not be enough qualified reference librarians for it. It will take some time for the Ministers, Secretaries, and Officers to recognise the value of such reference service and to use the time of the reference librarians fully. Therefore, it would be sufficient to make one reference librarian serve a number of Ministries. How many Ministries can be served by one reference librarian will have to be decided by trial and error in the light of the quantum of work arising. It is not possible at this stage even to guess what it can be. The reference librarian should meet the Ministers, Secretaries, and Officers everyday, find out from them the problems on which they want a documentation list, go back to the Central Secretariat Library, prepare the list and deliver it to the person concerned promptly. Apart from such documentation list, each Ministry may have in the rooms of its several members important books of reference frequently needed. Very often the service of the reference librarian will not be needed to pick up the reference from such books kept at the elbow of the officers. It must be remembered that it is the reference librarian who goes round to the departments assigned to him, that will be able to decide what documents should be acquired on the Central Secretariat Library.

47 Staff for Secretariat Library

The Chief Librarian of the Secretariat should have a good basic degree, a first class Diploma in Library Science or B Lib Sc degree, and experience in documentation work. He should have classifiers and cataloguers with library qualifications as for professionals. He should have semi-professionals for maintenance work and for circulating work. But the most important section of his staff should be reference librarians. When the Secretariat Library is just started, obviously there should be at least one for each of these kinds of work. As experience is gained and service gains in momentum, the necessary staff can be determined from time to time with the aid of the staff formula given in my "Library Administration" ed 1959. As for status and scale of salary, the Chief Librarian should belong

to class 3 (Professional). The classifier and the reference librarian should belong to class 4 (Professional). The cataloguer may belong to Class 5 (Professional Assistant). The others may belong to class 6 (Semi-professionals). All these categories are tabulated in Section 73 of Part A. The above suggestion is for the first few years. The position must be reviewed as soon as experience is gained in actual work.

48 Habitation

The size of the Secretariat Library should have a severely low limit. It should not accumulate books needed only occasionally. These it should draw from the State Central Library the University Library, and other Libraries. It should not retain out-moded books. These it should send away to the State Central Library for deposit. Perhaps, 20,000 volumes may be an upper limit for the Secretariat Library, at least for some years. This will require a stack room space of about 400 sq. ft. The library staff will require an equal space. This will be a modest beginning. A room of this size should be provided in a central spot in the secretariat building.

CHAPTER 5

SCHOOL LIBRARY SYSTEM

51 New Education

New Education is gradually replacing mass teaching by individual instruction. New Education recognises that the function of the school is to facilitate the unfoldment of the personality of each child at its own speed, along its own lines, and to its own fulfilment. It is this which makes individual attention to the child a necessity. In New Education the purpose of classroom work is to rouse curiosity in children, to throw the ferment, and then allow it to work itself in each child in its own way. It is a few inspiring talks backed by the radiation of the personality of the teacher that count—rather than unending formal lessons and dictation of notes from day to day and from hour to hour.

52 Place of the Library in New Education

This world-trend in New Education brings in its train a new conception of the function of the School Library. It is in the School Library that each child should find an opportunity to find out the information and to acquire the knowledge needed to satisfy the curiosity stimulated in the classroom. To enable the child to do so, the School Library should be bright and inviting. It should have a good assortment of books of varying standards and in all the sectors of the universe of knowledge. For, there is no limit to the curiosity of a child and particularly the total curiosity of all the children of the school. The School Library should have a genial librarian who is a lover of children, and is an adept in charming the children into the use of books. Absence of a good School Library activated by a competent librarian is bad. A collection of old unwanted and unattractive paper-backed text-books printed on bad paper, huddled up in a depressing room, which is often locked and is perhaps put in charge of a drill master or a drawing master is worse.

The children in renascent India exhibit the bubbling new life coming over the country much more intensively than the middle aged or the old people. It is our duty to provide full opportunity for the blossoming of the new life of the children when they are at school. They should be encouraged to be

self-reliant, to enjoy and live the joy of self-help in seeking information and knowledge, and to get library habit well established in them as a means to further self-education after leaving school.

