Appendices
Appendix-I

Department of Library & Information Science,
Aligarh Muslim University, Aligarh (U.P), India

Questionnaire for Library Users

Dear Sir/Madam

I am conducting a survey on “A Study of Growth, Development and Use of the National Library, Kolkata and the Khuda Bakhsh Library, Patna” for my PhD. work under the supervision of Mrs. Nishat Fatima (Sr. Lecturer, Department of Library & Information Science, Aligarh Muslim University, Aligarh, U.P). In this regard, I would like to request you to fill up this questionnaire and give your valuable suggestions in the space provided.

Your co-operation in filling up the questionnaire is solicited. All information provided in this questionnaire will be treated as strictly confidential.

For your kind consideration, I will grateful to you ever and forever.

Thanking you in anticipation

Your’s sincerely

(Akhtar Hussain)

Name (in capital latter)---------------------------------------------------------------

Designation-----------------------------------------------------------------------------

Educational Qualification-------------------------------------------------------------

Age-------------------Gender: Male [ ] / Female [ ]

Address-----------------------------------------------------------------------------

-----------------------------------------------------------------------------------------------

E-mail ID: -----------------------------------------------------------------------------
Appendix-I

(Please tick ☐ mark in the relevant column)

1. How often do you use the library?
   (a) Daily ☐
   (b) Two to three times in a week ☐
   (c) Once in a 15 days ☐
   (d) Once in a month ☐
   (e) Occasionally ☐

2. What is your purpose of using the library?
   (a) Professional ☐
   (b) Academic ☐
   (c) Preparation for competitive examination ☐
   (d) Recreational ☐
   (e) Reference and information service ☐
   (f) Any other, please specify ..............................................

3. Are the borrower cards essential for the requirements or information needs of the users?
   Yes ☐ No ☐

4. Are the Library Hours adequate for your study requirements?
   Yes ☐ No ☐

5. If no, please indicate how many hours should then be extended to .................................................................

6. If a particular document required by you is already lending out, then does the library staff reserve the same for you?
   Yes ☐ No ☐

7. Are the library location users convenient?
   Yes ☐ No ☐

8. What are the different types of information sources required according to your need?
   (a) Periodicals ☐
   (b) Books/Monographs ☐

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5. How do you locate the document?
(a) Consulting the library catalogue [ ]
(b) By assistance of library staff [ ]
(c) Searching the shelves yourself [ ]
(d) Talking the help of your friends/colleagues [ ]
(e) Any other, please specify

6. How do you search for a document in the Catalogue?
(a) By Title [ ]
(b) By Author [ ]
(c) By Subject [ ]
(d) By Call No. [ ]
(e) Any other, please specify

7. What types of documents do you use?
(a) Fiction (Stories, Novels etc.) [ ]
(b) Non-fiction [ ]
(c) Religious. [ ]
(d) Historical [ ]
(e) Biographical [ ]
(f) Fine Arts [ ]
(g) Pure Science [ ]
(h) Technology (Applied Science) [ ]
(i) Any other, please specify
8. What are the language materials you wish to read?

1. English
2. Hindi
3. Urdu
4. Bengali
5. Sanskrit
6. Oriya
7. Malayalam
8. Punjabi
9. Russian
10. Any others, please specify

9. Are you aware of the services provided by the library?

Yes [ ]
No [ ]

If your answer is yes, what are the services?

(a) Circulation Service
(b) Reference Service
(c) Newspaper Clipping Service
(d) Inter-library loan Service
(e) Current Awareness Service (CAS)
(f) Selective Dissemination of Information (SDI) Service
(g) CD-ROM Service
(h) Bibliographic Service
(i) Indexing/Abstracting Service
(j) Reprographic Service
(k) Online Journal Service
(l) Internet Service
(m) Translation Service
(n) Any other, please specify

10. What type of library materials you used?

(a) Books [ ]
(b) Periodical [ ]
Appendix-I

(c) Manuscripts [ ]
(d) Audio-Visual Cassettes [ ]
(e) E-Documents [ ]
(f) Any other, please specify--------------------------------------------------------

11. How much you satisfied with Reference Librarian?
   (a) Excellent [ ]
   (b) Good [ ]
   (c) Poor [ ]
   (d) Very poor [ ]

12. Are you satisfied with the rules and regulations of the library?
   Yes [ ] / No [ ]
   If no gives remark-------------------------------------------------------------------

13. Have you ever made use of Online Public Access Catalogues (OPACs)
   Yes [ ] / No [ ]
   If yes, have you face any difficulty using of it?
   Yes [ ] / No [ ]
   If yes, how do you overcome it?
   (a) Take the help of the library staff [ ]
   (b) Take the help of colleagues friend [ ]
   (c) Do not try [ ]

