CHAPTER-3
PROFILE OF THE LIBRARIES UNDER STUDY

As mentioned in the introductory chapter, the present research is based on the study of six major law libraries in Delhi. The researcher personally visited the following law libraries to study in detail their profiles and collected the required data:

- The Indian Law Institute
- Law Library, University of Delhi
- Law Library, Jamia Millia Islamia
- Supreme Court Judges Library
- High Court Judges Library
- Parliament Library

The researcher has tried to collect all the information about these libraries, understood their functioning, got information about the kind and quantum of books and services, etc. available in them and was almost satisfied with the kind and friendly support which he got in the libraries of above stated institutes. Finally, based on the information collected from the Librarians / Directors of the respective libraries, the researcher’s own observation and the secondary information taken from the websites of these libraries and other relevant sources, brief comprehensive profiles of the above libraries have been prepared and are presented henceforth.

3.1 THE INDIAN LAW INSTITUTE

The Indian Law Institute (ILI) was founded in 1956 as an autonomous body, primarily with the objective of promoting and conducting legal research. It was granted the status of Deemed University in 2004 vide a notification of the Ministry of Human Resource Development, Government of India. It is an International Centre for advanced socio-legal research which has done significant work in the field of legal research, education and training. Besides performing important advisory role in fostering empirical research and making law as an instrument of social engineering, it undertakes research on current legal issues. Hon’ble Chief Justice of India is the ex-officio President of this Institute. The Law Minister of Government of India & the Attorney-General of India are its ex-officio Vice Presidents. Third Vice-President is elected by the members of the Governing Council, from only among themselves. Judges of the Hon’ble Supreme Court of India and the Delhi High Court, prominent
lawyers, Government officials and Professors of Law have a share of representation in the Governing Council of the Institute (available at http://www.ili.ac.in/default.htm).

3.1.1 The Institute’s Library

The Library of the Institute was established in 1956 and is one of the leading and rich law libraries in Asia and attracts scholars from all over the world for legal research. The University Grants Commission has recognized the library as a place for legal research leading to doctorate degree in law and political science. It has more than 75,000 titles. It subscribes to 270 current legal periodicals. Journal of Indian Law Institute (JILI) is one of the leading law journals. Another chief publication is the Annual Survey of Indian Law (ASIL) that contains surveys contributed by academicians and practitioners.

Every year thousands of law researchers from different parts of the world visit the library for legal research. The Judiciary, Central and State Government officers, various Embassies and High Commissions in Delhi have also been using the referral services of the Library.

For policy formulation, the Library basically depends upon a Library Committee that consists of 10 members, who includes Hon’ble Judges, Attorney General of India, Solicitor General of India, Senior Advocates, Professors, and Director of ILI. Hon’ble Mr. Justice R.V. Raveendran; Judge in the Supreme Court of India is Chairman of Library Committee.
The Indian Law Institute’s Library collection development policy emphasizes the acquisition of the complete primary resources of India. The legal resources of the United Kingdom, United States of America, Canada, Australia and New Zealand are also extensively acquired. Over the years, the library has developed collection on Jurisprudence, Judicial Process, Constitutional Law, Intellectual Property law, Public International Law, Environmental Law, Human Rights, Criminal Law, International Business Transactions, Laws of the European Community, and Laws of the ASEAN (Association of South East Asian Nations) Nations. The Library also has a good collection of Parliamentary Debates (India and Great Britain), Commissions and Committee Reports, Indian Central and State Legislation, and Gazette of India notifications. The Library maintains a collection of rare documents which includes Indian Law Reports, Indian Cases, Law Reports, Federal Court Reports, Moore’s Indian Appeals, Times Law Reports, and Indian High Courts Reports–Allahabad, Bombay, Calcutta, and Madras.

3.1.2 Library Services

Apart from basic library services, the Library of Indian Law Institute offers:

- Indexing of Indian Legal Periodicals
- Indexing of Indian Legislation.
- Newspapers Clippings Service.
- Internet Service.
- Documentation and Bibliographical Services.

3.1.2.1 Legal Information Resource Centre (LIRC)

Hon'ble Mr. Justice Y.K. Sabharwal, former Chief Justice of India, inaugurated the Legal Information Resource Centre on 4th January 2007. The LIRC has 12 computers and 2 heavy duty printers with Wi-Fi technology. Computers are equipped with important databases and websites. The centre is also retrieving legal information available free of cost from Indian and foreign websites of the Apex Courts, International Courts, Legal Information Institutions, Law Commissions, Human Rights Commission. The Legal Information Resource Centre is equipped with CD's and website which includes SCC On-line, AIR InfoTech, Law Premium, West Law, Planning Commission Reports, Law Commission Reports, etc. Information from Indian and foreign courts that are available free of cost such as websites of Supreme Court of India, High Courts, U.S. Supreme Court, Australian High Court, Canadian
Supreme Court and other Apex Courts of various countries are retrieved. The Resource Centre also retrieves legal information from websites of Legal Institutions around the world. The retrieved information is made available to the readers through printouts and e-mails. Information about case law or legislation which is available on CD/Web is also made available to the readers.

3.1.3 Library Hours

The library offers its services practically throughout the year. It remains open from 9.00 a.m. to 8.30 p.m. on week days and from 10.00 a.m. to 5.30 p.m. on Saturdays and from 10.00 a.m. to 5.30 p.m. on Sundays. It remains closed on National and Gazetted holidays.

3.1.4 Library Rules

Members of the Institute are permitted to use the library for the purpose of research only for a limited period. Only final year bona fide students of LL.B., LL.M., Ph.D. scholars from other universities are also allowed to use the library on producing recommendation letter from the Head of the Department/Principal of the College, by paying the library entry fee of Rs. 25/- per day. Researchers, who are not members of the Institute, may use the Library for reference purposes only after obtaining permission from the Librarian. Temporary permission is given upto one month at a charge of Rs. 300/-per month. The researchers are also provided with photocopy machine facility where they can take photocopies of important documents by paying the nominal charges.
3.2 UNIVERSITY OF DELHI

The Delhi University was established in 1922 and is the premier and largest university of the country. It is known for its high standards in teaching and research and attracts eminent scholars to its faculty. The President of India is the Visitor, the Vice-President is the Chancellor and the Chief Justice of the Supreme Court of India is the Pro-Chancellor of the University. At present, there are 16 faculties, 86 academic departments, 77 colleges and five other recognised institutes spread all over the Delhi city, with 1,32,435 regular students (Under Graduates: 1,14,494, Post Graduates: 17,941) and 2,61,169 students (Under Graduates: 2,58,831, Post Graduates: 2,338) in non-formal education programme (available at http://www.du.ac.in/index.php?id=10).

The university, as on 30.06.2011 headed of as many as 15 big libraries apart from libraries in colleges (available at http://www.du.ac.in/index.php?id=10). It consists of the Central Library, Central Science Library, Ratan Tata Library, Arts Library, South Campus Library, Law Library and FMS (Faculty of Management Studies) Library as its major libraries. These libraries are accessible to the library users through a unique library system viz. Delhi University Library System (DULS) having more than 34 libraries in its fold. The DULS is accomplishing its task of reaching to wider academic community. The university has advanced its web activity with the subscription of 63 high quality electronic databases made available through campus network to teachers, students and research scholars. In addition to this 21 more databases are also accessible through UGC-INFONET Digital Library Consortium (available at http://www.du.ac.in/index.php?id=10). DULS also promotes Open Access e-resources. Its success lies on its use by the academic community of Delhi University. DULS is regularly conducting innovative Information Literacy Programmes (ILP) for the benefit of students, researchers and faculty members and also making efforts in developing tutorials to make the community proficient in the use of World Wide Web. The university’s OPAC is also being strengthened with a view to facilitate right information to the right user at the right time.
3.2.1 Law Library- University of Delhi (LL-UD)

The Faculty of Law was established in 1924 and is located at the Chhatra Marg, University of Delhi. The Faculty has now three Law Centres i.e. Campus Law Centre, Law Centre-I at the Faculty of Law (North Campus), Chhatra Marg, University of Delhi, and Law Centre-II at Dhaula Kuan, New Delhi. The major courses offered under the Faculty are L.L.B., L.L.M. and Ph.D. The Faculty of Law administers Master of Laws (LL.M.) (Two year full-time course meant for those who are not employed or engaged in any trade, profession, business or occupation) and Three- year part-time course (meant for all), Doctor of Philosophy (Ph.D.) and Doctor of Civil Laws (D.C.L.) programmes along with Master of Comparative Laws (M.C.L.) for foreign nationals (available at www.du.ac.in- last accessed on).