53 Viability of School Library

Each School Library cannot be viable by itself. With the tiny book fund which the school can raise, it cannot buy the necessary variety of books even when backed by Government grant. In the present financial conditions of our country and in the famine of trained library personnel, it is not possible to have an independent library in each school. Nor is it necessary. A correct and sufficient organisation will be to have a District Central School Library in each of the 9 districts and a City Central School Library in each of the 4 cities. Most of the money raised for library purpose by the schools themselves—keeping back whatever is necessary for the purchase of oft-needed references books—can advantageously be pooled into a single District or City School Library Fund. This fund should be added to liberally by grant from the Department of Public Instruction. With this combined sum, it should be possible for each District or City Central School Library to buy a large variety of books of all standards and in all subjects to answer the varied tastes, interests, and standards of all the children in all the schools in the district or the city. It will also be possible to appoint a competent professional librarian and an adequate staff in the District or City Central School Library to help the schools in the selection of books, to consolidate the book-selection lists from the various schools, to purchase the books, to prepare them for use, to circulate them to the various schools, and to exchange them between the schools from time to time. This will ensure that no book is kept idle in a district, that no child is bored by the same old book, and that the total library fund of all the schools in the district or the city go the longest way and get fully transformed into purposeful and much appreciated book service to the children.

54 Service at School

Each school may get one or two of its teachers trained in a Certificate Course for school librarians extending over about four months. The kind of course to be given to them has been

fully worked out by me in a volume in the Teaching in India Series of the Oxford University Press, entitled "Organisation of Libraries in India". Its third edition is forthcoming. Another book of mine described in greater detail the full significance of New Education and the place of School Libraries in it. It is my "School and College Libraries".

55 Re-Fill

Teachers, specially trained in this way for part-time work in School Libraries, can be met at frequent intervals by the District or the City School Librarian. His visit to the schools should lead to a re-fill for the library life in the school. With a good library replenished periodically with new books from the District or the City Centre, the teaching in a school can be made attractive and beneficially vitalised. Its service of carefully selected books to each class for preparatory study, parallel study, and follow-up study in relation to class-room work will make learning not only pleasureable to the children but also broad based. Such a library can give many library extension services which will increase the chance for children seeing books voluntarily without compulsion.

56 Habitation

It is not necessary to have a separate building for each District or City Central School Library. It will be an advantage to make it a wing of the District or City Central Library recommended in the Library Bill. Unfortunately a wrong and costly notion is being perpetrated that children's library system should be developed independently of the School Library system. This wrong notion has originated from a historical occurrence in Great Britain and also in USA. In those two countries, the Public Library System got into full swing several decades before New Education was conceived of and the teaching in school came to be geared to the library work of children. In these circumstances, the schools were not interested in developing the library as its heart. Therefore the public library began to have a children's department. This long practice has developed certain resistance between children's librarians and school librarians in those countries. I have seen the pathetic manifestation of this resistance on several occasions in those two countries. However, it is now being realised that it is a

national waste to have two such parallel library systems for children. It has also been realised that it is easier to provide libraries of children in the school which will be in their own neighbourhood, rather than make them go to some other building and very often walk a long distance to reach the children's department in the Public Library. There is therefore already a move in those countries to melt away this difference between school libraries and children's libraries, to rationalise the set up, and to merge them. In our country no such historical trouble is existing. We need not vicariously bring on ourselves the difference which had developed in other countries. The best and the most economical set up for library service for children is to have the Children's Library in each school, to make it the heart of the school from which all work in the school radiates and by which it gets irradiated, and to make these School Libraries rich by integrating them together and tying them up at the District or the City Central School Library, made into a wing of the District or City Central Library but preserving its own individuality.

57 Recommendation

I therefore recommend,

- 1 the examination of the above suggestion and if approved, organisation of library service to children along those lines;
- 2 the provision of School Library fund at the rate of at least 2 per child;
- 3 the arrangement for the training of some teachers to be as part-timed school librarians;
- 4 the promotion of the production of children's books; and
- 5 the provision for teaching the correlation of class-room and school library work to the teachers under training.