14. Which / what facility impressed you the most in the library?
   (a) Library collection [ ]
   (b) Document Borrowing Service [ ]
   (c) Computerized circulation [ ]
   (d) Online Public Access Catalogues (OPACs) [ ]
   (e) CD-ROM Service [ ]
   (f) Reprography service [ ]
   (g) Browsing [ ]
15. Does the library have adequate facilities of reading facilities?
   Yes [ ] / No [ ]

16. Are you satisfied with the following facilities of the library?
   (a) Space for reading Yes[ ] / No[ ]
   (b) Cleanliness Yes[ ] / No[ ]
   (c) Lighting Yes[ ] / No[ ]
   (d) Ventilation Yes[ ] / No[ ]
   (e) Equipment Yes[ ] / No[ ]
   (f) Drinking water Yes[ ] / No[ ]
   (g) Toilet Yes[ ] / No[ ]

17. How will you rate the behavior of the library staff?
   (a) Excellent [ ]
   (b) Good [ ]
   (c) Fair [ ]
   (d) Average [ ]

18. Do you use Internet service frequently?
   Yes ( ) No ( )
   If yes, please specify frequency of Internet use.
   (a) Daily [ ]
   (b) 2 to 3 times in a week. [ ]
   (c) Weekly [ ]
   (d) 2 to 3 times in a month [ ]
   (e) Once in a monthly [ ]
   If no, please give reason—

19. Why do you use Internet service? (Please tick □ mark)
   (a) For accessing the information speedily [ ]
   (b) For study research purpose [ ]
   (c) For career development [ ]
   (d) For entertainment [ ]
20. Do you think Online Database Services are essential?
   Yes ( )  No ( )

20. Please give your general assessment about the Library (considering all its aspects).
   Whether library is:
   Excellent [ ]  Good [ ]  Fair [ ]
   Poor [ ]  Very poor [ ]  I have no opinion [ ]

21. Please give your valuable suggestions for further improvement of the library

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Thanking you in cooperation                  Signature
SCHEDULE TO COLLECT INFORMATION FROM THE LIBRARY

Please put either tick mark (✓) in appropriate space, or give answers to the questions in space provided. In case the space provided is insufficient, please use a separate sheet. Please do not leave any question unanswered.

LIBRARY PROFILE

Name of the Library: ____________________________________________________________

Address:
1. Postal ________________________________________________________________
2. E-mail ________________________________________________________________
3. Web Sites ______________________________________________________________

Year of establishment ______________________________________________________

1. Have the functions and objectives of the library been specially laid down?
   Yes ( ) No ( )
   If yes, please give details _____________________________________________

2. Have the objective ever revised? Yes ( ) No ( )
   If yes please state
   (a) Formally ( )
   (b) Informally ( )
   (c) Through Library Committee ( )
   (d) Through Library Board ( )

PHYSICAL FACILITY

1. Please mention the number of regarding rooms and reading seats available in the library:
   1. Number of reading rooms __________
   2. Number of reading seats __________

2. Are the reading room facilities as adequate?
   Yes ( ) No ( )

3. Do you have separate reading facilities for?
   Tex books Yes ( ) No ( )
   Reference books Yes ( ) No ( )
### Appendix-II

<table>
<thead>
<tr>
<th>Category</th>
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<tbody>
<tr>
<td>General books</td>
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<tr>
<td>Newspapers</td>
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<td>Periodicals</td>
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<td>Microforms</td>
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<td>Rare collection</td>
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<td>Children</td>
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</tbody>
</table>

4. Present covered area of library building in square meter ________________

### STAFF

1. Please give category-wise break up of library staff:
   1. No. of administratives ________________
   2. No. of professionals ________________
   3. No. of semi-professionals ________________
   4. No. of non-professionals ________________

2. Please state the details of growth of library staff.

3. Does the library have facility for professional development?
   Yes ( ) No ( )

4. Does the library have a promotional policy?
   Yes ( ) No ( )

If yes, please indicate the criteria of promotion:
1. Seniority ( )
2. Qualification ( )
3. Performance ( )
4. Combination of all ( )

### FINANCE

1. What are the sources of finance of the library?
   1. Government ( )
   2. Public donations ( )
   3. Library fines ( )
   4. Any other (Please specify) ________________

2. Please indicate whether library budget is:
Appendix-II

(a) Adequate ( )
(b) Fairly adequate ( )
(c) Inadequate ( )

3. Please state the details of growth of library Budget.

COLLECTION DEVELOPMENT

1. Total number of holding ____________________________
2. Library area of specialization ________________________
3. Please state the details of growth of document:
   (a) Library collections ________________________________
   (b) Documents collection through D.B. Act______________
   (c) Periodicals ________________________________
   (d) Non-book materials ________________________________
   (e) Manuscripts ________________________________