The Faculty has a comprehensive research programme leading to the award of Ph.D. degree. In all, more than 200 research scholars have been awarded Ph.D. degree. One person has also been awarded D.C.L. degree.

The faculty has a Faculty Placement Council (FPC) which caters to employment needs of its students. In addition, the faculty has also Faculty Legal Services Programme which provides legal education services in its various dimensions in Delhi and surrounding areas.

The Faculty has been publishing a journal titled Delhi Law Review since 1972. The Journal contains articles from eminent academicians from India and abroad.
Faculty also publishes a separate issue of Delhi Law Review containing contributions from the students. Apart from this, the Law Centre-II is also publishing a journal titled *National Capital Law Journal*.

The Faculty Library is one of the best and the biggest library in the country. It was established in July 1924. It has over 1.25 lakh books/thesis and dissertations and a large number of law reports and journals. It subscribes to nearly 160 national and international journals. The Faculty Library caters to the needs of students and researchers engaged in legal studies and intensive research, besides catering to the needs of the Bench and the Bar. The library has its own website. The library uses TROODON: 4, software, for the issue and return of books with the bar code method.

The Library has a dedicated E-Resource Centre for accessing a large number of electronic databases of journals and reference sources subscribed by the University through the Library's website. These databases consist of judgments, journals and reference material in law areas of learning, teaching and research. Several important reference and citation analysis sources are also being subscribed by the University. The library regularly organizes orientation and literacy programmes for students for promoting the usage of e-resource, users may contact the librarian for any additional help required while accessing the databases.

The library subscribes to a large number of e-resources including ABI/INFORM Complete.; Annual survey of Indian Law (Digital Version) from 1965; British Parliamentary Papers; Cambridge University Press; Chicago Manual of Style; CLA Plus Corporate and Business Law Encyclopedia; Credo Reference; Current Abstracts; eJurix; Encyclopedia Britannica; Encyclopedia of Cybercrime; Encyclopedia of Islam; Encyclopedia of Law Enforcement; GIST Find; H. W. Wilson Omni File Full Text; Indlaw.com (Indian Law); JCCC; Keesing's World Archive; Lawpack; Legal Pundits; Lexis Nexis; Making of Modern Law: Legal Treatises, 1800-1926; Making of Modern Law: Trials, 1600-1926; Manupatra; New York Review of Books; Oxford Dictionary of National Biography; Oxford Journal of Social Science Archives; Oxford University Press; Sage Journals Online; SCC Online; SCOPUS; SocIndex; Springer Link; Springer Online Journal Archives; Statesman Year Book; The Journal of the Indian Law Institute (Digital Version) from 1958; The Patent and Trade Marks Cases from 1981; UGC Info Net; University Database; Westlaw International Online Database; Women History; World Bank Online; World Intellectual Property Search (Patent Database). Some Other Public Domain Resources
like Judgment Information System, Online Reference Sources, E- Journals, Electronic Books useful links are available on library website.

### 3.2.2 Library Services

#### 3.2.2.1 Online Catalogue

The Library is providing OPAC (Online Public Access Catalogue) services for its users.

#### 3.2.2.2 Lending Services

Lending services are available to students as per their entitlement. Circulation timings are from 9:00 a.m. to 7:45 p.m. on week days and 9:00 a.m. to 5:00 p.m. on Saturdays. Items like theses, dissertations, periodicals, magazines, newspapers and bound volumes and CDs are not for issue purpose.

#### 3.2.2.3 Reference Services

Library provides the reference services for the LL.B. /LL.M. / M.C.L. and faculty members in the form of articles, cases, data and statistics.

#### 3.2.2.4 Internet Services

The law faculty library provides facilities for accessing internet and Library’s E-resources from within the Library. Three computers are available for this purpose; initially the service is available for LL.M. / Ph.D. and research scholars only.

#### 3.2.2.5 Photocopy Services

The photocopy services for the LL.B. / LL.M. / M.C.L. and faculty member is available in Library privately. Students can Xerox cases and other material in the Library Premises.

#### 3.2.2.6 Inter Library Loan Services

Law Faculty Library provides such material from other libraries on loan basis which is not available in our own library for a limited period of time.

### 3.2.3 Library Hours

This library remains open from 9:00 a.m. to 8:00 p.m. on week days (five days) and Saturday from 9:00 a.m. to 5:30 p.m. it also remains open on Sundays and Holidays during examination period.

### 3.2.4 Library Rules

- Entry to library is permitted on production of valid identity card issued by the librarian.
- Bags, mobile phones are not allowed inside library.
- Library identity cards are not transferable.
- Library is a no smoking area.
- Complete silence is to be observed.

### 3.2.5 Members Privileges

- LL.B. - 4 Books for 10 days
- LL.M./M.C.L. - 4 Books for 10 days
- Ph.D. - 6 Books for 30 days
- Teachers - 10 Books for 30 days
- A late fine of Rs.1 per day is charged for books returned after due date.
3.3 JAMIA MILLIA ISLAMIA

Initially, Jamia Millia Islamia was established as an institution in 1920 at Aligarh. Subsequently, it was shifted to Delhi in 1925. It became a Central University by a Special Act of the Indian Parliament in 1988. The list of its Faculties includes Education, Humanities & Languages, Natural Sciences, Social Sciences, Engineering & Technology, Law, Architecture and Ekistics, Dentistry and Faculty of Fine Arts. Besides its faculties, the Jamia has more than 25 Centers of learning and research, like Mass Communication Research Centre (MCRC), Academy of Third World Studies (ATWS), Centre for Management Studies, Centre for the Study of Comparative Religions and Civilizations, Centre for Jawaharlal Nehru Studies, Centre for Distance and Open Learning, and Centre for Gandhian Studies, etc. The Jamia is also promoting the field of Information Technology (IT). It offers various undergraduate and postgraduate IT courses. Apart from this, the University has a campus wide network which connects a large number of its departments and offices (available at http://jmi.ac.in/).

Dr. Zakir Husain Library, named after the ex-President of India, (Late) Dr. Zakir Husain which was established in 1973, is the Central Library of the Jamia Millia Islamia University. It has a stocking of rich collection of over 3.28 Lacs learning resources in all major disciplines taught in the University and spread over an area of 23,038 sq. feet. This library caters to the academic needs of the university students, staff & research scholars. It has two spacious reading rooms of 1800 sq. feet each. The collection consists of books, periodicals, pamphlets, manuscripts, photographs & electronic resources. The stack areas are spread over four floors and the reference section has a separate hall of 9000 sq. ft. Besides, the Rare Book Collection is also housed separately in a hall of about 10,000 sq. ft. area. The Periodical Section is housed in a newly constructed separate wing, and has a two-storied stack area and a Reading Area of about 11,000 sq. ft. The library provides open access to users; except Rare Books Section; Manuscripts and Archival Material where closed access is observed. The Text Books Section also observes closed access system (available at http://jmi.ac.in/studyatjamia/library/zhlibroduction).