CHAPTER 6

COURSE OF STUDIES FOR BACHELOR'S DEGREE IN LIBRARY SCIENCE

61 Scheme of Examination

The examination for the Bachelor's Degree in Library Science (B Lib Sc) shall be on:

- Group 1
 - 1 Library Organisation
 - 2 Library Administration
 - 3 Physical Bibliography and Book Selection
 - 4 Document Bibliography and Reference Service
- Group 2
 - 5 Library Classification (Theory)
 - 6 Library Classification (Practice)
- Group 3
 - 7 Library Catalogue (Theory)
 - 8 Library Catalogue (Practice)

Each of the above-mentioned subjects shall have one paper of three hours of duration and shall carry a maximum of 100 marks. Each of the papers (including those on the subjects 6 and 8) will be for a written examination.

For a pass, the minimum is 35 per cent in each group and 40 per cent in the total. Minimum for a first class is 60 per cent, for a second class 50 per cent, and for third class 40 per cent of the total. All the groups should be offered in the first attempt; but any one group may be offered in subsequent attempts.

62 Syllabus for Bachelor's Degree in Library Science

63 Group 1

63 Paper I: Library Organisation

Laws of library science. Educational and other functions of a library system. Public relation, extension service.

Types of libraries. National library system.

Library functions of the Union Government, the State Governments and the Local Bodies. Library co-operation.

Library building and equipment for small and medium size libraries.

History of library movement in Great Britain since 1850 in general terms, and in India since 1900.

General acquaintance with the library system of USA and with the library activities of UNESCO, IFLA (International Federation of Library Association), and FID (International Federation for Documentation).

Factors for library legislation. Study of the model State Library Act (Sec. 42 of the book "Five Laws of Library Science") and of the State Library Act of the State of the University.

Library Authorities. Library Committees.
Library rules.

632 Paper 2: Library Administration

Selection, ordering, accessioning, and withdrawal of books and periodicals. Their preparation for public use.

Maintenance of books and periodicals. Stack-room guides and display methods.

Circulation work and issue methods.

Library forms, registers, and records.

Library budget and accounts.

Library Committee. Annual Report. Library statistics.

633 Paper 3: Physical bibliography and book selection

Physical bibliography. Kinds, qualities and sizes of papers. Printing. Edition. Book illustration. Binding. (All viewed from the librarian's angle only).

Book selection. Principles. Demand and finance. Standard sources for book selection.

634 Paper 4: Document bibliography and reference service

Kinds of bibliographies with their respective agents and reference values.

Subject bibliography and documentation list.

Bibliography of bibliographies. Abstracting periodicals. Procedure for these in different subjects.

Construction of bibliography. Kinds of arrangements of entries for a subject bibliography and their respective reference

Acquaintance with important abstracting periodicals and bibliographies. Insdoc and its work.

Reference service. Ready reference service. Reference books. Provision of reference books in different subjects. Long range reference service. The need for the two kinds of reference service. The methods of rendering such services. Acquaintance with important reference books.

64 Group 2

641 Paper 5: Classification (Theory)

Need for and purpose of library classification.

General theory of classification. Canons of classification in general.

Knowledge classification. Additional canons.

Class number. Its structure and its quality as an artificial language of ordinal numbers.

The five fundamental categories. Focus, Isolate, Facet, Zone, and Phase-analysis.

Enumerative vs analytico-syntistic classification. Postulational procedure in classifying.

Detailed and comparative study of the basic classification of books and periodicals as outlined in Colon Classification and Decimal Classification.

Book classification. Additional canons. Book number.

Diversification of sequences in a library. Collection number.

Call number.

642 Paper 6: Library Classification (Practice)

Classification of books and periodicals by the Colon Classification and the Decimal Classification (the latest editions to be used).

65 Group 3

651 Paper 7: Library Catalogue (Theory)

Purpose of library catalogue. Canons of cataloguing. Cataloguing terminology. Classified catalogue. Dictionary catalogue. Kinds of entries. Parts of entries.

Choice of heading. Rendering of personal, geographical, corporate, and series names, in headings of entries.

Choice and rendering of headings in subject entry. Chain procedure.

Author analytica. Subject analytical. Cross reference entry.

General entry. Class index entry. See and See also subject entries. Cross reference index entry.