SERVICES

TECHNICAL SERVICES

1. Which scheme do you use for classification of the documents? Edition used
   1. Colon Classification
   2. Dewey Decimal Classification
   3. Universal Decimal Classification

2. Which code do you use for cataloguing the documents? Edition used
   1. AACR I (1967)
   2. AACR II (1978)
   3. AACR Revised (1988)
   4. Classified Catalogue Code

3. What system do you follow for designing of the subject headings? Edition used
   1. Chain procedure (based on CCC)
Appendix-II

2. LC List of Subject Headings

3. Sears List of Subject Headings

4. Any other (please specify) ____________________________

CIRCULATION SERVICES

1. Total number of library users' ____________________________

2. Types of outsider (users) who are allowed consultation and loan facilities:
   
   (a) Government officials of others department ( )
   
   (b) Research Scholar ( )
   
   (c) General Public ( )
   
   (d) Any others, please specify ____________________________

3. Library Hours From ______ A.M. to ______ P.M.
   
   Five days week Yes ( ) No ( )
   
   Six days a week Yes ( ) No ( )
   
   Sunday and Holydays Closed ( ) Open ( )

4. Borrowing facilities:
   
   (a) Maximum number of books a user can get issue ______________
   
   (b) Others materials ______________________________________

5. Period of loan
   
   Overnight ______________
   
   One Week ______________
   
   Fortnight ______________
   
   One month ______________
   
   Other limits, (Please specify) ____________________________

PHOTOCOPYING SERVICE

1. Does your library provide reprographic services?
   
   Yes ( ) No ( )

2. What are the charges per exposure?
   
   ____________________________
BIBLIOGRAPHICAL SERVICES
1. Does your library compile bibliographical service?

   Yes ( )  No ( )

If yes, for whom ________________________________

PUBLICATIONS
1. Does the library bring out publication works?

   Yes ( )  No ( )

If yes, please give details: ________________________________

COMPUTER APPLICATION
1. Are the computer facilities available for your library?

   Yes ( )  No ( )

If yes, please indicate the areas which have been computerized:
   (i) House-keeping jobs  ( )
   (ii) Reader’s service  ( )
   (iii) Management Support activities  ( )
   (iv) Networking  ( )
   (v) Any other (please specify) ________________________________

2. Does the library software package use in your library?

   Yes ( )  No ( )

If yes, which of the followings:
   (a) LibSys  ( )
   (b) SOUL  ( )
   (c) Alice for Windows  ( )
   (d) WINISIS  ( )
   (e) CDS/ISIS  ( )
   (f) SANJAY  ( )
   (g) In House Build  ( )
   (h) Any others ________________________________
Appendix-II

Please give your valuable suggestions for further improvement of the library


Thanking you

(Signature)
NATIONAL LIBRARY, KOLKATA

READING ROOM RULES

1. The Reading Rooms are open from 9 A.M. to 8 P.M. on all working days and from 9.30 A.M. to 6 P.M. on Saturdays, Sundays and other holidays notified by the Library. The Reading Rooms remain entirely closed on (i) Independence Day, (ii) Republic Day, (iii) Mahatma Gandhi's Birthday and other special holidays, if any.

2. Admission to the Reading Rooms is free to all persons not less than 18 years of age and holding Reading Room membership cards. Applicants shall produce evidence of age, if required.

3. Membership cards are issued on applying to the Library on the prescribed form and on producing suitable reference. In the case of students, recommendations of the Principals or Professors of their Colleges may be required. The Library may, however, accept any recommendation if considers proper.

*Note:* Membership cards will not be forwarded by post.

4. Membership cards are non-transferable and are valid for one year from the date of issue. In case the card is lost, a duplicate card may be issued to a reader on his applying on the prescribed form and on payment of a fee of Rs. 3 (Rupees three only). The reader will be responsible for any misuse of his/her lost card. A fresh application complete in all details, in the prescribed form, will be necessary for the renewal of the expired card.

5. Persons wishing to make use of the Reading Room for mere reference may be admitted on the grant of a "Temporary Card" holding good for a maximum period of one week.

6. Membership cards shall be shown at the gate, and again, if required, to any member of the staff.

7. Not more than four books against permanent card and two books against a "Temporary Card" will be issued to readers. In case of serials not more than four bound volumes or one year's loose issues will be issued.

