CHAPTER – IV
PROFILES OF THE CHENNAI CORPORATION AND ITS LIBRARY

The Corporation of Madras - the second oldest Corporation in the world, and the earliest such organisation in British India, grew out of the early East India company administration of the Fort and the Town.

4.1 Historical Perspectives of the Corporation

The idea of a municipal government proper for Madras was however, actually taken by Company ‘Chairman’ Josiah Child from the Dutch Government in the East Indies. His objective was to bring the Dutch form of government into conformity with traditional English ideas. In a general letter to Madras dated September 28, 1687, Child detailed a plan for the formation of a Corporation composed of Indians and Englishmen having a regular Mayor, Aldermen and Burgesses, a Recorder and a Town Clerk. He stated the Corporation should be armed with power to decide petty cases and to levy rates from the inhabitants for the building of schools, a town Hall and a Jail. He also invited the Agency- the Madras Governor and Council - to offer their own suggestions to his draft scheme. However, on December 12, 1687, it was communicated to the Agency that Child as Governor of the Company, and
Mr. Bathurst, as Deputy Governor, had been admitted to an audience with King James and his Cabinet Council, and that the audience had resulted in a determination to send out a ready-drawn Charter under the Company’s seal for the formation of the Madras Corporation.

4.2 The Madras Corporation Charter of 1687

The Charter was granted by the Governor and the Company of Merchants on December 30, 1687, as they had found “by experience and practice of other European nations in India that the making and establishment of Corporations in Cities. The Mayor of Madras was modeled after the Mayor of London, and was the first Mayor in British territory outside of England. Vested in him was the responsibility of leading the city, as the “guardian of the city’s honour”. The Charter was to come into force from September 29, 1688 and a new Mayor was to be elected on September 29th, every year. On the appointed day, Saturday, September 29, 1688, the Corporation was inaugurated with all due solemnity, the Mayor and eight Aldermen taking their respective oaths. The Corporation was empowered to levy a tax for the building of a Town Hall, of a Jail House, and of a School House “for the teaching of the Native children to speak, read and write the English language, and to understand Arithmetic and Merchants’ Accounts”.

4.2.1 Madras Corporation of 1726 and 1753
In 1721, the procedure was fixed for the election of the Mayor and the Aldermen by a resolution of the Governor in Council. Six years later, the Corporation was re-organised in accordance with the terms of the Royal Charter issued by King George-I in 1726, which gave greater judicial powers to the body. This Royal Charter was received in Madras in July 1727 and, according to it, the body corporate of the City was to be composed of the Mayor and nine Aldermen, of whom at least seven should be natural-born British. By excluding the heads of castes and communities, the Charter deprived the Corporation of its representative character.

4.2.2 The Municipality of Madras (1792 to 1919)

Municipal action proper, however, actually proceeded from the Act of Parliament of 1792 containing a clause making provision “for the good order and Government of the towns of Madras, Calcutta and Bombay.” Clause 151 of this Act provided for the appointment of Justices of the Peace, while a succeeding clause empowered them to assemble at general or quarter sessions to make arrangements for the care of the streets.

The Act further provided for the collection of the assessment and for the licensing of the sale of spirituous liquors in the Presidency town. This is the commencement of the Madras Municipality as such, differing from the Mayor and Corporation who were almost purely judicial functionaries initially. For the first time in the history of Madras, the Corporation decided to collect a 5
percent property tax on houses based on their annual rental value. Town cleaning work was entrusted to officers known as Surveyors and Collectors. Conservancy work was done through contract workers. The Act also contained provision to ensure good order and administration. In 1798, a committee was appointed for the better administration of the town. Rules for markets and public conveyances and provisions of tariff were drawn up, and at the same time, a portion of the excise revenue was devoted to Municipal purposes. After a decade, the assessing authority was delegated partially to the people, by an Act of 1841 (The City of MMA XXII of 1841) that amended the law concerning the municipal organisation of Madras and sought to give greater liberty of action and a real measure of self-government to the people. It provided for a voluntary system of self-government.