Comparative study of the Classified Catalogue Code and the Dictionary Catalogue Code.

Comparative study of the rules for the choice and rendering of author heading in the Classified Catalogue Code and the Anglo-America Code.

Note.—Cases of complicated foreign personal names, complicated corporate authorship, and complex periodicals are excluded.

652 Paper 8 Library catalogue (Practice).

Cataloguing of books and periodicals according to the Classified Catalogues Code and the Dictionary Catalogue Code subject to the 'Note' in the syllabus for Library Catalogue (Theory).

66. List of Books for Study and Reference

661. PAPER 1. LIBRARY ORGANISATION.

- For study :*
- 1 Ranganathan (S R). Five laws of library science. Ed. 2.1957. (Madras Library Association)
 - 2 do. Library development plan with a thirty year programme and draft library bill for the Union Government and the Constituent States. 1950. (University of Delhi)
 - 3 do. Library development for Kerala 1960 (Government Press, Trivandrum)
 - 4 Kaula (P N) Ed. Symposium on library movement in India. 1958. (Delhi Library Association)
 - 5 McColvin & Reeves. British libraries, 1949.
- For reference :*
- 1 Ranganathan (S R). Library legislation : Handbook to the Madras Library Act, 1953. (Madras Library Association).
 - 2 Minto (J). History of public library movement in Great Britain and Ireland. 1932.

662. PAPER 2 LIBRARY ADMINISTRATION

- For study :*
- 1 Ranganathan (S R). Library administration. Ed. 2.1959. (Asia Publishing House, Bombay)
 - 2 Harrod (L M). Lending library methods.
- For reference :*
- 1 Brown & Sayers. Manual of library economy.
 - 2 Doubleday (W E). Manual of library routine.

663. PAPER 3 PHYSICAL BIBLIOGRAPHY AND BOOK SELECTION

- For study :*
- 1 Ranganathan (S R). Social bibliography or physical bibliography for librarians 1951 (University of Delhi).
 - 2 do. Library book selection, 1952 (Rajkumar Publications, Delhi)
- For reference :*
- 1 Esdaile (A). Students' manual of bibliography, 1954.
 - 2 Cockerell (D). Some notes on binding.

664. PAPER 4: DOCUMENT BIBLIOGRAPHY AND REFERENCE

- For study :*
- 1 Ranganathan (S R). Reference service and bibliography, Ed 2. 1960. (Asia Publishing House, Bombay).
 - 2 Shores (L). Some basic reference books, 1954.
- For reference :*
- 1 Parkhi (R S). Reference service in libraries (Author, Gokhale Institute, Poona)
 - 2 Myer (J I). Reference work.
 - 3 Foskett (D J). Readers' advisory service.
 - 4 Winchell (C M). Guide to reference books.

665 PAPERS 5 & 6 LIBRARY CLASSIFICATION (THEORY & PRACTICE)

- For study :*
- 1 Ranganathan (S R). Elements of library classification. Ed 2. 1959. (Association of Assistant Librarians, England).
 - 2 do Library classification: Fundamentals and procedure. (Madras Library Association).
 - 3 do Colon classification. Ed 6. 1960. (Asia Publishing House, Bombay).
 - 4 Dewey (M). Decimal classification. Ed 16. 1958.
 - 5 Insdoc Annals of library science, September and December 1958.
- For reference :*
- 1 Palmer & Wells. Fundamentals of library classification, 1951.
 - 2 Ranganathan (S R). Prolegomena to library classification, Ed 2, (Library Association, London).
 - 3 Sayers (W C B). Introduction to classification.
 - 4 Bliss (H E). Organisation of knowledge in libraries. 1952.
 - 5 Merrill (W S). Code for classifiers. 1949.
 - 6 Parkhi (R S). Dwibindu vargikaran paddhati, Bhag 1. 1957. (Author, Gokhale Institute, Poona).

PAPERS 7 & 8: LIBRARY CATALOGUE (THEORY & PRACTICE)

- 1 Ranganathan (S R). Heading and canons: Comparative study of five catalogue codes, 1955. (Chapters 2 and 3 to 6) only, for comparison of the Classified Catalogue Code and the Anglo-American Code) (S. Viswanathan, McNichol Road, Chetput, Madras).