The library has fully computerized its most actively used collection, which is now available to users through OPAC (Online Public Access Catalogue) with network access across the campus-wide LAN. The Digital Library provides electronic access
to thousands of E-journals through 15 major databases in various areas of Sciences, Social Sciences, Arts and Humanities, Engineering, Law, etc. The library has a dedicated Internet Area where students are encouraged to make use of E-Journals, with regular Orientation Programmes.

3.3.1 Law Library- Jamia Millia Islamia(LL-JMI)

The Faculty of Law, Jamia Millia Islamia, was established in 1989. Being the youngest of the Faculties of Jamia, over the last decade it has passed through various stages of development while having made significant progress towards becoming a notable centre for legal learning in the capital.

In addition to five year B.A. LL.B. course, the Faculty is also running an LL.M. (Four Semester) course, presently in three streams, i.e., Personal Laws, Corporate Laws and Criminal Laws and a Ph.D. programme.

Law Library, Jamia Millia Islamia

It is situated at Maulana Mohammad Ali Jauhar Marg, Jamia Nagar and New Delhi. The Faculty of Law Library supports the specific needs of nearly 500 law students, research scholars and faculty members. It has a collection of over 15000 documents, including textbooks, reference materials, practitioner works, law reports, etc. The library has an annual budget of Rs. 6.0 lakh that includes the budget provision for books, printed periodicals and e-journals.
3.3.2 Library Services

The services provided by the faculty library include Reprographic Services, Information Services, Inter-Library Loan Services, Current Awareness Services, On-line Services, Online Journals / Databases. The library uses LibSys software for library purposes.

3.3.2.1 Legal Services Clinic

The Faculty has established a Legal Services Clinic that undertakes several activities:

- Organizing Moot Courts and Mock Trials to sharpen the focus on building skills in Advocacy and Court Procedures.
- Organising sessions, Lectures, workshops, etc. for the purpose of capacity building in counseling, Negotiations, Mediation, Conciliations & Arbitration, Client Interviewing and Office Management;
- Organising Legal Aid, Legal Literacy, Community Service Programmes and engaging students in Lok Adalats;
- Engaging students in research on issues related to Legal Reforms and Public Interest Litigation;
- Creating and developing a Documentation and Information Dissemination Centre.

3.3.3 Library Hours

This library remains open from 9:00 a.m. to 8:00 p.m. on week days (five days) and Saturday from 9:00 a.m. to 5.30 p.m. it also remains open on Sundays and Holidays during examination period.

3.3.4 Library Rules

- Entry to library is permitted on production of valid identity card issued by the library In charge.
- Bags, mobile phones are not allowed inside library.
- Library identity cards are not transferable.
- Library is a no smoking area.
- Complete silence is to be observed.
3.4 SUPREME COURT OF INDIA

The Supreme Court of India came up in 1958 and is located on Tilak Marg, New Delhi. On 28 January 1950, two days after India became a sovereign democratic republic, the Supreme Court came into being. The inauguration took place in the Chamber of Princes in the Parliament Building. The Chamber of Princes had earlier been the seat of the Federal Court of India for 12 years, between 1937 and 1950, and was the seat of the Supreme Court until the Supreme Court acquired its present premises in 1958 (available at http://www.supremecourtofindia.nic.in).

The Supreme Court of India comprises the Chief Justice of India and not more than 30 other Judges appointed by the President of India. However, the President must appoint judges in consultation with the Supreme Court and appointments are generally made on the basis of seniority and not political preferences. Supreme Court Judges retire upon attaining the age of 65 years. The Supreme Court of India is the highest judicial body of India. According to the Constitution of India, the role of the Supreme Court is that of a federal court, guardian of the Constitution and the highest court of appeal.
3.4.1 Supreme Court Judges Library

Supreme Court Judges Library

The Supreme Court Judges Library was established in 1937, and then known as Federal Court Library. The Library contains significant legal literature to support the need of Hon'ble Courts and judges. It has a collection of about 2,80,000 legal documents, which includes books, monographs, commission reports, government publications, centre and state legislations and other legislative materials. It subscribes to about 220 Indian and foreign legal journals both academic and reporting documents. The library presently subscribes 14 English and 8 Hindi News Papers it also subscribe 11 magazine. (available at http://www.supremecourtof india.nic.in). The Library has staff strength of 85 including 14 professional librarians. The users of the library are Hon'ble Judges, Officers of the Registry and the Law Clerks attached to the Hon'ble Judges.

3.4.2 Library Services

Supreme Court Judges Library is a grid of libraries. In addition to Central Library, it also maintains workable collection in 15 Bench libraries and 31 residential libraries of Hon'ble Judges. There is also a separate Reference Library-cum-Reading Room for the Hon'ble Judges in Judges Gallery. Supreme Court Judges Library is essentially a “Reference and Research wing” of the Apex Court. It has to keep close watch over the multifarious literature requirements of Hon'ble Judges and Court functionaries. It functions as the throbbing heart of the Apex Court. To cater the needs of its users, library provides quick reference service. In addition to cater to the
information requirements of Hon'ble Judges, the library also provides desired information during court proceedings.

3.4.2.1 Legal Databases in Library:

3.4.2.1.1 Commercial databases:

Library is subscribing 8 commercial legal databases in main library and residential libraries.

1. SSC online
2. Manupatra
3. West Law India (with International module)
4. AIR Infotech database
5. ITR Online
6. ExCus
7. Tax India On-line
8. Taxmann
   a. Direct tax laws
   b. Company law
   c. Services Law

3.4.2.1.2 In-house databases

In addition to the commercial legal databases subscribed by the library, the Supreme Court Judges Library has developed many useful in-house databases in the library; most of them are available for full access on the home page of the library for the legal fraternity.

1. SUPLIS
2. SUPLIB
3. Legislation
4. Database of reportable Judgements since 2011
5. Catalogue (OPAC)
6. Database of law commission reports
7. Database of committee/commission reports
8. Database of select/joint committee reports
9. Database of references published in supreme court report
10. Database of newspapers articles.
3.4.2.1.3 Publications

Library is regularly bringing out many publications for current awareness purpose of Hon’ble Judges.

1. Accession list (quarterly)
2. Recent Judgements
3. Current contents (monthly)
4. Library catalogue supplement
5. Reference of reportable cases

3.4.2.2 Library and information services

Library is providing the following library information services to cater to information requirements of Hon’able judges.

1. Lending service
2. Legal research and literature search service
3. Inter library loan service
4. Current awareness service
5. Newspaper clippings services
6. Newspaper article indexing service
7. Information Retrieval through legal database
8. Information Retrieval through internet
9. Information consolidation service
10. SDI service
11. Reference service

3.4.2.3 Retrieval tools developed by the library

Library has developed many useful tools to find expeditiously the information frequently require by the Hon’able Judges courts.

