CHAPTER IX

PROPOSED MODEL OF LIBRARY SERVICES TO
THE PRISONERS IN HIMACHAL PRADESH

The prisons are no longer the centres of detention and punishment but are the correctional institutions. From the day of conviction, the policy of the state is to turn the prisoners into better citizens who after release are expected to live an honest and peaceful social life. This transformation can be achieved only if library services are available to the prisoners.

It has been concluded in the foregoing chapters that the prisoners have sufficient leisure time with them and the overwhelming majority of the prisoners have the urge and desire to spend their leisure time usefully, yet many of them just waste or
while it away. The library services also play a significant role in the reformation and rehabilitation of the prisoners.

It has been observed that all such facilities and activities which can be undertaken to meet the needs of the prisoners to use their leisure time constructively fall within the orbit of aims, the functions and the services expected of a modern public library. Hence, a network of service on the principles of modern public library should be modelled and provided for the prisoners in Himachal Pradesh.

Since all the prisons of Himachal Pradesh share a common organization, administration, structure, aims, activities and all other aspects, a model found suitable for one jail is expected to be equally functional for all other prisons also. At best, a minor modification keeping in view the number of prisoners, capacity of the jail, size of accommodation, local conditions and needs can be made. Hence, a model for the prison library emerging out of the study in hand is being given in this chapter.

9.1 Objectives

The proposed library services to the prisoners shall strive to
fulfill the following objectives:

1. To provide facilities to make a productive use of leisure time available to the prisoners.
2. To satisfy educational, informational and recreational urge and needs of the prisoners.
3. To develop social, cultural and civic awareness and values among the prisoner with a view to make them enlightened citizens of democratic nation.
4. To undertake reformational programme of the prisoners through books.
5. To execute the policy of the state government to rehabilitate the prisoners on release.
6. To make stay of prisoners in the jails free from boredom, fear and depression.

9.2. Functions

The proposed service will lead to the following functions:

1. It will provide facilities for the use of leisure time available to the prisoners in a constructive manner.
2. It will satisfy the recreational, informational and educational urge and needs of the prisoners.
3. The service will develop social, cultural and civil consciousness among the prisoners.
4. It will help to reform and mentally enlighten the habitual and die hard criminals.
5. It will provide vocational information and assistance for future rehabilitation of the prisoners.
6. It will help in the spread of literacy among all classes of the prisoners.
7. It will help the prisoners to be disciplined and make the prisoners friendly and cooperative and thus smoothen the machinery of prison administration.

8. It will inculcate and cultivate reading habit among the prisoners and make them library minded, leading to their overall development.

9.2 The Organisation of Library Service

The facilities provided to the prisoners under this scheme will be called 'Prison Library Service'. This service will include all facilities provided to the prisoners in the prisons of Himachal Pradesh for reading, recreation, information, self-study or any other facility provided to make a fruitful use of their leisure time. The Prison library Service shall be organized as follows:

9.3.1. Apex Governing Body.

There shall be “State Prison Library Service committee” (Himachal Pradesh) in the Prison Headquarters in Shimla. The committee shall be responsible for laying down overall policies pertaining to the establishment, maintenance, growth and development of the service in Himachal Pradesh.

It will be headed by Home Secretary to the Government of Himachal Pradesh, who shall be its chairman; The Additional Director General of Police, Prison shall be the Vice-Chairman of the committee, who shall function as the Chairman in the absence of
the Home Secretary, Himachal Pradesh. The committee shall have the following members:

1. Home Secretary, Government of Himachal Pradesh. (Chairman)
2. Additional Director General of Police, Prisons, Himachal Pradesh. (Vice Chairman)
3. Inspector General of Police, State Human Rights Commission, H.P.
4. District & Session Judge, Shimla. (H.P.)
5. Deputy Inspector General of Police, Prisons. (H.P.)
6. Additional Director of Education, (H.P.)
7. Superintendent of the Model Central Jail, Shimla. (H.P.)
8. Superintendent of the Model Central Jail, Sirmour. (H.P.)
9. Chief Librarian, Centre State library, Solan. (H.P.)
10. One reputed social worker of a Non Governmental Organization nominated by Addition Director General of Police, Prisons.
11. Chief Welfare Officer, Prisons (Member Secretary, State Prison Library Service Committee). H.P.