8. A reader wishing to use a book beyond one day could have it "kept out" for a maximum period of one week.
Appendix-III

9. No one shall remove from the Reading Room any book belonging to the Library.
10. Tracing is forbidden.
11. Publications which owing to their bulk or the brittle condition of their papers or for any other reason cannot be safely given for consultation in the Reading Rooms, shall be supplied only at the discretion of the Assistant Librarian, Reading Rooms.
12. Publications, the paper for which has become brittle, shall not be consulted under a fan.
13. Umbrellas, sticks, parcels, bags, printed materials, xeroxed and non-book materials shall not be taken into the Reading Rooms but should be deposited at the counter at the gate of the Library and a number token taken for them. Readers shall not take into the Reading Rooms their own books without the special permission of the Assistant Librarian.
14. Persons found mutilating the pages of books or periodicals or otherwise damaging them shall have to make good the loss and they shall be debarred from the use of the Reading Room in future.
15. Readers found violating any of these rules, or misbehaving in any way, or disturbing other readers by conversation or otherwise, shall not be allowed to remain in the Reading Room, and their cards are liable to forfeiture.
16. Any change of address during the validity of the Reading Room card should be notified to the Assistant Librarian, Reading Rooms immediately.
17. In case a reader abstains from using the Library during the validity of this Reading Room card, he may surrender the card to the Assistant Librarian.

Footnote to Rule 3:
The under mentioned persons are eligible to get cards in their own names without producing any reference, and to recommend others for the same purpose. It is to be understood that no recommendation shall be made except on behalf of a person personally known to the recommender:-

1. Members of the Central and State Legislature.
2. Councilors and Aldermen of the Corporation of Kolkata, and the Chief Executive Officer thereof.
5. Municipal Commissioners.
6. Advocates and Solicitors.
7. Fellows of universities.
8. Principals and Professors of Colleges and Members of the Teaching staff of the Universities (in case of students only).
9. Gazetted Officers.
11. Headmasters of recognized High Schools (for teachers working under them only).
12. Editors of Leading Papers and Periodicals.
13. Registered Medical Practitioners.
14. Directors and Managers of the Public Limited Companies (for their employees only).
15. Permanent Members of the superior Staff of the National Library.
16. Members of recognized professional associations.
17. Members of the Board of Secondary Education.
NATIONAL LIBRARY, KOLKATA

RULES FOR THE ISSUE OF BOOKS ON LOAN

1. The Lending Section will remain open on all working days from 9 A.M. to 8 P.M. and from 9.30 A.M. to 6 P.M. on Saturdays, Sundays and other Holidays notified by the Library except on (i) Republic Day, (ii) Independence Day, (iii) Mahatma Gandhi’s Birthday and other special holidays if any, when the Library is completely closed.

2. Books will be lent free of any fee or subscription to members of the public not less than eighteen years of age, residing in any part of India on their enrolling themselves as a member of the Lending Section of the Library and depositing as security a sum of money enough to cover the value of books lent or even a higher amount, if the nature of the books lent so demands. Regular of changing that amount with every transaction. The deposit money must always be paid in advance.

Generally, only two books which are known to the Library to be in print will be lent out.

Note: - In calculating the price of foreign publications lent to the borrowers the Lending Section will be guided by instructions issued from time to time by the Head of the Library on the Basis of current market value of foreign exchange. The price of a book calculated for purpose of issue on loan will be 30 per cent higher than the official rate.

3. The minimum amount acceptable as security is Rs. 50.00 (Rupees fifty only) and in the case of additional deposit the minimum amount acceptable is Rs. 20.00 (Rupees twenty only) or multiples there of. Borrowers are requested to transact money not more than on five occasions.

Note: - Borrowers are requested to preserve deposit receipts carefully.

4. The refund security money shall be governed by Rules specially framed for the purpose.

5. Books required by Government Departments for departmental use and by recognized institutions may be issued without any deposit. The Library also
provides facilities for inter-library loan. Such loan shall be subject to instructions issued from time to time by the Head of the Library.

6. No book that for the time being forms part of the Reference Collection in the Reading Room or any book valuable for its rarity, its illustrations or otherwise shall be lent out without the special permission of the head of the Library.

7. Periodicals, Journals, Indian Official Documents, foreign Official Documents, Newspapers, Nonbook materials and gift collections as well as books which cannot bear the strain of transit will not normally be lent out. Manuscripts in original will not be lent out.

8. Except with the special permission of the Librarian/Director no person shall have in his/her possession at any time more than two works or six volumes.

9. Books lent may be kept for a period of two weeks, which period may be extended at the request of the borrower either written or verbal; but in no case shall a book be allowed to remain with the borrower for more than one month at a stretch. Books lent are liable to be recalled before the expiry of this period.

10. The cost of the carriage of books from and to Calcutta shall be borne by the borrower. Books will be forwarded per V.P.P. for postage and they should be returned under registered cover, and no money or postage stamps will be accepted to cover the forwarding charges.