### 4.3 The Resolution of Lord Ripon

In 1882, the most important landmark in the history of local self-government in India - the famous Resolution of Lord Ripon, Viceroy and Governor General of India was introduced on the basis of it, really democratic institutions were brought into existence. Lord Ripon was therefore described as the ‘Father of Local Self Government in Modern India’. It was in recognition of the significant role he played that the official home of the Madras Municipal Corporation was named as Ripon Buildings. This Resolution of Lord Ripon has been hailed as the ‘Magna Carta of local self-government’. It strongly advocated popular participation and expressed the
view that the idea of local self-government would be a device for the political development of the Indian masses.

4.3.1 The Act of 1919

The Madras City Municipality Act (MCMA) of 1919 that was passed include the fundamental changes outlined in the Government of India Resolution, whose principal aim was to give the City Municipal Council full control over taxation, budget and establishment. To give effect to a scheme of decentralisation, the Act sought to transfer several powers from the local government to the Corporation Council and to Standing Committees, increase the borrowing powers of the Corporation, and authorised it to raise certain new taxes. This Act continues to be to this day the basis of the administration of the City Corporation and marks a watershed in the historical development of the Corporation.

4.3.2 The Act of 1936

In 1934-1935, when the Kumararaja of Chettinad was Mayor for the second time, further amendments to the City Municipal Act were taken up. The Act of 1936 was the outcome of the Amending Bill of 1936, in the shaping of which he had a large part, as Chairman of the Select Committee of the Legislative Council. The institution of Aldermen was also revived in the amended MCMA of 1936, and thus another element of the old Madraspatam Corporation was restored to life.
4.3.3 The Act of 1971

The Madras Act XXII of 1971 abolished Circle Committees and revived functions of the Standing Committees. Maintenance work to be undertaken of the three engineering services - roads, water supply, and drainage - was assigned to Assistant Commissioners, under whom two Executive Engineers were in charge of Divisions 1 to 60 and 61 to 120 respectively. A High Level Committee instituted in 1977 sought to improve efficiency and reform the structure of the Madras Corporation. The Corporation’s Divisions meanwhile had increased to 150 by 1978.

4.4 The Administrative Structure

The Commissioner of the Corporation is the Chief Executive, and has his office in Ripon Buildings. The Commissioner is assisted by four Deputy Commissioners from the Indian Administrative Service, two Chief Engineers and seven Superintending Engineers. The actual work of rendering civic service is taken care of by the field staff. For the sake of administrative convenience the Corporation area is divided into ten Zones and each Zone is headed by a Zonal Officer known as an Assistant Commissioner. There are 24,619 employees in the Corporation of Madras establishment in the year 2009. The Assembly constituencies in 2008, include Thiruvotriyur, Dr. Radhakrishnan Nagar, Royapuram, Villivakkam, Anna Nagar, Chepauk, Alandur and Tambaram which have been added to the 12 earlier constituted
constituencies. From 70 sq.km. in 1901, the Madras that is now Chennai has
grown to an area of 174 sq.km and has a population of 4,343,645 (according to
the 2000 Census).

4.5 Description of the Ripon Building: The official building of the
Corporation

Ripon Building, the imposing and spacious offices of the Corporation
was opened by the Viceroy Lord Hardinge on November 26, 1913 although it
was not fully completed by that date for occupation. Sited in the southwest
corner of people’s Park, it formed “a most imposing pile from whatever
direction they are viewed.

4.6 Review of 370 Years of Development of Chennai

Madras was founded in the year 1639. In the next year foundation
stone for Fort St. George was laid by Francis and Cogan along with 25
Europeanist. In the subsequent year (i.e.) 1668 Triplicane was annexed to the
city. In the year 1678 foundation was laid for
St. Mary’s Church inside Fort St. George. Madras City Municipal Corporation
was inaugurated in the year 1668.