1. Equivalent citation table.
2. Union catalogue of current periodicals subscribed in Supreme Court and high court libraries.
3. Index to central acts with amendments.
4. Index to state acts with amendments for each state.
5. Journal holdings.
6. Database of reportable judgements since 2011.
3.4.3 Library Hours

The library opens for all the days in a year. (except 5 days, 3 National Holidays and the day of Holi and Diwali). 10:00 a.m. to 5:30 p.m. (10:00 a.m. to 5:00 p.m. on Saturdays, Sundays and Holidays).
3.5 THE HIGH COURT OF DELHI

The High Court of Delhi was established on 31st October 1966. Initially, the High Court of Delhi exercised jurisdiction not only over the Union Territory of Delhi, but also Himachal Pradesh. It had a Himachal Pradesh Bench at Shimla in a building called Ravenswood. The High Court of Delhi continued to exercise jurisdiction over Himachal Pradesh until the State of Himachal Pradesh Act, 1970 was enforced on 25th January 1971. The High Court of Delhi was established with four Judges. They were Chief Justice K. S. Hegde, Justice I. D. Dua, Justice H. R. Khanna and Justice S. K. Kapur. The sanctioned strength of Judges of this High Court increased from time to time. Presently, the sanctioned strength of Judges of the High Court of Delhi is 29 permanent judges and 19 additional judges (available at http://delhihighcourt.nic.in/history.asp).
3.5.1 High Court Judges Library

3.5.1.1 Court Libraries

The main library is situated at on the 3rd floor of District Courts at Tis Hazari. There are branches of library at other court complexes. The total number of titles supplied to the judicial officers for the residential libraries is 97,020.

The bibliographic detail of all these documents has been digitalized.

In Reading & Research Room at Tis Hazari and Rohini courts Library books of General subject are available on various interesting titles for catering the reading interest of all judicial officers.

Karkardooma Courts and Patiala House Courts Library is proposed to be reorganized with a separate reading and research room. The infrastructure facilities/requirements for all the four libraries are to be strengthened in near future and as the proposal of establishing Court building at Dwarka is in pipeline, the similar type of infrastructures and faculties as available will also be proposed for library at Dwarka Court premises.

In all there are 1,43,878 titles in documentary text form are available in the District Court libraries and the bibliographic details of all have been digitalized. Out of these there are individual court libraries.

The work of renovation and computerisation of libraries has been completed. The reading room at Tis Hazari was renovated and is now very comfortable with air-condition facility. Library cards have been issued to Judges and Officials to keep track of the books, issued from Libraries.

The following journals, computer and general magazines, Newspapers etc. are being subscribed for the district court libraries:
Apex Decisions Supreme Court, Apex Decisions High Court, All India Reporter, Delhi Law Journal, Labour Law Journal, Criminal Law Journal, Divorce & Matrimonial Cases, Prevention of Food Adulteration Cases, Drug Cases, Patent and Trade Marks Cases, Rent Control Journal, Accident Claim Journal, Supreme Court Cases, Chandigarh Criminal Cases, Swami’s News, D.L.T (criminal), Journal of Criminal Cases, P.C. Quest, Data Quest, Express Computer, India Today, News Week, The Week, Outlook, Reader’s Digest, Nav Bharat Times (Hindi) 03 Copies, Rashtriya Sahara (Hindi) 01 Copy, Indian Express (English) 03 Copies, The Pioneer (English) 02 Copies, The Times of India (English) 03 Copies, The Hindu (English) 02 Copies, Hindustan Times (English) 02 Copies

3.5.2 Library Services

The following services are being provided to the members of the library:

All India Reporters and Delhi Law Times are being supplied to the judges for residential libraries.

All the judicial officers have also been provided with the Law CDs of AIR containing judgments of the Supreme Courts Cases (1950-2007) and the judgments of AIR High Court and Criminal Law Journals (1985 to 2007).

**Law CDs:** 10 sets of CD-ROM, SCC On-line, Supreme Court Cases (full Text 1950 onwards) which were acquired in library have been updated. These are provided to the judges on temporary basis and also available in all the libraries at Tis Hazari, Karkardooma, Patiala House and Rohini court Library to cater the legal referral quest /requirement of judicial officers.

**New Arrivals:** The latest editions of Law Books, Bare Acts of year 2007, have been acquired and these books are issued to the judges on temporary and as well as permanent basis.

**Computers:** All the libraries at Tis Hazari court, Karkardooma Courts, Patiala House courts have been provided with Computer, Bar Code Scanners and Web Cameras. The Library branch at New District Courts Rohini is also provided with the computers to process the library activities. The provision for library at Dawrka Courts (proposed) is also in pipeline and in future similar facilities will be provided.

**Laser Printers:** Laser printers are available in libraries at Tis Hazari, Karkardooma complex, Patiala house and Rohini to produce the hard copy facilities to the users and for library work.
Internet & CD ROM: Internet facilities for Judges are available in Reading & Research Room at Tis Hazari Courts Library and Rohini Court Library. The Latest Version of Law CDs of A.I.R. Supreme Court, Delhi High Court, Criminal Law Journal and the computer for the use of lawyers and judges both at Tis Hazari Courts, Patiala House, Karkardooma Court Library and Rohini Courts Library.

3.5.3 Library Hours

The working hours of the library are from 10 a.m. to 5.00 p.m. on week Days and Sundays. Library opens on all holidays except National Holidays.
3.6 INDIAN PARLIAMENT

The Parliament of India is the supreme legislative body in India. Founded in 1919, the Parliament alone possesses legislative supremacy and thereby ultimate power over all political bodies in India. The Parliament of India consists of the two houses and the President of India. The president has the power to call, prorogue and dissolve parliament. The parliament is bicameral, with an upper house called Council of States or Rajya Sabha, and a lower house the House of People or Lok Sabha. The two Houses meet in separate chambers in the Sansad Bhawan (commonly known as the Sansad Marg), in New Delhi. The Members of either house are commonly referred to as Member of Parliament or MP. The MPs of Lok Sabha are elected by direct election and the MPs of Rajya Sabha are elected by the members of the State Legislative Assemblies and Union territories of Delhi and Pondicherry only in accordance with proportional voting. The Parliament is composed of 802 MPs, who serve the largest democratic electorate in the world and the largest trans-national democratic electorate in the world (714 million eligible voters in 2009), of the 552 members of the House of People, 530 members represent the territorial Constituencies in the States, 20 represent the Union territories. These members serve a 5 year term until the next General Election is held. 2 members are chosen by the president. House seats are apportioned among the states by population in such a manner that the ratio
between that number and the population of the State is, so far as practicable, the same for all States (available at http://parliamentofindia.nic.in/).

The 250 Members of the Council of States serve a staggered six-year term. 12 of these members are nominated by the President and shall consist of persons having special knowledge or practical experience in respect of such matters as the following, namely Literature, Science, Art and Social Service. The 238 members are representatives of the States shall be elected by the elected members of the Legislative Assembly of the State in accordance with the system of proportional representation by means of the single transferable vote. Every two years, approximately one-third of the Council is elected at a time (available at http://parliamentofindia.nic.in/).

3.6.1 Parliament Library and Reference, Research, Documentation and Information Service (LARRDIS)

A panoramic view of Parliament Library Building

To keep members of Parliament well-informed of the day-to-day developments in India and abroad, Parliament Library and Reference, Research, Documentation and Information Service (LARRDIS), maintains an up-to-date and well-equipped Library backed by prompt and efficient research and reference services. The LARRDIS provides research and reference material on legislative measures, as well as on a variety of other subjects coming up before the two Houses i.e., Lok Sabha and Rajya Sabha, so as to enable members to participate effectively in the debates of their respective Houses.
3.6.1.1 Parliament Library Information System (PARLIS)

The Parliament Library made a modest beginning towards automation in December 1985 when a Computer Centre for managing Parliament Library Information System (PARLIS) was set up. Later, an Expert Committee was set up in 1991 under the Chairmanship of Secretary-General, Lok Sabha, to identify relevant areas for introduction of IT and to suggest an integrated scheme for implementing the same. After considering the report of the Expert Committee, the work of automation was entrusted to the National Informatics Centre (NIC) and Computer Maintenance Corporation Ltd. (CMC). NIC was made responsible for introduction of IT in Questions, Legislative procedures, Administration, Office automation and LARRDIS. CMC was assigned the job of automating the Reporters’ and Committee Branches. CMC was also assigned the work of maintenance of the hardware.