11. A book lost or damaged in any way by a borrower shall have to be replaced by him/her. If a book is not replaced or returned after a due noticed is served, such compensation therefore as may be determined by the Library shall be deducted from the Borrower’s deposit without further reference to him/her. His/her membership is liable to be cancelled after such deduction. The Head of the Library also reserves the right to forfeit the entire deposit of the borrower and to debar him/her from further use of the Library.

12. A late fee of Rs.0.20p. per day, per volume or as fixed from time to time will be charged, if books are not returned within the prescribed period. A borrower may not be allowed to borrow books again unless he/she has paid the late fee due. The late fee must be paid at the time of returning the books. However, if the borrower does not pay the late fee within two months from the date of return of
the books, it may be deducted from his deposit without notice. His membership is liable to be cancelled after such deduction.

13. Every depositor will get a borrower’s ticket and he/she will be responsible for all books borrowed on that ticket. The borrower’s ticket is not transferable. The borrower will be responsible for safe custody of his/her ticket. In case the ticket is lost, a duplicate ticket may be issued to him/her only on his/her applying in the prescribed form in such manner as may be fixed by the Head of the Library and on payment of a fee of Rs.5/- (Rupees five only). The borrower will be responsible for any misuse of his/her lost ticket.

14. The cash counter for the purposes of Deposits, Withdrawals, Late fees, etc. will remain open from 10 A.M. to 3 P.M. (with lunch break from 1.30 P.M. to 2.00 P.M.) except on Saturdays, Sundays and other Holidays notified by the Library.

RULES COVERING THE REFUND OF BORROWER’S DEPOSIT MONEY

1. If books borrowed from the Library by a borrower are not returned even after due notice, such compensation therefore as may be determined by the Head of the Library shall be deducted from the amount deposited by him.

2. In case the balance, if any, left after making the deduction, referred to in Rules 11 and 12 of the “Rules for the Issue of Books on Loan” is not claimed within three years from the date on which books were lent out, the whole amount of the balance shall be regarded as forfeited to the Government.

3. No claim to money deposited by a borrower will be entertained unless the borrower’s ticket and the receipt for the deposit is produced duly receipted on its back, and that over revenue stamp of the appropriate value. If the ticket is lost, the borrower will have to give such declarations as may be determined by the Head of the Library, and will have to pay a sum of Rs. 5.00 (Rupees five) only.

4. Cases where a deposit receipt is alleged to have been lost shall be covered by items 4 and 5 of the bye-laws.

5. Refund of deposits of Rs.30.00 or more shall be paid by cheque. This rule may not apply to foreign citizens.
THE DELIVERY OF BOOKS 'AND NEWSPAPERS'1
(PUBLIC LIBRARIES) ACT, 1954

[The delivery of Books (Public Libraries) Act, 1954: No. 27 of 1954, as amended by

An Act to provide for Delivery of Books to the National Library, Kolkata, and other
public libraries.

Be it enacted by Parliament in the Fifth Year of the Republic of India as follows:--

1. **Short title and extent.** —
(a) This Act may be called the delivery of Books ‘and Newspapers’1 (Public
Libraries) Act, 1954

(b) It extends to the whole of India

2. **Definitions.**— In this Act, unless the context otherwise requires, —

(1) “book” includes every volume, part or division of a volume and pamphlet, in any
language, and every sheet of music, map, chart or plan separately printed or
lithographed, but does not include a newspaper published in conformity with the
provisions of Section 5 of the Press and Registration of Books Act, 1867 (XXV of
1867);

“(aa) ‘newspaper’ means any printed periodical work containing public news or
comments on public news published in conformity with the provisions of Section 5 of
the Press and Registration of
Books Act, 1867;”

(2) “public libraries” means the National Library at Calcutta and any three other
libraries which may be specified by the Central Government in this behalf by
notification in the Official Gazette.

3. **Delivery of books to public libraries.** —

(a) Subject to any rules that may be made under this Act, but without prejudice to the
provisions contained in Section 9 of the Press and Registration of Books Act, 1867
(XXV of 1867), the publisher of every book published in the territories to which this
Act extends after the commencement of this Act shall, notwithstanding any agreement
to the contrary, deliver at his own expense a copy of the book to the National Library
at Calcutta and one such copy to each of the other three public libraries within thirty days from the date of its publication.

(b) The copy delivered to the National Library shall be a copy of the whole book with all maps and illustrations belonging thereto, finished and coloured in the same manner as the best copies of the same, and shall be bound, sewed or stitched together, and on the best paper on which any copy of the book is printed.