The Committee must meet at least twice a calendar year. The Member Secretary shall be responsible for the maintenance of the record of the proceedings of the meetings of the committee and see that the decisions taken by the committee are implemented to the entire satisfaction of the committee. The quorum shall consist of
minimum four members of the committee. All the decisions shall be 
taken by the committee only if the quorum is complete.

**Table : 44**

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<thead>
<tr>
<th>State Prison Library Service Committee (SPLSC)</th>
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<tr>
<td>Chairman</td>
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<td>(Home Secretary (H.P.)</td>
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<tr>
<td>Vice Chairman</td>
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<td>(Additional Director General of Police, Prisons, (H.P.)</td>
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| Inspector General of Police, State Human Rights Commission (H.P.) |
| District & Session Judge, Shimla (H.P.)                             |
| Additional Director of Education, (H.P.)                            |
| Superintendent, Model Central Jail, Simour (H.P.)                     |
| Reputed Social Worker of Non. Governmental Organisation |

| Deputy Inspector General of Police, Prison (H.P.) |
| Superintendent Model Central Jail, Shimla, (H.P.) |
| Chief Librarian, Centre State Library, Solan. (H.P.) |
| Chief Welfare Officer, Prisons. (Member Secretary State Prison Library Service Committee) |

9.3.2 District Prison Library Service Committee (DPLSC)

There shall be a District Prison Library Service Committee at the District level. The committee shall be responsible for implementing the policies laid by the State Prison Library Service Committee. This committee shall be free to make its own rules
keeping in view the local conditions and needs of the prisoners. This committee shall ensure proper maintenance and development of the service in its jurisdiction.

The DPLSC shall be headed by the Deputy Commissioner of the District and the District Superintendent of Police shall be its Vice Chairman. In the absence of the Chairman, the Vice Chairman shall head the committee. The committee shall consist of the following members:

1. Deputy Commissioner of the District. (Chairman)
2. Superintendent of Police of the District. (Vice Chairman)
4. Superintendent /Deputy Superintendent /Assistant Superintendent of the Jail of the District.
5. Senior most Principal of the Government College in the District
7. Reputed social worker of a Non Government Organisation nominated by Deputy Commissioner of the District.
8. Librarian, Prison Library. (Member secretary).
The committee must meet at least twice a year. The member secretary shall be responsible for the maintenance of the record of the proceedings of the Committee and to see that the decisions of the Committee are implemented promptly and satisfactorily. The quorum shall consist of minimum three members of the committee. All the decisions shall be taken by the committee only if the quorum is complete.

**District Prison Library Service Committee**

(DPLSC)

Chairman

(Deputy Commissioner of the District)

Vice Chairman

(Superintendent of Police of the District)

**Members**

<table>
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<tr>
<th>Chief Judicial Magistrate of The District</th>
<th>Senior most Principal of Government College in District</th>
<th>Reputed Social worker of a Non Government organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deputy Superintendent/ Assistant Superintendent of the jail of district</td>
<td>Librarian, Government District public Library.</td>
<td>Librarian, Prison Library. (Member secretary)</td>
</tr>
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9.4 The Services

The Prison Library Service shall provide services to the following:

1. Convicts
2. Undertrials
3. Staff members of the prison

The service shall provide the following facilities:

1) Use of books.
2) Use of Newspapers.
3) Use of popular magazines and periodicals.
4) Use of audio-visual material

The material provided and the services allowed shall be for the purpose of:

1. Recreation
2. Information
3. Self education
4. Reformation
5. Rehabilitation
6. Any other purpose duly approved and notified by the committee.
The service shall be provided in each prison, whether it is Model Central Jail, District Jail, Sub Jail, Borstal or Juvenile Jail.

9.5 Organization of the Libraries.

1. Model Central Jail

There shall be a library within the premises of each Model Central Jail at Shimla and Sirmour districts, respectively. This library shall serve the needs of the prisoners as well as the staff members of the prisons.

2. District and Sub Jails

There shall be a library in each District and Sub Jail in the state of Himachal Pradesh. The library shall serve the needs of prisoners as well as prison officials. It will also assist in the exchange and collection of information at the District Jail and Prison Headquarters level.