Over the years, the Computer Centre has played a key role in the modernization and computerization, not only of the Parliament Library, but also of the entire Lok Sabha Secretariat. It has also been providing necessary technological support for managing different activities of the Secretariat and also to meet the information requirements of the members of Parliament. Keeping pace with the continuous growth in the requirements of members of Parliament and the rapid development in the field of information technology, almost all the activities of Lok Sabha Secretariat have since been computerized.

It has been the constant effort of the Lok Sabha Secretariat to procure the latest hardware from time to time. A number of latest server machines and personal computer system has been installed and necessary software programmes developed.

3.6.2 Library Services

The Parliament Library is now housed in the new Parliament Library Building — Sansadiya Gyanpeeth, which was inaugurated, on 7 May 2002, by the President of India Shri K.R. Narayanan. The new Library building located in the Parliament House Complex is a modular, ideal, intelligent, utilitarian and centrally air-conditioned building. It is fully computerized and has optic fibre based Local Area Network (LAN) with high speed Wide Area Network (WAN) connectivity to provide linkage with other State Legislatures, Foreign Parliaments and other international organisations. Apart from the Library, Reference, Research and Computer Divisions, the Bureau of Parliamentary Studies and Training (BPST) and the Parliamentary
Museum and Archives (PMA) are also located in this building. The building has very spacious Reading Room for members equipped with modern facilities and Lecture Halls (available at http://parliamentofindia.nic.in/).

A full-fledged Conservation Laboratory/workshop for restoring old and rare documents, a Bindery Unit, an Archival Room with temperature below freezing point round the clock to preserve audio/video materials, computer tapes, microfilm rolls, etc., a Media Centre equipped with the latest telecommunication facilities, an Audio-Visual Unit, Microfilm Reader Room, an Auditorium with a sitting capacity of around 1,100 persons, a small auditorium with facilities for multi-media presentations, a Library Committee Room and Conference Room are some of the facilities provided in the new Parliament Library Building. The Members’ Reference cum Circulation Counter has been set up at the Ground Floor of the Building. Books, periodicals and newspapers, reports of Central, State and Foreign Governments, Debates of Lok Sabha and Rajya Sabha, Bills, Acts, Reports of Parliamentary Committees Statements laid on the Tables of the two Houses, Law reports, publications of the United Nations and its allied agencies, publications from foreign countries and various other publications of reference value are available for reference and use of the members at this counter. Reference books on a wide range of subjects, arranged according to the Dewey Decimal System of classification are stacked in the first floor. A monthly Parliament Library Bulletin is brought out to keep members informed of the latest additions of books and reports in the Parliament Library. Issue of books and other publications to members is regulated by the Library Rules which have been framed on the recommendations of the Library Committee. The Library Committee is constituted every year by the Speaker of Lok Sabha to advise him on matters concerning the Library. The Committee consists of six members from Lok Sabha including the Deputy Speaker and three members from Rajya Sabha, who are nominated by the Presiding Officers of the respective Houses. The Deputy Speaker of the Lok Sabha is the ex-officio Chairman of the Committee. A Sub-committee of the Library Committee consisting of 3 members from Lok Sabha and 2 members from Rajya Sabha who are members of the Library Committee is constituted by the Chairman to select new books for addition in the Parliament Library.

The Library management functions like acquisition, processing and issue and return of books have been computerised by using the software package LIBSYS. Members can have access to the bibliographical details through the PCs at the
Members’ Reference Counter/ Books Circulation Counter or in the Members’ Reading Room.

3.6.2.1 Members’ Reference Service

The Members’ Reference Service organises the dissemination of factual, objective and latest information to the members of Parliament within the time stipulated by them. The facilities provided by the Members’ Reference Service fall broadly under the following categories:

- Supply of on-the-spot information to members from published documents;
- Collection and dissemination of latest information, factual data, statistics, etc. in response to members’ written reference requisitions;
- Preparation of reference notes on important topics;
- Preparation of bibliographies on important Bills;
- Preparation of Background Notes, Information Bulletins, Fact Sheets and Information Folders on topical issues for use of the members;
- Maintenance of Study Boxes on topical issues in anticipation of the information needs of the members; and
- Updating and printing of various regular publications from time to time.

The scope of material to be collected in response to members’ reference requisitions is normally limited to subjects connected with the immediate business before the two Houses of Parliament. Members are required to hand over the written requisitions at the Members’ Assistance Desks located inside the Members’ Reading Room in Parliament Library Building, indicating clearly and precisely the specific points on which information is desired by them. They also have the option to convey their requirements over the telephone or direct to the officers in the Reference Wing.

The information required by members is culled out from authentic sources, arranged and edited in the form of notes or tables, as the case may be, and passed on to the members concerned.

The popularity and usefulness of Members’ Reference Service can be gauged from the marked increase in the number of reference requisitions received and handled during the past few years. As against 150 references handled in 1950; 425 references in 1960, 700 in 1970, 3627 in 1980, 5167 in 1990, 6508 in 2000 and 5061 during 2003 were received and attended to both during session as well as inter-session periods.
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The Members’ Reference Service caters to the information needs of members both in English and Hindi as per their choice.

One officer is available at each of the Members’ Information Desks, to attend to the information requirements of member’s on-the-spot and to assist them in filling up the reference requisitions. In order to assist members in the study of literature relevant to Bills or other topics of discussion before the House, Study Boxes are also maintained in the Library during session period and members are apprised of the same through Bulletins. All books, reports and other documents relevant to a Bill or any other topic coming up before the Houses are collected and placed together in these Study Boxes so as to make the same available to members at one place. The literature placed in the Study Boxes is not issued out during the period of the discussion on the relevant Bill or topic, but is made available for study and consultation in the Library only.

The following publications of reference value are compiled, updated and revised from time to time:

- President’s Rule in the States and Union Territories;
- Council of Ministers since 1947;
- Parliament of India: A Souvenir (it is brought out at the end of the term of each Lok Sabha);
- Presidential Ordinances since 1950;
- India: Some Facts.

3.6.2.2 Computer Centre

A Computer-based information system named PARLIS (Parliament Library Information System) was set up in December 1985 for the purpose of introducing automation in the Parliament Library. In keeping with the need for further computerization of various services of Lok Sabha Secretariat, action was initiated in December 1991 to automate the various activities of the Secretariat, viz. Verbatim Reporting of Parliamentary Debates, Questions, Committees, Members’ Services, Pay & Accounts, Administration, Recruitment, Reception Office, Security Services and LARRDIS. Almost all the activities of the Secretariat have since been automated. Three Computer Centres—one each in Parliament House, Parliament Library Building (PLB) and Parliament House Annexe (PHA)—have been set up to provide necessary hardware and software support to various Branches of the Secretariat. A
Committee of Officers of Lok Sabha Secretariat on Computerisation’ reviews the computer hardware requirements of various Branches/Offices of the Secretariat. A large number of index-based databases of information generated within the Parliament were initially developed by the PARLIS to make available non-partisan, objective and reliable information and authoritative data on a continuous and regular basis to the parliamentarians. However, full text of Answers to Parliamentary Questions received from Govt. of India and verbatim Reporting of the proceedings of the House were also placed on the Parliament of India homepage. The data currently available for online retrieval relate to:—

- Parliamentary Questions (Full texts of Questions and Answers since February 2000; indexes from 1985 to 2000 are also available)
- Parliamentary Proceedings other than Questions (Full text of Floor Version since the Winter Session of 1993; Indexes from 1985 to 1993 are also available)
- Government and Private Members’ Bills from 1985 onwards (only indexes);
- Directions, Decisions and Observations from the Chair, from 1952 onwards;
- President’s Rule in the States and Union Territories, from 1951.
- Members of Council of Ministers from 1947 onwards;
- Obituary References made in the Houses since Provisional Parliament.
- Library Management Functions such as Acquisition, Processing and Issue and Return of books have also been computerized using the software package named "LIBSYS". A web-based Library catalogue can also be accessed through Internet.
- Documentation Service (from 1989 onwards): (Important articles published in books, reports, periodicals and newspapers are indexed and annotated and can be accessed through Internet).