For study:

- 1 Ranganathan (S. R). Classified catalogue code with alternative rules for dictionary catalogue code. Ed. 4. 1958. (Madras Library Association).
- 2 do. Library catalogue: Fundamentals and procedure, 1949.
- 3 American Library Association Rules for author and title entries, Ed 2.

For reference:

- 1 Cutter (C A). Rules for dictionary catalogue. 1953.
- 2 Sears. List of subject headings, 1954.
- 3 Ranganathan (S R). Theory of library catalogue, 1953. (Madras Library Association)
- 4 Sharp (M A). Cataloguing.
- 5 Mann (M). Introduction to cataloguing and classification of books 1956.

CHAPTER 7

COURSE OF STUDIES FOR CERTIFICATE IN LIBRARY SCIENCE

71 Scheme of Examination

The examination for the Certificate in Library Science shall be on:

Group 1: Paper 1 Library service and organisation.

Paper 2 Library administration.

Group 2: Paper 3 Library classification (Theory and practice).

Paper 4 Library cataloguing (Theory and Practice)

Each of the above mentioned subjects shall have one paper of three hours of duration and shall carry a maximum of 100 marks. Each of the papers will be a written examination.

For a pass, the minimum is 35% in each group and 40% in the total. Minimum for a first class is 60%, for a second class 50% and for third class 40% of the total. Both the groups should be offered in the first attempt; but any one group may be offered in subsequent attempts.

71 Syllabus for Certificate in Library Science

72 Group 1

721 Paper 1: Library Service and Organisation

Laws of Library Science. Public relation work. Extension service. Reference service. Knowledge of reference books.

City and rural central libraries and branch libraries, building and equipment for a rural library. School library. Co-relation with class room work. Preparatory, and follow-up study.

722 Paper 2: Library administration

Selection, ordering, accessioning and withdrawal of books and periodicals. Their preparation for public use.

Maintenance of books and periodicals. Stack-room and display methods. Circulation work and issue methods. Library accounts, statistics and annual reports.

73 Group 2

731 Paper 3 Library classification (Theory and Practice)

Need for and purpose of library classification. Class number. Its structure and quality as an artificial language of original numbers. Book number. Collection number. Call number. Interpretation of class numbers. Facet analysis Classification of simple books by Colon Classification and Decimal Classification.

732 Paper 4 Library Cataloguing (Theory and Practice)

Purpose of library catalogue. Cataloguing terminology. Classified catalogue. Dictionary catalogue. Kinds of entries. Parts of entries. Cataloguing of simple books including choice and rendering of heading for main entry, Cross reference entry, book index entry, subject entry and cross reference index entry, according to the Classified Catalogue Code.

733 LIST OF BOOKS FOR STUDY AND REFERENCE

- | | | |
|------------------------|----------------------|---|
| <i>For study :</i> | 1 Ranganathan (S R). | Library manual, Ed. 2 1960 (Asia Publishing House, Bombay). |
| | do. | Organization of libraries in India Ed. 3. 1960, of (Oxford University Press). |
| <i>For reference :</i> | 1 Ranganathan (S R). | Five laws of library science, Ed. 2. 1957. (Madras Library Association). |
| | 2 Kaula (P N) Ed. | Symposium on library movement in India, 1958. (Delhi Library Association). |
| | 3 Harrod. (LM) | Lending library methods. |
| | 4 Shoares. (L) | Basic reference works. |
| | 5 Parkhi. (RS) | Reference service in libraries. (Author, Colmale Institute, Poona). |
| | 6 Ranganathan. (SR) | Elements of library classification Ed. (S.R.) 1959. (Asian Association of Librarians, Ceylon) |
| | 7 do. | Colon classification. Ed 6. 1960. (Asia Publishing House B. Bombay) |
| | 8 Dewey. | Decimal classification Ed. 16. 1958. |
| | 9 Ranganathan (S R). | Classified catalogue code, Ed 4 1958. (Madras Library Association) |
| | 10 Sayers & Brown. | Manual of library economy |
| | 11 Mann (M) | Introduction to library classification and cataloguing |
| | 12 Palmer & Wells. | Fundamentals of library classification. 1954. |