(c) The copy delivered to any other public library shall be on the paper on which the largest number of copies of the book is printed for sale, and shall be in the like condition as the books prepared for sale.

“3A. Delivery of newspapers to public libraries. —Subject to any rules that may be made under this Act, but without prejudice to the provisions Act, but 1867, the publisher of every newspaper, published in the territories to which this Act extends, shall deliver at his own expense one copy of each issue of such newspaper as soon as it is published to each such public library as may be notifies in this behalf by the Central Government in the Official Gazette.”

(4) Nothing contained in sub-section (1) shall apply to any second or subsequent edition of a book in which edition no additions or alterations either in the letter-press or in the maps, book prints or other engravings belonging to the book have been made, and a copy of the first or some preceding edition of which book has been delivered under this Act.

4. Receipt for books delivered. — The person in charge of a public library (whether called a librarian or by any other name) or any other person authorised by him in this behalf to whom a copy of a book is delivered under section 3 shall give to the publisher a receipt in writing therefor.

5. Penalty. — Any publisher who contravenes any provision of this Act or of any rule made there under shall be punishable with fine which may extend to fifty rupees and, “if the contravention is in respect of a book, shall also be punishable with fine which shall be equivalent to” the value of the book, and the court trying the offence may direct that the whole or any part of the fine realised from him shall be paid, by way of
compensation to the public library to which the book or “newspaper]\ as the case may be ought to have been delivered.

6. Cognizance of offences. –
(a) No court shall take cognizance of any offence punishable under this Act save on complaint made by an officer empowered in this behalf by the Central Government by a general or special Order.
(b) No court inferior to that of a presidency magistrate or a magistrate of the first class shall try any offence punishable under this Act.

7. Application of Act to books and newspapers published by Government. – “This Act shall also apply to books and newspapers published by or under the authority of the Government but shall not apply to books meant for official use only.”

8. Power to make rules. – The Central Government may, by notification in the Official Gazette, make rules to carry out the purposes of this Act. Contained in the Press and Registration of Books

GAZETTE OF INDIA, Pt. II, Sec. 3, dated 19-3-1955
MINISTRY OF EDUCATION
National Library, Calcutta
New Delhi, 11th March, 1955

S. R. O. 587. – In exercise of the powers conferred by Section 8 of the Delivery of Books (Public Libraries) Act, 1954 (27 of 1954), The Central Government hereby makes the following rules, namely:-

1. Short title. – These rules may be called the Delivery of Books (Public Libraries) Rules, 1955.

2. Definitions. – In these rules, unless the context otherwise requires :
(a) “the Act” means the Delivery of Books (Public Libraries) Act, 1954 (27 of 1954);
(b) “Librarian”, in relation to a public library, means the person in charge of such public library, and includes any person authorised by him in this behalf to discharge all or any of the functions imposed on him by or under the Act;
(c) “section” means section of the Act; and

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(d) all words and expressions used but not defined in these rules shall have the meanings respectively assigned to them in the Act.

3. **Mode of delivery.** – Subject to the provisions of section 3 a copy of every book published by a publisher shall be delivered by him to the librarian of each public library either by registered post or through a special messenger and the librarian to whom the copy is so delivered shall forthwith acknowledge receipt thereof in the Form annexed hereto and send it to the publisher by registered post and such receipt shall be conclusive proof of the fact that a copy of the book has been duly delivered to the public library of which he is the librarian.

4. **Prosecution of a defaulting publisher.** – Where a copy of the book published after the 20th day of May, 1954 has not been delivered to a public library within a period of thirty days from the date of its publication, the officer empowered under sub-section (1) of section 6 may at any time after the expiry of the said period make a complaint to the court against the publisher of such book for his failure to deliver a copy to the public library named in the complaint and such complaint shall be inquired into and tried by the court according to the procedure laid in the Code of Criminal Procedure, 1898 (Act V of 1898):

Provided that before a complaint is made to the court, a notice thereof may be given to the publisher by the librarian stating that he has failed to deliver a copy of such book within a period of thirty days of its publication and that if a copy is not delivered within a period of thirty days of the receipt of the notice he shall make himself liable to a penalty under section 5.

5. **Information regarding the correct date of publication.** – The publisher of every book shall affix on the copy of the book delivered to every public library a stamp bearing the date of the publication of the book and specifying that “the copy delivered is pursuant to the Delivery of Books (Public Libraries) Act, 1954.”