3.6.2.3 Information available on Internet/Parliament of India Homepage

The Indian Parliament Home Page was inaugurated by the President of India on 15 March, 1996. The information available on the PARLIS database has been converted into a Web enabled environment. The major components of the parliamentary information, now available on the Internet are:—

I. Business of the House (Lok Sabha)* • List of Business, • Bulletin Part-I, • Bulletin Part-II, • Synopsis of Debates, • Daily Debates, • Wit and Humour, poetry
and couplets, • Questions/Answers (February 2000 onwards), • Debates (Proceedings) (July 1991 onwards) • Resume of Work, • Legislative Business.

II. Members of Parliament (Lok Sabha)* • Bio-data of members of the present House, • Information about members of previous Lok Sabha, • Members’ homepages which contains information about Members’ Biodata, with addresses and telephone Nos., • Parliamentary Questions asked by him/her, • His/her participation in the proceedings of the House, • Funds sanctioned for expenditure, • Incurred by him/her under various schemes such as MPLADS, etc., • Statistical Information about members, • E-Mail addresses of members of present Lok Sabha, • Addresses & telephone Nos. and date of birth of members of present Lok Sabha, • Hand book for Members, • Members of Parliament Local Area Development Scheme (MPLADS).

III. Information about Parliamentary Committees and their Reports*

IV. Parliament Library Catalogue.

V. General Information • Introduction to Parliament, • Rules of Procedure and Conduct of Business in Lok Sabha, • Directions by the Speaker, • Decisions from the Chair, • Parliamentary Documentation, • Lok Sabha Secretariat Organization.

The floor version of the text of Debates in bilingual form is available through the Parliament of India web-page. Members can retrieve the information regarding their participation as well as discussions held in Lok Sabha and Rajya Sabha on any subject of their interest. Arrangements have also been made to web-cast; the live audio proceedings of both the Houses of the Parliament, Constituent Assembly Debates, text of the Constitution of India, Information about the functioning of the Parliament and the Lok Sabha Secretariat, facilities provided to the members, important speeches of President of India and texts of Union Budgets are also available on net. The Homepage also contains the profile of the Speaker, Lok Sabha, his/her political and personal achievements, important speeches and photogallery, etc. The links to the websites of Government of India and to other Parliaments have also been provided at the home page. http://parliamentofindia.nic.in/

3.6.2.4 Computer facilities for members of Parliament

Keeping in view the information requirements of the parliamentarians and to automate their offices, a Laptop or a Desk top computer with a printer and a scanner has been provided to them at their residences and work places. A hand held computer or laptop has also been provided to them. Members of Parliament have also been
provided with Internet and E-mail connectivity through NICNET so as to provide access to the Parliament database, other Government database, and database of foreign Legislatures and the vast sources of other information available on the Internet. Arrangements have also been made to provide Computer training to Members of Parliament and their Personal Assistants.

3.6.2.5 Speaker’s Homepage

Speaker’s Homepage, titled "The Office of the Lok Sabha Speaker" was released by the Speaker of the Lok Sabha on 25 January 2002. The Homepage contains the profile of the Speaker, Lok Sabha, his/her political and personal achievements, important rulings/decisions, and important speeches, information pertaining to the development of his/her constituency, tours undertaken as well as proposed and photo galleries. Profiles of all the former Speakers are also available in this section. A link to the Speaker’s Homepage has also been provided in the Parliament of India Homepage.

3.6.2.5.1 Video Conferencing: The Video Conferencing facility has been provided at the offices and residences of Speaker, Deputy Speaker and Secretary-General, Lok Sabha, and the Offices of Additional Secretaries and Joint Secretaries and also the Computer Centre, Parliament Library Building.

3.6.2.5.2 Touch Screen Information Kiosks: Twelve Touch Screen Information Kiosks have been installed at the various vantage points in PH and PHA.

3.6.2.5.3 Digital Library: A Digital Library has been set up in the Computer Centre to cater to the needs of members of Parliament and Officers and Staff of Lok Sabha Secretariat. A member is entitled to borrow two DVDs/CDs at a time for his own reference and use.

3.6.2.6 Microfilming Service

A micrographic is an indispensable part of information technology for better management of Library and Information Services. In order to ensure optimum utilization of the space in the Parliament Library and for better preservation and future use of valuable collections of the Library, a Microfilming Unit was set up in 1987 as one of the important Branches of LARRDIS with the acquisition of latest available models of microfilming equipments and ancillaries. The Unit is now fully functional and provides facilities for Computer-Assisted Retrieval (CAR) of information from the microfilmed documents. At present, microfilms are prepared with the help of three
RV3 and one MRD-2 Cameras having provision for 16 mm and 35 mm/16 mm width of rolls, respectively. The RV3 Camera has the capacity to take nearly 2400 exposures from standard 16mm rolls. For operation of these Cameras, eight dark cabins have specially been designed where processing of microfilming is undertaken. All documents are microfilmed on 16 mm rolls, except those of abnormal size, like Papers Laid on the Table of the House, which are being microfilmed on 35 mm film rolls. The Unit also has one Processor and one Duplicator for making additional copies of the microfilm rolls. The original microfilm rolls as well as duplicate rolls which are used with the help of Microfilm Reader-cum-Printer are kept in the unit.

The microfilms of the documents are easily accessible to members of Parliament and to all those interested therein. During the period from 1988 to January 2004, as many as 1,316 microfilm rolls have been prepared and 26,33,131 exposures of various documents taken by the Microfilming unit.

The following publications have been microfilmed by the Unit so far, for reference by the members:

- Indian Legislative Council Debates: 1858 to 1920
- Central Legislative Assembly Debates: 3.2.1921 to 12.4.1947
- Constituent Assembly Debates (Legislative): 17.11.1947 to 24.12.1949
- Constituent Assembly Debates [(Draft making) (Hindi)]: 9.12.1946 to 24.1.1950
- Parliamentary Debates (Provisional Parliament and House of the People): 28.1.1950 to 13.5.1954
- Council of States Debates: 3.2.1921 to 19.5.1954
- Rajya Sabha Debates: 23.8.1954 to 18.3.2002
- Rajya Sabha Debates (Hindi): 15.2.1956 to 5.5.1993
- Indexes of above mentioned Debates
- Reports of Indian Parliamentary Group: 1950 to 1998
- Reports of Parliamentary Committees:
- Public Accounts Committee: 1st Lok Sabha to 10th Lok Sabha
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- Estimates Committee: 1st Lok Sabha to 10th Lok Sabha
- Public Undertakings Committee: 3rd Lok Sabha to 10th Lok Sabha
- Committee on Welfare: 4th Lok Sabha to of SCs and STs 10th Lok Sabha
- Committee on Subordinate Legislation: 1st Lok Sabha to 10th Lok Sabha
- Committee on Government Assurances: 1st Lok Sabha to 10th Lok Sabha
- Committee on Petitions: 1st Lok Sabha to 10th Lok Sabha
- Railway Convention Committee: 1943 to 1985
- Joint Committee on Salaries and Allowances of MPs: 1954 to 1989
- Committee on Papers Laid on the Table: 5th Lok Sabha to 10th Lok Sabha (started from 5th Lok Sabha)
- Presiding Officers Conference (Agenda, Proceedings, Resolutions, Minutes): 1921-1992
- Papers Laid on the Table of the House (Lok Sabha): LT No. 1/80 to 8640/84
- Reports of Departmentally Related Standing Committees
- Committee on Petroleum & Chemicals: 10th Lok Sabha to 12th Lok Sabha (1st to 8th report).
- Constitution of India (calligraphed copy) (English and Hindi)
- O&M’s Records:
  - Instructional Orders: No. 1 to 1193
  - Annual Administrative Reports: 1960 to 1998
- Library Records:
  - Accession Register (purchase) of Acquisition Section, LARRDIS: upto acc. no. 1, 36,410
  - Accession Register (copyright) Upto Acc. of Acquisition Section, LARRDIS: No. 52,080
  - Bills:
- Official Bills introduced in Legislative Assembly: 1921 to 1949
- Government Bills introduced in House of People/Lok Sabha: 1953 to 1992
- Government Bills introduced in Council of States/Rajya Sabha: 1953 to 1993
- Rare Books: R1 to R1256
- Decisions from the Chair: 1921 to March 1996
- Observations from the Chair: 1949 to March 1996
- Directions by the Speaker: 1st to 4th Edition
- Parliament of India (Souvenir): 1st to 10th Lok Sabha
- Private Papers of G.V. Mavalankar:
- Private Papers of N.G. Ranga:
- Private Papers of Jwala Prasad Jyotishi:
- Rajya Sabha Members Biographical Sketches: 1952-2000
- Historical Documents
  - Indian Round Table Conference Proceedings (1930-1932)
  - Constituent Assembly of India Constitutional Precedents 1947
  - Indian Statutory Commission Memoranda (1930)
  - Sardar Patel’s Correspondence
  - Indian Historical Records Commission Proceedings
  - Partition Proceedings—2 volumes
  - Indian Record Series—Fort William—India House Correspondence

### 3.6.2.7 Reprographic Service

The Reprography Service set up in 1975 caters to the urgent official needs of Members of Parliament, Officers and Branches of Lok Sabha Secretariat and media persons accredited to Lok Sabha Press Gallery for photocopying important Press Clippings, information contained in answers to Parliamentary questions and debates, articles in periodicals, newspapers and extracts from books and other documents.

The Service also provides facilities for Xeroxing and typing of personal correspondence/documents of members of Parliament against nominal payment. MPs and former MPs can get their documents photocopied on payment of Re. 1.00 per copy and English and Hindi typing work is done at the rate of Rs. 6 per page for single space and Rs. 5 for double space. Additional copies of the typed documents are charged @Rs. 1/- per page, from the service located in Room No. 45-A in Parliament House. The Reprography service located in G-037, Parliament Library Building also provides Xerox facilities on nominal payment basis.
3.6.2.8 Documentation Service

Documentation Service, set up in 1975, is mainly responsible for locating, collecting, classifying and indexing all the useful literature and articles in various documents, including Newspapers, Books, Reports, Periodicals, Parliamentary Debates etc. that may be of interest to the members of Parliament. All the titles are suitably annotated and arranged under a specially devised subject-wise classification scheme. This information is provided in a fortnightly publication called PARLIAMENTARY DOCUMENTATION which is placed on Internet since June 1998 and can be retrieved under different parameters like year, subject and country/state, author, document apart from specific issues/period. The whole process of Parliamentary Documentation has been made online since June 2003, to facilitate the instant availability of and up-to-date information to the members of Parliament, officers and other users. The Printing of Parliamentary Documentation has been ceased w.e.f. November 2003. Since then a few computer generated copies are placed in the library for reference by Hon’ble members and other users. For the years 1975-1998, bound volumes of Parliamentary Documentation (earlier known as Documentation Fortnightly) are available for consultation in Parliament Library.

3.6.2.9 Press Clipping Service

The Press Clipping Service set up in 1956 caters to the information requirements of the members of Parliament on topical issues. It collects all important, relevant and up-to-date news items, editorial comments and articles on developments in the legislative, political, economic, socio-cultural, scientific and technological fields. At present, the clippings are taken from 18 English and 9 Hindi newspapers published in various parts of the country. (Besides, Press Clipping Services in various regional languages are being planned in order to enrich the press clipping collection). The Press clippings are maintained chronologically in subject folders and stacked in proper sequence according to the Dewey decimal classification scheme. These folders are not issued out and are consulted in the reading rooms of Parliament Library. Ordinarily, Press clippings are retained for two years. However, important clippings of lasting value and interest and those having a bearing on constitutional, parliamentary and legal subjects are, retained permanently after scrutiny. In line with the on-going process of computerisation of various activities of Parliament Library, the Press Clipping Service has started feeding into the computer all important selected
English Press Clippings by using the imaging technology system. The computerised Press clippings can be retrieved through classification number and subject keywords from the Computer terminals installed in the Press Clipping Section, Members’ Reference Service, Library Counter of Parliament Library Building, concerned senior officers of LARRDIS and Question Branch in Parliament House Annexe.

The scope of computerized Press Clipping Service is being widened for prompt information dissemination.

3.6.2.10 Research and Information Service

The Service endeavours to keep members informed on a continuing basis about the current national and international issues in various fields by regular publication (in English and Hindi) of Books, Brochures, Background Notes, Information Bulletins, Fact Sheets, Monographs, Current Information Digests, etc. Two Monograph Series known as the Eminent Parliamentarians Monograph Series and the Distinguished Parliamentarians Felicitation Monograph Series are also brought out to commemorate the services rendered by the eminent parliamentarians of the past and to felicitate the distinguished parliamentarians of today. Profiles of leaders whose statues and portraits are unveiled in the Parliament Complex are also prepared by the service.

The Service also brings out the following periodicals:

Periodicals in English

- The Journal of Parliamentary Information (Quarterly);
- Digest of Central Acts (Quarterly);
- Digest of Legislative and Constitutional Cases (Quarterly);
- IPG Newsletter (Quarterly).
- CPA Asia Region News Letter (Quarterly)

Periodicals in Hindi (brought out by the Raj Bhasha Prabhag)

- Sansadiya Patrika (Quarterly);
- Kendriya Adhiniyam SAR (Quarterly).

Copies of all these periodicals and other publications brought out from time to time are supplied to members who specifically ask for them. Copies are also made available in the Library for other interested members.

The Service also prepares draft speeches/points for Speeches, Briefs, Research Notes, Resolutions, Explanatory Memoranda, etc. for Indian Parliamentary
Delegations participating in various international Parliamentary Conferences held under the auspices of the Inter-Parliamentary Union, the Commonwealth Parliamentary Association, the Association of SAARC Speakers and Parliamentarians, etc. from time to time. Country Notes are also prepared for the use of members of Parliamentary Delegations going abroad on goodwill visits. Background Papers on subjects of parliamentary interest are prepared for the use of members participating in the Seminars and Symposia organised from time to time by the Indian Parliamentary Group (IPG) and the Bureau of Parliamentary Studies and Training (BPST). In short, the Research and Information Service provides the desired information on the subjects/aspects which warrant intensive and extensive research.

3.6.3 Library Hours

The Library remains open from 1000 hours to 1800 hours on all working days. During the Session periods, however, the Library functions from 0900 hours to 1900 hours or till the rising of the Houses, whichever is later. During session periods, the Library also remains open from 1000 hours to 1400 hours on Saturdays/ Sundays/ Holidays (except National Holidays and on the day of Holi).