CHAPTER 8

LIBRARY BUILDINGS, FITTINGS, FURNITURE

81 Phased Programme

As stated in section 38 of Part A, the capital expenditure for the public library system—that is buildings, fittings, and furniture—should be met from the Union Government grant, in the present tax pattern of our country. Naturally, this source cannot give in one year all the money needed for all the library buildings and all the travelling libraries. Nor is it necessary to have them all at once. All the 4 City Central Libraries, the 9 District Central Libraries, the 224 Branch Libraries and the 90 Library Vans will be needed only at the ultimate stage. The proper course is to phase the programme. In the first phase, preference may be given to the District Central Libraries in the 3 districts where there are already District Library Authorities. It must be remembered in this connection that these buildings should be put up, not in the capital of city, but at a central point of the district as already stated in section 523 of Part D. From the second phase onwards, the 4 City Central Libraries and the remaining 6 District Central Libraries may be erected in succession. In each phase, some branch library buildings also may be constructed. With regard to the travelling library van, one van may be got even in the first phase for each of the three districts of Malabar. In the second phase, one van may be got for each of the other districts. From the third phase onwards, some additional vans may be purchased for the various districts.

82 State Central Library

The Travancore Public Library, which is to become the State Central Library, has already a building of its own. It is situated in the parts.

821. THE LATEST PART

The latest part is a stack room in four tiers. It is said to have been designed some three years ago. It is just being completed. It has not yet been provided with the necessary book-racks and the furniture. It is a matter for regret that its design is a less than a copy of the an American library

building of pre-war days, which has been long out-moded. It has been made unnecessarily costly. It would have been made more functional, if the latest post-war specification had been followed, or if the advice of a competent librarian had been taken in time. However, its fittings and furniture at least may now be designed according to the standard specification set up by the Indian Standard Institution.

822 The Middle Part

The just earlier part is even worse. I am told that it was built only 10 years ago. It is a pity that it should have been so badly designed, though it too is a post-war construction. However, it is possible to improve it so as to make it more functional and have double the present capacity.

83 The Oldest Part

The oldest part of the building is in the Victorian pattern. As it is, it does not easily admit of open access. One half of it—the long hall—can be easily adapted for open access. The monumental front part with a handsome staircase at the centre is a real problem. One should hesitate to spoil its beauty and adapt it for library purposes. / Perhaps a good use of this part will be to convert it as residential quarters for the librarian and one other member of the library staff. The access to the three wings of the library may be provided by drives on one of the two off-sides of this beautiful front-portion.

83 New Buildings

All new library buildings, be they for city central libraries or district central libraries or branch libraries, may be made to conform to the standard set up by the Indian Standards Institution. This National Body for Standards has the Sectional Committee BDC 27 for library buildings, fittings, and furniture. This Committee has on it architects, engineers, and librarians with myself as the Chairman. The first instalment of the specification relating to the primary elements in the design of library buildings fittings and furniture has been released for wide circulation in the ISI document BDC 27(435). This may be adopted. I am making special mention of this as another big library building in Trivandrum—~~the~~ ~~new~~ ~~city~~ ~~Library~~ ~~Building~~ ~~under~~ ~~construction~~—has also given ~~to~~ ~~be~~ ~~deviated~~ ~~from~~

the essential functional requirements of a modern open access library building. At the request of the University, I have endeavoured to suggest methods for making the best use of what has already been made rigid. Such unnecessary problems can be avoided by following the standard specified by the Indian Standard Institution. I must state here that standard does not in any way take away from the freedom for originality and aesthetic design on the part of an architect. India has not had many opportunities for designing functional library buildings. That is the only reason for the faults. That is again the reason why, at the suggestion of the Library Committee of the University Grants Commission, the Indian Standard Institution has set up the Sectional Committee for the Primary Elements in the Design of Library Buildings Fittings and Furniture, referred to already.