6. **Memoranda of Books.** – The publisher of every book shall furnish to the librarian a statement containing (so far as may be practicable) the following particulars, that is to say, –

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(1) the title of the book and the contents of the title page, with a translation into English of such title and contents, when the same are not in the English language;
(2) the language in which the book is written;
(3) the name of the author, translator or editor of the book or any part thereof;
(4) the subject;
(5) the place of printing and the place of publication;
(6) the name or firm of the printer and the name or firm of the publisher;
(7) the date of issue from the press or of the publication;
(8) the number of sheets leaves or pages;
(9) the size;
(10) the first, second or other number of the edition;
(11) the number of copies of which the edition consists
(12) whether the book is printed or lithographed;
(13) the price at which the book is sold to the public; and
(14) the name and residence of the proprietor of the copyright or of any portion of such copyright.
G.S.R. In exercise of the powers conferred by sub-section (1) of section 28 of the Khuda Bakhsh Oriental Public Library Act, 1969 (43 of 1969), the Khuda Bakhsh Oriental Public Library Board, with the previous approval of the Central Government, hereby makes the following regulations, namely:

1. **Short Title and Commencement**

1. These regulations may be called the Khuda Bakhsh Oriental Public Library (maintenance) Regulations, 1981.

1. They shall come into force on the date of their publication in the Official Gazette.

2. **Definition**

In these regulations, unless the context otherwise requires:

a. “Act” means the Khuda Bakhsh Oriental Public Library Act, 1969 (43 of 1969);
b. “Board” means the Khuda Bakhsh Oriental Public Library Board;
c. “Director” means the Director of the Library;
d. “Form” means the Form appended to these regulations;

3. **Conditions for Membership and Loan of Books**

1. The Board may, from time to time, give on loan to any person or institution, any books contained in the library;
2. The lending section counter shall be open to the public for borrowing books for use at home from 10.30 a.m. 4.30 p.m. daily except on Fridays and public holidays;

3. Books shall be lent free of any fee or subscription to any person not less than the age of eighteen years;

4. Applications for membership shall be recommended by a member of the Board or by a Gazetted Officer and shall be accompanied by a security deposit of Rs.50/-. The Director may waive the requirement of security deposit in case of deserving scholars and students recommended by the Education authorities.

5. Where the books to be given on loan are costly or of a rare nature, they may be issued to the members only, after depositing the cost of the book with the librarian.

6. The authorities of the Library shall be immediately informed when a membership card is lost. A fee of Rs.2/- shall be charged for issuing a duplicate membership card.

7. The member shall be responsible for any misuse of the lost membership card.

8. A week's notice shall be given before the security deposit is withdrawn. Before refund of the security deposits the members shall return all the books to the library and pay all the dues, if any. The receipt of the security deposit shall be only endorsed on its back and the borrower's card shall also be surrendered.

9. The following categories of books, publications and other materials shall not be permitted to be taken outside the library, namely:
   a. unprocessed books
   b. brittle and damaged books
   c. manuscripts
   d. paintings
   e. specimen of calligraphy
   f. catalogues, dictionaries, encyclopedia, etc
   g. journals
   h. out-of-print and rare books
10. No member shall be allowed to borrow more than three titles or three separate volumes of the same book from the library at a time.

11. The member may keep books borrowed from the library for a maximum period of thirty days. The period of loan may be extended on written request. The books may be recalled earlier, if necessary.

12. A late fee of ten paise per day for each volume lent shall be charged if books are not returned within the specified period.

13. The Director may, for reasons to be recorded in writing, write off or reduce the late fee, provided he is satisfied with the explanation given by the member concerned.

14. If any books borrowed from the library is lost or damaged, the member shall be held responsible for such loss or damage, and if the book belongs to a set, he shall be liable to make good the set to the satisfaction of the Board or pay the value of the complete set.

15. The book shall be returned immediately on receipt of an intimation from the library to that effect.

16. A member against whom any overdue or other charges are outstanding shall not be allowed to borrow books or withdraw his deposit until he has paid the amount due. In case he fails to do so after due notice, the Board may deduct the dues from the security deposit of the member. The Board may also debar him from further use of the library.

17. Members may be debarred from borrowing books from the library in case of persistent infringement of any of the regulations of the library.

4. Custody and Administration of Collection of the Library

1. The Board shall not accept any book as gift unless it is satisfied that such books are worthy to be preserved.
2. After a book is accepted as gift, the book shall be taken into account and shall be recorded in the Stock Register of the Library.

