CHAPTER 5: MODEL JUDICIAL LIBRARY SYSTEM
In the preceding chapter, an attempt has been made to study the Organisation, Administration and Services of Supreme Court library and M.P. High Court libraries.

On the basis of this study, the following norms for Supreme Court library and M.P. High Court libraries are formulated. The norms are formulated on the basis of highest percentage of responses to questions by respondents as well as according to the importance of the subject and its salient features.

1. Incharge of the library with designation.

For Supreme Court library

The incharge of the Supreme Court library should be a senior librarian. He may be designated as Joint Registrar.

The Supreme Court library should have following library staff.

(a) Chief librarian One
(b) Librarian Two
(c) Senior Asstt. Librarian Six

As follows:-

1. Incharge of administrative section One
II. Incharge of Technical section One

III. Incharge of Reference section One

IV. Incharge of Periodical section One

V. Incharge of Computer section One

VI. Incharge of Acquisition & Book One
    section

(d) Assistant librarian Twelve

(Two Assistant librarian should be under each Senior Assistant librarian)

For High Court library

The incharge of the High Court library should be a Chief librarian.

The High Court library should have following library staff.

(a) Chief librarian One

(b) Librarian Two

(c) Asstt. Librarian Six

As follows :-

I. Incharge of administrative section One

II. Incharge of Technical section One

III. Incharge of Reference section One

IV. Incharge of Periodical section One
V. Incharge of Computer section One
VI. Incharge of Acquisition & Book section One

2. Qualification of the library staff

For Supreme Court library

Joint Registrar
- Master Degree in library and Inf. Sc.
  Graduation in law (L.L.B)
  20 years experience in the field of law library
  not below the rank of Chief librarian of Supreme Court are Chief librarian of High Court

Chief librarian
- Master Degree in Lib. Sc. Graduation in law
  15 years experience as librarian of Supreme Court

Librarian
- Master Degree in Lib. Sc. Graduation in law
  10 years experience as librarian of Supreme Court

Senior Asstt. Librarian
- Master Degree in Lib. Sc. Graduation in law
  5 years experience as librarian of Supreme Court

Asstt. Librarian
- Master Degree in Lib. Sc. & knowledge of computer
For High Court library

Chief librarian
- Master Degree in library and Inf. Sc.
  Graduation in law (L.L.B)
  10 years experience in the field of law library
  not below the rank of librarian of High Court

Librarian
- Master Degree in Lib. Sc. Graduation in law 5
  years experience in the field of law libraries
  not below the rank of librarian of High Court

Asstt. librarian
- Master Degree in Lib. Sc. knowledge of
  computer science

3. Pay Scales

For Supreme Court library

Joint Registrar 16400 - 450 - 22500
Chief librarian 12000 - 420 - 18300
Librarian 10000 - 325 - 15200
Senior Asstt. Librarian 8000 - 275 - 13500
Asstt. Librarian 6500 - 200 - 10500

For High Court Library

Chief librarian 12000 - 420 - 18300
Librarian 10000 - 325 - 15200
Asstt. Librarian 8000 - 275 - 13500
4. Library Hours

The library should be kept open from 8:00 a.m. to 8:00 p.m.

5. Library Building

For Supreme Court Library

The Supreme Court library should have a separate building with the space for all sections. It shall have the minimum following infra structure.

i. Room for Joint Registrar one

ii. Room for Chief librarian one

iii. Room for Librarian one (for each)

iv. Hall for the Office one

v. Hall for reference section one

vi. Hall for Periodical section one

vii. Hall for Computer section one

viii. Hall for reading room one

ix. Hall for technical section one

For High Court Library

i. Room for Chief librarian one

ii. Room for Librarian one (for each)
iii. Hall for the Office one
iv. Hall for reference section one
v. Hall for Periodical section one
vi. Hall for Computer section one
vii. Hall for reading room one
viii. Hall for technical section one

6. Library Staff

For Supreme Court Library

In addition to administrative staff, the library should have the following staff.

a) Professional 20
b) Semi professional 20
c) Non professional 60

For High Court Library

a) Professional 10
b) Semi professional 10
c) Non professional 20
7. (a) Furniture

The libraries shall have following furniture sufficient according to requirement of the library.

1) Open book shelves
2) Book show case
3) Periodicals display racks
4) Counter for circulation
5) Counter for personal property at the gate
6) Reading tables
7) Chairs for the readers
8) Administrative tables and chairs
9) Catalogue card cabinet
10) Furniture for computer section
11) Filing cabinets
12) Kardex for serial control
13) Miscellaneous

7. (b) Equipment

1) Air Conditioners
2) Computers
3) Xerox machines
4) Spiral binder
5) Paper cutting machine
6) Duplicating machine
7) Audio Visual materials
8) Miscellaneous

8. Acquisition

The library shall have library committee. The composition of the library committee should have the following members.

a) Chief Justice
b) Judges
c) Librarian

Book selection shall be made by this committee. The librarian shall have written guidelines for selection of reading materials.

9. Collection

The library shall have a sufficient collection of the following:-

(a) General reference books
(b) Law reference books
(c) All original law books like IPC(Indian Penal Court) etc.
(d) Law abstracts and indexes
(e) Supreme Court and high Court cases
(f) Parliament committees reports, acts ordinances
(g) Legal periodicals, legal digest and legal reports.

10. Technical work

The Supreme Court library and libraries of M.P High Court shall have a sufficient technically qualified staff in technical section, so that classification and cataloguing of the documents can be done.

The library should have following :-

1) UDC scheme for classification with depth schedule on law

2) AACR-2 code for cataloguing

3) LC list for subject headings

11. Periodicals

The Supreme Court library and libraries of M.P. High Court shall have a maximum periodicals on law of national and International level

The following systems shall be introduced in Supreme Court for periodical control

a) kardex system

b) Computer system

12. Circulation

The Supreme Court library and libraries of M.P. High Court shall have a computerised system for circulation of reading materials.
13. Reference

The Supreme Court library and libraries of M.P. High Court shall have following reference services

(a) Ready reference service
(b) List of current contents
(c) Case searching
(d) Photocopy service
(e) List of new arrivals

14. Finance

There shall have a provision for a separate library budget in a budget of Supreme Court and M.P. High Court. Allocation of funds shall be clearly mentioned in the budget. The budget must be revised time to time.

15. Stock verification

In Supreme Court library and libraries of M.P. High Court, the stock verification should be conducted in every alternate year and final report must be prepared. The method of stock verification shall be based on the shelf list.

16. Documentation

The Supreme Court library and libraries of M.P. High Court shall have following documentation services

(a) CAS
(b) SDI
(c) Indexing and Abstracting
(d) Translation service

(e) Online searching

There should be a post of documentation officer.

In House Bibliographical database shall be maintained and users friendly software shall be used for this purpose.

17. Computerisation

The Supreme Court library and libraries of M.P. High Court shall be fully computerised for library operations.

There shall be information network on law. The information network COURTNIC and SUPLIS shall be made modified time to time. The Information scientist shall be appointed. Alongwith MCA, he should have background of library.

18. Library co-operation

There shall be resource sharing among all the law libraries. The photocopies of judgements / other reading material shall be supplied on demand to other law libraries.

19. Binding section

It is the most important section is a law library to find volumes of law journals. This section shall have all modern necessary equipment's along with the experienced binders.

20. Bibliographical services

The bibliographical services shall be provided to help the readers to find and select the material of their choice.