INDEX

Note :—

- 1 A B C D and E refer to the Part
 - 2 The Arabic numerals refer to the Section in the Part concerned.
 - 3 *irt* = in relation to
- Academic library system A57
irt Schools E5
- Accounts B67
irt Sanghom D47
- Administration of Trivandrum Public Library E14
irt Government grant D12
- Admission to libraries B71
- Aided library C4
 in first phase D514
 in second phase D527
- All Asia Educ Conf A33
- All-party measure A18
- Andhra Pradesh A681
- Annual Report and
 State Librarian B76
 Top Management E196
- Apical library A46
- Approved city area B31
- Approved rural area B31
- Art E145
- Assessment D43
- Audit B67
- irt* Sanghom D47
- Authors, Sprouting of A83
- Atma lingam 12
- B B Sc
- Immediate needs D73
- Syllabus E7
- Biographical Bureau B55
- Blind Library
- F A24
- Book
 far line D77
 h...
 lo...
 purchase...

Book—(contd.)

- rush purchase D44
- selection and
 local library A46
 top-management E191
 supply to soc educ centre D61
 uncorrelated purchase D45
- Book collection in
 Education Library E22
 Local Libraries D46
 State Central Library E17
- Branch Library Committee
 Act B43
 for city A683
 for town A684
irt Second Law D525
- British National Bibliography E154
- Brussels Congress E15
- Business library system A 58
- Methods E42
- Carnegie A21
irt Centralisation A48
 Great Britain A31
- Cataloguing E154
- Centenary of British Act A48
- Central Education Library E2
- Central Library A55
 for city *see* City Central Library
 for district *see* Dist Central Library
 for school *see* City Central School Library and District Central School Library
 for state *see* State Central Library
- Centralisation A45
 Resistance to A47
- Certificate course E7
- Chain procedure E154
- Cinema A14
- City Central Library
 Building E84
 Number D34
 Second phase D525
 Viability A65

- City Central School Library E53
 City development plan C2
 Library Authority B311
 Library system D34
 School Library Fund E53
 Classification scheme E15
 Classified Catalogue Code E154
 Clerical staff D703
 Cochin Library Bill 12
 Colon Classification E151
 Copyright
 Act B52
 collection E171
 list D515
 Conspectus 16
 Constitution
 City Library Authority B311
 District Library Authority B312
 Executive Committee B41
 State Library Committee B231
 Rules 411
 Subcommittee B43
 Town Library Committee B43
 Village Library Committee B44
 Counter-set-up E16
 Creative ability of
 State Librarian D26
 Cultural deposit A11
 Denmark A45
 Details, Method of D82
 Development Plan B350
 Rules
 City C2
 District C3
 District Central Library
 Building E84
 Number D351
 Second phase D522
 Viability A65
 District Central School Library E53
 District development plan C3
 District School Library fund E53
 Documentation in
 Educational library E28
 House of Commons E32
 Institutional Library E33
 Secretariat Library E46
 Dorking Conference E15
 Dormitory collection in
 first phase D516
 State Central Library D516
 Trivandrum Public Library E172
 Education Library, Central E2
 Executive Committee B41
 Extinguishment B354
 Faizi Committee A24
 Fiction collection E24
 First phase D51
Five laws of library science E111
 Function of
 Public library system A1
 Secretariat Library E45
 State Lib Commn C13
 Gandhi A41
Gospel of wealth A21
 Govinda Menon 12
 Government control B362
 Governmental functions E41
 Great Britain *in*
 Centralisation A45
 Library finance A31
 Parliament Library E33
 Subscription library A23
 Habitation D33
 School library E56
 Secretariat library E48
Headings and canons A45
 Historical research A11
House of Commons papers E33
 Humanities E
 Hyderabad A
 Implementation D
 Indian Adult Educ Association A41
 Indian Library Association 14
 Indian library
 Bibliography
 Teaching X
 Inter-library
 Bureau
 London