3. Special Jails

There are three special jails in Himachal Pradesh namely: (1) Open Air Jail, Bilaspur; (2) Borstal Jail, Mandi; and (3) Juvenile Jail, Una. There shall be a proper library in each of these three jails which will serve the needs of the prisoners of the special categories. It will help the inmates to enhance their educational qualifications.
9.6 Library Accommodation

The library in the prison shall be established near the Superintendent /Deputy Superintendent /Assistant Superintendent's office. It shall also be conveniently accessible to all prisoners. There shall be at least two big hall like rooms. One shall serve as periodical section and in the other hall the books shall be kept. The library rooms shall have provision for the future expansion with minimum disruption. There shall be only one entrance and exit in the library. Separate toilets for male and female prisoners shall be attached to the library. A library shall be designed for 'Open Access System'. It shall also be flexible i.e. in case of change in the library function, it should be possible to adjust the layout without carrying out major structural changes.

9.6.1 Equipment and Furniture

Library furniture shall be aesthetically pleasing with regard to design and finish. It shall be economical and easy to maintain. The books are to be kept in "Open Access System” because there are less chances of books being taken out of the prison due to security at the gate. Metal book racks shall be provided for keeping books. The number of tables and chairs shall be about one-third of
the prison population and shall be conformable for sitting. The size and height of the furniture shall be according the specifications given by ISI standards. Other furniture items required are;

1. Card catalogue cabinets;
2. Counter for issue/return of books;
3. Books display racks;
4. News paper stands;
5. Periodical racks;
6. Dictionary stands;
7. Office table and chair.

9.6.2 Lighting, Heating, Cooling & Ventilation

There shall be proper lighting, heating, cooling and ventilation in the library. The library rooms shall have adequate sun light. There shall be provision of adequate lighting which must be distributed uniformly on books shelves as well as study tables. Heating arrangements shall also be provided in the prison library because most of the districts of Himachal Pradesh have extremely cold temperature during winters. Few districts like Una and Sirmour shall have cooling arrangements also for summer months.

9.7. Man power.

Each prison library shall have the following minimum staff:
1. Librarian = one
2. Library Restorer = one
3. Library Attendant = one

The minimum qualifications for the library staff shall be as under:

1. Librarian: At least B. A. + B. Lib & I. Sc.
3. Library Attendant: Matriculation

The pay scales of these library staff shall be at par with the corresponding scales enjoyed by their counterparts in the government libraries. The library staff shall be required to attend an Orientation Programme organized by the prison authorities on how to deal with the prisoners.

9.7 Opening Days & Hours of the Prison Library:

The Newspapers & periodicals section of the library shall remain open throughout the year except on National Holidays where as other sections shall remain open throughout the week except on weekly holiday and other gazetteed holidays. The weekly holiday shall be on Monday as majority of the prisoners have maximum free time during the weekends. As such the library shall be kept open on Saturdays and Sundays.
Working hours of the library shall be such that maximum use of library can be made by the prisoners. The following library hours are proposed, which can be changed by the prison authorities or District Prison Library Service Committee (DPLSC), keeping in view of the local needs:

9.00 AM to 12.00 Noon;
12.00 to 4.00 PM (Break)
5.00 PM to 7.00 P.M.

9.8 Collection Development:

Building up an adequate collection of books is important for providing effective library services. That prisoner of every age and educational background shall be making use of the library. The total collection shall include the books on all subjects. The language of books shall be according to the regional languages or the languages known to the prisoners. The basic collection of each prison library shall include the following type of documents:

1. Religious Books

Multiple copies of Holy books on all religions, commentaries covering the origin, history and growth of religion, explanations and translations of Holy books in other languages shall be kept. These
books are essential for the prison libraries because majority of the prisoners have shown their inclination towards these books.

2. **Recreational books**

These books are required by most of the prisoners to pass their leisure time. Books of fiction, drama and poetry have recreational value and can keep the prisoners busy during free time.

3. **Books on History, Culture and Geography**

The prison library shall include books on the history, geography and culture of the country, the state and the District in which the prison is situated.

4. **Books on Different Vocations**

Books on different vocations are required in the prison library because the prisoners while in confinement shall like to study about the vocations to which his chances of getting steady employment after release are more. So, the books which can teach the prisoners about different vocations are also essential for a prison library.

5. **Books for Juvenile and Borstal Jails**

The prisoners in these two jails are of comparatively younger age. These prisoners are taught and prepared to sit in the various
school and college examinations. So for this purpose, the library of these two prisons shall have text books of the classes in which they are studying as well as other educational books which can help these children to reform and further rehabilitate after release.