3. All books of the library shall be made available to the bona fide scholars for study, in the reading-room of the library during its working hours subject to the following restrictions, namely:

   a. The library shall remain open on all working days except on Fridays and other public holidays. The Board shall decide and notify whatever and whenever timings of the delivery are changed.

   b. All books, except rare manuscripts and rare books, which are given on loan shall be available in the premises of the library for reading and reference purposes only.

   c. Any person desirous of making use of the reading facilities, shall make an application addressed to the Director in the Form prescribed by the Board in this behalf duly endorsed by a Member of Parliament or Member of the State Legislatures, Member of the Board, Advocate, solicitor, Head of the Department or Reader in any University, Principal of a College, Gazetted Officer of Central or State Government, Registered Medical Practitioner.

   d. A person having been allowed to make use of the library and reading facilities shall be issued an identity card which shall contain a passport size photograph of the person duly endorsed by the Director.

   e. The identity card shall be valid for a period of three years.

   f. Persons wishing to make use of the reading facilities casually shall be admitted on the grant of a temporary pass, holding good for the day of issue.

   g. The reader who is duly admitted into the library shall be responsible for any damage done by him to the books and shall be liable to pay the full price of the books.

   h. The Director may debar any person from the use of the library in case of persistent infringement of any of the regulations of the library.
Appendix-VI

i. Identity card shall be non-transferable. In case an identity card is lost a duplicate of the same may be issued to its holder on his applying to the Director in the Form prescribed and on payment of a fee of Rs.2/- along with a passport size photograph. A fresh application complete in all respects as provided for in the Form prescribed by the Board in this regard shall be necessary for the renewal of the identity card.

j. The identity card shall be shown at the entrance and again, if required at any time, to any member of the staff on demand.

k. Rare manuscripts shall be shown to scholars and other eminent persons on permission of the Director and the same shall be consulted in the presence of an Assistant Director or the Librarian. Visitors or scholars shall not be allowed to photograph the rare manuscripts without the special permission of the Board.

l. Any book which owing to its bulk or its brittle condition or for any other reason, cannot be safely given for consultation in the library, shall be supplied only at the discretion of the Director or the officer-in-charge of the reading room.

m. Umbrellas, sticks, containers and other objectionable things shall not be taken into the library and shall be deposited at the counter of the reading-room.

n. The readers shall not take into the reading room their own books without special permission of the Director or the Officer-in-charge of the reading-room.

o. Persons found mutilating the pages of books or otherwise damaging them besides making good the loss in accordance with these regulations, shall be debarred from the use of the library in future.

p. Readers found violating any of these regulations or misbehaving in any way, or disturbing other readers by conversation or otherwise, shall not be allowed to remain in the library and their identity card or pass shall be liable to forfeiture.
q. Any change of address during the validity of the identity card shall be notified to the Director immediately.

5. **Structural alterations to be made with the approval of the Board**

No structural alterations of any kind shall be made to the existing building of the library without the approval of the Board. Such alterations may be carried out by the Central or State Public Works Department or any other authority approved by the Board.

**Preparation of Catalogue**

The Director shall take such steps as may be deemed necessary for preparing scientific catalogues, inventories of books, manuscripts, other articles and things in the library and also for the proper preservation subject to the general approval of the Board.

7. **Stock-Taking of Books**

The stock-taking and physical verification of books shall be conducted once in three years by the Director or any other officer authorised by the Board in this behalf.

8. Inspection

9. Every member of the Board shall have the right of inspecting any part of the building of the library at any time.

1. A daily record of the number of visitors shall be kept.
2. No person shall smoke, spit or behave in an objectionable manner.
KHUDA BAKHSH ORIENTAL PUBLIC LIBRARY, PATNA
LIBRARY MEMBERSHIP FORM

Membership No. __________

I, _________________________, apply for enrolment as a member of the Lending Section of the Khuda Bakhsh Oriental Public Library for borrowing books. I have read the Rules and promise to abide by the Rules and Regulations including bye-laws in force for the time being and to return books immediately on receipt of such a demand from the Library and to pay the late fee and other dues if any within the prescribed period.

I also promise that any book which I shall borrow from the Library will be borrowed for my personal study, will remain in my own custody and will not be made over to any one else.

I furnish below the required particulars about myself.

Signature of the applicant ......................
Dated, the ............... 
Full Name (in block letters) ........................................................
Designation ..............................................................................
Permanent Address .................................................................
Local or Present Address ...........................................................
Profession ......................................... Age ......................
Specimen Signature .................................................................
(*To be filled in and signed by the guarantor)

I personally know Shri ________________________, attest his specimen signature overleaf and recommend that he may be allowed to join as a member of the Lending Section at the Khuda Bakhsh Oriental Public Library, Patna. I shall be responsible for return or replacement (in case of loss or damage) of the books borrowed by him and for payment of any dues payable by him to the Library within the period prescribed by the Library.
Received a sum of Rupees fifty only (Rs.50/-) from Shri .................. vide receipt No. ............. Dated ............. and recorded in the Cash-Book on........................

Signature of the Cashier ..............

Refunded a sum of Rs...............................(Rupees ..................................) Only on ................................ against required receipt, dated .............

Signature of the Cashier ..............