...dy Conference E151
 ... E 142
 ...measure A18
 ...nger A17
 ...y Bill B
 ...rary lay-out D3
 ...Granthasala Sanghom *irt*
 ...laims for membership A66
 ...unction D13
 ...tegration A46
 ...p Sanghom
 ...Library Association 15
 ...Public Libraries Bill B
 ...Ministry A24
 ...r Party A 31
 ...of library science E111
 ...re A14
 ...ature Library E3
 ...ry administration E13
 ...y bill
 ...Cochin 12
 ...Kerala B
 ...ravanore 12
 ...ing E8
 ...Furniture D54
 ...irav Pub Lib E82
 ...University Lib E84
 ...Rate of D86
 ...finance D84
 ...y development plan D81
 ...Fund
 ...Local B64
 ...State B66
 ...Grant B62
 ...amount D84
 ...present D45
 ...special B62
 ...Union A
 ...in New Edu
 ...irrigatio
 ...lake D 43
 ...lay-out D3
 ...n-power

Library manual E143 and 176
 Library of Congress E33
 Library
 ...personnel A7
 ...Educational Library E28
 ...Legislature Library E36
 ...Public library system
 ...Secretariat Library E 47
 ...School library system E54
 ...State Central Library E18
 ...policy A6
 ...rules B72
 ...service to social educ D64
 ...tank D43
 Library tour E37
 Library
 ...training, Grant for B63
 ...unit, Viable A41
 Literacy, A13
 Literature search E32
 Live book collection E174
 Local Board Act A65
 ...irt Library D256
 Local Library Authority *irt*
 ...Act B31
 ...Personnel A 66
 ...Policy A 682
 ...Second phase D 251
 Local Library Order B36
 Localisation A46
 Loss-of books E176
 Madras *irt*
 ...All-party measure A18
 ...Book-hunger A17
 ...State Librarian A681
 Madras Library Association *irt*
 ...Book-hunger A17
 ...Library Act 13
 Madras Public Libraries Act *irt*
 ...Genesis 12
 ...Library finance A34
 ...Repeal B92
 Maintenance E17
 Malabar Library Authority D51;
 Malayalam D:7
 Model Library
 ...Bill A,1
 ...Act A13
 ...fountain
 ...Aundasserry 12
 ...Namboothiripad 11

NEW LIBRARY DEVELOPMENT PLAN FOR 1964

- New Education E51
- Newspaper cutting service E37
- Old books D46
- Organisation of libraries in India E54
- Organisation of Secretariat Library E46
- Organising Inspectors of Sanghom D47
- Paid personnel of Sanghom D14
- Open access E176
- Osmosis, Method of E153
- Personality and salary scale A75 of State Librarian D22
- Pioneer work D21
- Periodicals and Top-management E193
- Political sphere A12
- Positive science E 25
- Private benefaction A21
- Productivity A15
- Professional staff D701
 - Immediate D72
 - Ultimate D73
- Public
 - finance A3
 - library system A
 - relation E115
- Quality of reading D15
- Radio A14
- Ramaswamy Ayyar 12
- Reading materials A8
- Recataloguing E154
- Reclassification E152
- Reference books E26
- Reference service E116
- Residence of Librarians C5
- Reservoir collection D517
- Renascent India A17
- Research
 - in natural science E44
 - in-parallel A15
 - in-series A15
 - in social sciences E43
 - potential A15
- Rules-making B81
- Rural
 - branch library D35
 - habitation D356
 - Library Authority B3.2
 - population D31
 - purchase D44
- Salary scale A73
- Sanghom 111
 - Allergy D15
 - Audit D67
 - Its staff D47
 - Village service
- School and college library
- School library system
 - Second
 - Law A51
 - phase D52
- Secretariat Library E4
- Self education A14
- Semi-professionals 111
 - Course of study E7
 - Immediate need D75
 - Nature of work D702
 - Ultimate need D75
- Semi-urban branch D34
- Service
 - at school library E 54
 - collection D518
 - library A54
 - in city A64
 - in town A63
 - station D357
 - facilities C49
 - in second phase D524
 - In village A62
- Shelf
 - arrangement E195
 - register card E195
- Sliding scale C4611
- Size of
 - Legislative Library E3
 - Service library A54
- Social
 - centre A11
 - education D6
 - se D64
- Social education literature A8
- Socialisation A51
- Staff
 - and top-management E198
 - cost of D83
 - for copy-right collection E11
 - for Legislature Library E3
 - for reclassification E152
 - for Secretariat Library E47
 - for Top-Publication 8
 - for 111