6. **Books on Different subjects**

The prison library shall have books on all the subjects having introductory information about the subject like Economics, Political Science, Public Administration, etc. Some prisoners may want to read a book on a particular subject.

7. **Books on Philosophy, Yoga and Meditation**

Books on these subjects will not only mentally enlighten the prisoners but also keep them physically fit. So a prison library shall have books on philosophy of Indian as well as western thinkers and books which can teach yoga and meditation in simple manner.

8. **Books on Education of Social, Health and Legal Problems**

The prisoners shall be enlightened about the social problems and their effects and consequences on individuals. Legal books are required to educate them about the rule of law. Similarly, health books are required to educate the prisoners about health problems.
9. Reference Books

(1) Dictionaries

There shall be one multilingual and one unilingual dictionary in the languages known to the majority of the prisoners.

(2) General Encyclopedia

The library shall have one general encyclopedia which can provide comprehensive information on every subject.

(3) Gazetteers

The prison library shall have the gazetteers pertaining to the World, India, state and the District in which the prison is located.

(4) Year Book

The prison library shall have the latest year books to provide current information to the prisoners.

1.9.9.1 Selection of Reading Material

It has been observed in earlier chapters that the prison population is a mixture of all types of people. The prisoners come from different groups of age, sex, occupation, educational background and marital status so they have different range of interests, tastes, likings and dislikings about the reading material.
Therefore, in addition to the basic collection already mentioned in the preceding paragraph, the reading material shall be such that it can look after the interest of each and every prisoner. The emphasis should be on constructive recreation and information.

9.9.2 Book Selection Criteria

The best way to determine the interest of the prisoners shall be the statistics collected about the prison literature through opinion survey of the prisoners conducted annually. On the basis of the information and data so collected, a list of the books of interest of the prisoners of the particular prison shall be made. This shall serve as a guide for the purpose of selecting the materials for the library. The list shall be approved by the District Prison Library Service committee. The approved list shall be valid for a period of one year. The committee shall ensure that only library editions are purchased. Books with bold prints and sturdy binding shall be preferred. No reading material which offends the religious feelings of members of one or the other community shall be purchased for the prison library. These books shall be purchased as per rules and procedure followed by the District Public Libraries of the state.
Books purchased shall be accessioned by the librarian in an Accession Register regularly. A separate annual budget shall be provided for the prison library by the prison department for purchase of books, furniture, periodicals and for other day to day expenses.

9.10 Technical Processing of Books

9.10.1 Classification

All the books purchased shall be classified in order to arrange these books in the library in a most helpful sequence, so that the prisoners can find the books on the same subject at one place. The prison library shall have the “Open Access System” to enable the prisoners to find the books by themselves. Dewey Decimal Classification scheme shall be employed to classify the books as it is most commonly used scheme in the libraries, due to its simple and adaptable notation, and ease in application.

9.10.2 Cataloguing of Books.

A library catalogue is a guide to the library collection. It helps to locate the books quickly. After classification of books these shall be catalogued according to Anglo American Cataloguing Rules (AACR) and arranged in alphabetical order.

There are many prisoners who prefer to carry books to their barracks for reading. So a circulation counter shall be placed near the entrance where the librarian shall issue and return the books to the prisoners. The librarian shall perform the following duties:

1. Librarian shall register the prisoners as members of the prison library;
2. He shall issue and return the books;
3. If any book is late than over due charges of 25 paise per volume per day shall be charged;
4. Reservation of books shall be made on demand;
5. Books will be renewed if these are not in demand;
6. Reminders shall be sent for the overdue books;
7. At the time of release of prisoners, “No due Certificate” will be issued by the librarian; and
8. Proper vigilance at the entrance and exit of the library shall be maintained.

The timings of issue and return of books shall be fixed by the librarian in consultation with the Jail Superintendent keeping in view the rush hours in the library.

9.11.1 Method of circulation of books:

The Issue and Return System of books shall be chosen which shall take the least possible time in issue and return of books. “Newark Charging Method” shall be used for the purpose of issue
and return of books. Every prisoner shall be provided a borrower's passbook for this purpose. Normally two books shall be issued to the prisoner at a time, for a period of one week, which can be renewed, if so required. Additional books shall be issued by the librarian at his/her discretion, keeping in view the availability of the books, need of the prisoners and other related issues. In case the books are not returned on the due date, a nominal delay fine of 25 paise per book, per day shall be charged from the prisoners. This amount is nominal because it shall not pinch the readers while paying the fine. If the book is torn or lost by the reader, then the price of the book shall be charged from the prisoner and the book shall be replaced by the librarian.