3.6.4 Library Rules

LIBRARY RULES — The following Library Rules are reproduced for the information of members:—

1. Parliament Library is intended for the exclusive use of members and Officers of Parliament.

2. The use of Parliament Library for the purpose of study by personal staff of members of the Lok Sabha or bonafide research scholars requires special permission in writing from the Secretary-General, Lok Sabha. In the case of members of Rajya Sabha, the Secretary-General, Rajya Sabha may grant such permission. The Secretary-General, Lok Sabha or the Secretary-General, Rajya Sabha as the case may be, may grant permission if he is satisfied that a particular person is actually required to assist a member in collecting information which may help him in the efficient discharge of his duties as a member or that a bonafide research scholar is required to consult documents or books that cannot be found elsewhere. In the case of research scholars (both Indian & foreign), such permission shall, save in exceptional cases, be accorded only during the inter-Session periods. Research fellows who are granted fellowship by the Lok Sabha
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Secretariat on subject of Parliamentary interest are given access to the Parliament Library during Session and inter-Session periods on a specific request to have access to the Parliament Library for consulting the parliamentary debates and other relevant documents pertaining to their fellowship. Prescribed forms for grant of Library facilities may be obtained from the Library Office. The application form, duly filled in; accompanied by 2 passport size photographs, must be submitted at least 15 days in advance so that adequate time is available to verify the antecedents of the applicant. The person to whom the Library Pass is issued shall be governed by the following instructions:

i. The pass must be returned or presented for extension of time after the expiry of the period for which it is issued.

ii. The loss of pass shall be notified immediately.

iii. The users shall not have access to the stacks. Books and other documents required by the users will be supplied for study by the Library staff.

iv. Marking of any kind on the documents given to the users for study is not allowed.

v. The user shall bring his/her own stationery.

vi. Briefcases and bags are not allowed beyond the Library Counter.

vii. The users must sign the register kept in Library.

viii. Any infringement of these instructions will render the person concerned liable to action taken against him.

Permission for the use of the Library in such cases shall be subject to the following conditions:

i. No books, periodicals or other documents shall be taken out of the Library and no person shall handle books, etc. in stack room, or in almirahs, racks and book cases etc. The books required shall be supplied by the Library staff and these shall be returned before leaving the Parliament Library.

ii. The issue or withholding of any book, report, record etc. of the Parliament Library even for consultation shall be at the discretion of the Officer-in-charge of the Library.

iii. No clerical or typing assistance shall be provided.

iv. Timings for study shall be decided by the Officer-in-charge.

3. The Library facilities may also be provided to the accredited Press Correspondents admitted to the Press Gallery of Parliament subject to similar conditions as are applicable to the personal staff of members and research scholars under Rule 2 above.
4. Former members of Parliament may borrow books from the Library on depositing a security of Rs. 500/- with the Budget and Payment Branch of the Lok Sabha Secretariat.

5. The special arrangements stipulated under Rules 2—4 above shall be subject to such further instructions and administrative orders as may be issued from time-to-time.

6. All requisitions for the issue of books and other publications shall be made to the Officer-in-charge of the Library in the prescribed form. Not more than one book/publication shall be entered on each form.

7. Ordinarily, not more than two books and two other publications (including volumes of a book or other publication) shall be issued on loan at a time to a member.

8. (a) On the termination of each Session, books and other publications borrowed by a member shall be returned to the Parliament Library before he leaves the station. Members staying in Delhi shall be able to make use of the Library as usual.

   (b) No book or other publication loaned to a member shall be taken out of Delhi.

   (c) During the Session of Parliament, books and other publications borrowed from the Parliament Library shall be retained for not more than fifteen days, but this period may be extended, by seven days if their renewal is applied for in advance and provided these are not in demand.

   (d) During the inter-Session periods, the books and other publications shall be retained for a period not exceeding 30 days.

9. In the event of a book/publication issued on loan being required for any important or urgent purpose, the Officer-in-charge of the Library may recall it any time and such a book/publication shall be returned by the member within 24 hours.

10. Any member requiring a book or other publication which has been issued may get it reserved for him at the Circulation Counter and such a book/publication shall be issued to the members in the order of priority.

11. (a) In no case, a member shall keep any book or other publication longer than fifteen days during Session time or thirty days during inter-Session period. No additional book or other publication may be issued to a defaulting member till the outstanding book/publication is returned. Books may be got re-issued, if there is no demand for those books from other users of the Library. For this purpose, the books shall be returned physically at the Counter and got re-issued.

   (b) Books/reports/publications that are required by members and kept for them in Member’s Reading Room in the Library (First Floor) shall be reserved for a
period of two weeks only. At the expiry of the two-week period, these books/reports/publications shall be restored to the shelves, if no further extension is asked for.

12. If a book or other publication is not returned to the Library after the expiry of its due date, it will be presumed lost and steps will be taken to recover the replacement cost from the member concerned as indicated below:

S.No. Publication Cost to be recovered
i. Indian books/publications printed 1.5 times the original during the last five years. price.
(ii) Indian books/publications printed Double the original more than five years back. price.
(iii) Indian books/publications which are Five times the ‘Out of Print’. original price.
(iv) Foreign publications printed during Double the original the last five years. price.
(v) Foreign publications printed more Three times the than five years back. original price.
(vi) Foreign publications which are Five times the ‘Out of Print’. original price.
(vii) Indian or foreign publications 50 paise per page. for which price is not available. Provided that if the actual replacement cost of the book/publication exceeds the cost arrived at on the basis of the above formula, the actual replacement cost will be recovered from the member.

13. Encyclopedias, dictionaries, directories, Yearbooks, atlases, periodicals (current as well as old issues), books on art, painting and other illustrated books, rare books, books which are out of print, reference books, newspapers (current and back numbers), press clipping folders (current and old ones), serials, and books in damaged and brittle condition shall not be issued out. Such books/publications/folders shall be made available for consultation in the Parliament Library premises only.

14. No new book or other publication shall be issued to members till after a week of their having been displayed in a separate shelf marked Latest Arrivals. Each new addition shall bear the date up to which it would remain on display.

15. Marking of any kind, underlining and writing on book or other publications is strictly forbidden.
16. Books and reports pertaining to a Bill or Resolution or other matter which is either under discussion or is to come up before either House immediately shall not be issued so long as the matter is pending consideration before Parliament.

17. From the time books or other publications are issued and until they are returned to the Parliament Library, the borrower shall be responsible for their proper maintenance and in the event of any damage or loss; the borrower shall be required either to replace the book/publication or to pay their replacement cost at the rates prescribed in these Rules.

18. Pass Books shall be maintained at the Circulation Counter of Parliament Library in respect of members of Parliament for the issue and receipt of books/publications. When a book/publication is issued, the member shall sign in the relevant column of the Pass Book in token of having received the book/publication. While returning the books/publications, the Library staff on duty at the Circulation Counters shall sign the Pass Book in token of having received the book/publication.

19. In case a member is unable to come to the Parliament Library himself, he may obtain books, reports etc. on loan through his Private Secretary/Personal Assistant subject to his furnishing a letter of authority, in the prescribed form. The members shall, however, be personally responsible for the safe custody of the books and their return.

20. Users of the Parliament Library shall observe strict silence, while in the Library premises.

21. Smoking in any part of the Parliament Library and taking of meals and refreshments in the Reading Rooms are strictly prohibited.

22. No stranger shall be admitted into any sector of the Parliament Library unless accompanied by a member or an Officer of Parliament.

23. Suggestions for the purchase of new books, periodicals and newspapers shall be made in writing in separate registers maintained for the purpose on the Library Counter.

24. Regulation of entry to the Parliament Library premises shall be subject to such orders and instructions as may be laid down from time to time.
References


Websites

- http://www.ili.ac.in/default.htm
- http://www.du.ac.in/index.php?id=10
- http://jmi.ac.in/
- http://jmi.ac.in/law
- http://jmi.ac.in/studyatjamia/library/zhl/introduction
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