9.12 Periodical Section

The Librarian of the Prison library shall obtain the approval of the District Prison Library Committee for the subscription of newspaper, popular magazines and periodicals which shall be subscribed from the local vendor. Each prison library shall subscribe minimum four newspapers in English and regional languages and six to seven popular magazines and periodicals. The newspapers are read by almost all prisoners because of its daily occurrence as well as it gives them latest information about the
outside world. The popular magazines and periodicals subscribed shall be on the following subject fields:

1. Current Affairs;
2. General knowledge;
3. Religions;
4. Health;
5. Sports;
6. Fiction; and
7. Women related periodical.

These periodicals shall be in the languages which can be read by the majority of the prisoners.

9.13 **Reader's Advisory Service and Reference Service**

Reader's advisory service shall be provided regarding the guidance to prisoners while using library services, selection of documents and any other information pertaining to library services. Reference service shall be provided by the librarian in order to answer the queries of the individual readers (prisoners).

9.14 **Extension Service**

The prison library shall aim at creating and stimulating good reading habits. The library shall attract the prisoners by converting itself into a social and cultural centre. The library shall also organise lectures, seminars, one act plays, puppet shows, religious
discourse, yoga and meditation etc for the prisoners to encourage them to participate in the library activities.

9.15 Reading Hours for the Illiterates.

The prison library shall organise a 'Reading Hour" for the illiterates who cannot read themselves. During this hour either the librarian, or the Restorer or some other educated prisoner shall read from the books or other reading material. The illiterates thus get education, information entertainment, inspiration and recreation. They shall also be motivated to undertake learning, reading and writing.

9.16. Mobile Library Services

Each District Public Library shall initiate mobile library service to the prisoners as existing stock of the prison library may not be adequate to meet the demands of the prisoners, especially, the long term prisoners and those who are appearing for various academic and professional examinations. The long term prisoners who constitute a considerable number of prisoners in the state shall have enough time to go through the books of their choice in the prison library. So this category of inmates may need more books on subject of their choice. Similarly, the prisoners who are appearing for various examinations may demand books which are
not available with the prison library. So, the District Public Library shall play an important role to provided library services to them.

Librarian of the District Public library being the member of the District Prison Library Service Committee shall be directed by the Government to provide required reading material to the prisoners through mobile library service. The state government shall make available a mobile van with a driver and a library professional to extend mobile library facility to the prisoners.

The demand for the required books shall by sent by the librarian of prison library through Jail Superintendent on weekly basis. The Librarian, District Public Library shall make available the required books through the service of mobile van on fortnightly basis to the prison library. The librarian, prison library shall further issue the books to the needy prisoners. The librarian, District Public Library will also ensure that there should be regular supply of books as per the demands of the prisoners.

9.17 Stock Verification

Stock verification of the prison library shall be done annually by the library staff and report shall be presented in the annual meeting of District Prison Library Service Committee. Keeping in view the type of clientele the library is serving, a loss of three books
per thousand books shall be written off every year. So far as the newspaper and magazines are concerned these shall be written off more frequently and liberally by the prison authorities on the recommendation of the District Prison Library Service Committee.

**9.18 Finance**

Finance is the most important aspect of the proposal which needs due consideration and clear provisions. Without sufficient and regular supply of funds for the service, it will not be possible to implement the proposal to develop the library services. Since it is a welfare service for the prisoners, nothing shall be charged from the prisoners. It shall be funded by the Government of Himachal Pradesh.

**9.19 Implementation of the Proposal**

The ideal way of implementing the proposal shall be to divide it into phases. In the first phase the prisons where adequate library accommodation is available, the service shall be strengthened by equipping the library with library staff comprising of Librarian, Restorer and one Library Attendant. Similarly, adequate reading material in the form of books, newspapers and periodicals be provided. Lastly, the furniture and equipment may also be made available as per requirement of the prison libraries concerned.
During the second phase, the prisons, where adequate accommodation is not available, additional rooms shall be constructed to be used as library building in the Jail premises. During the third phase adequate collection, furniture and staff shall be made available to prison library. Library staff shall be recruited for the prison libraries, will undertake the work of purchasing required reading material, furniture and equipment according to the needs of prison inmates and as per rules and regulations prescribed by the State Prison Library Service Committee.