In order to expand the city, the then peripheral areas like Egmore,
Pursawalkam and Tondiarpet was annexed to the city. Subsequently five other
neighbouring villages (i.e.) Thiruvotriyur, Nungambakkam, Vysarpadi,
Villivakkam and Sathangadu were annexed in the year 1708. In the year 1735 Chinthadripet was formed. Vepery, Periamet, Perambur and Puduppakkam annexed to the city in the year 1742.

The Madras came under the influence of French people in the year 1746. Subsequently in the year 1749 the French people handed over the reins of Madras to English people. Again in the year 1759 French siege ended. In 1767 the Muslim King viz., Hyder Ali invaded Madras and the Chepauk palace was built by Nawab of Arcot in year 1768. Hyder Ali invaded Madras in the year 1769. Fort St. George was repaired and restored to the present shape in the year 1783. Another significant milestone in the city was Madras first post office built in the year 1786. Madras Literary Society was also founded in the year 1817.

First commercial Bank - Madras Bank was started in the year 1831. The total population of Madras city in the year 1831 as per first demography comes ever conducted in the city was 39,785. In the year 1834, first survey school was inaugurated and later developed as Guindy Engineering College and Anna University. In the year 1835, first College of Arts was founded and later it was named Madras Christian College. In the year 1841 Ice House was built opposite to Marina sea shore and Ice blocks were shipped from U.S had been stored here. (Now it is called as Vivekananda Illam) (In the year 1842) First light house was constructed. In the year 1846 Pachaiyappan School was
founded and later it was christened named as Pachaiyappa’s College, Madras first Museum was formed in the year 1851. Zoological park was inaugurated in the year 1853 and the Madras University board was founded in the year 1855.

The First Railway journey between Madras and Arcot was started in the year 1856. Madras University founded in the year 1857. Presidency College was built during the year 1864 to 1865. In 1873 registering of new born infants had been initiated and also Madras Mail News paper publication was started. University Senate House was built in the year 1874 and Buckingham Canal was dug in the Year 1876 -1878.

Madras Beach Road was formed in the year 1885. Connemara Public Library was established in the year 1887. The foundation stone for the High Court building was laid in the year 1889. The First Tram Car was started in the city during 1895. Port Trust was inaugurated in the year 1905.

During the year 1914, water and drainage network was laid in the city and Kilpauk water works was inaugurated and coincidely First world war was broken up during this year. **Emdon**, a German fighter vessel also bombarded the sea shore.

In the year 1924 School of Indian Medicine was formed. It is interesting to note that the first Broadcasting station was founded at Ripon building complex during the year 1930.
Madras Municipal Corporation elected its First Mayor Rajah Sir Muthiya Chettiar during the year 1934. In the year 1938, All India Radio started functioning and broadcasting from the Ripon building complex was stopped. In 1942 was the year of Second World War and there was mammoth evacuation of people from Madras and also Japanese fighter plan dropped bombs on city in the year 1943. In the Year 1946 Peripheral Village surround the Madras was annexed to provide better infrastructure and facilities.

4.7 The Establishment of CMDA

To provide better infrastructure facilities and also to prepare city master plan, Chennai Metropolitan Development Authority (C.M.D.A) was formed in the year 1972. Earlier it was known as MMDA (Madras Metropolitan Development Authority).

Madras Corporation elected council was superceded in the year 1973. Doordarshan started its telecasting in the year 1975. Rajaji Mandapam was also constructed in the same year. In the year 1976, Kamarajar Mandapam and Valluvar Kottam were inaugurated.

A new light house adjoining the sea shore was inaugurated in the year 1977. In the year 1978, MMWSSB (Madras Metro Water Supply and Sewerage Board) was formed to meet the water supply needs of the city and to provide proper drainage system. The suburbs of Chennai city like Tharamani, Thiruvanmiyur, Vellacherry, Kodambakkam, Virugambakkam, Saligramam,
Koyembedu, Thirumangalam, Villivakkam, Erukkancherry, Kollathur and Kodugaiyur Panchayat had been areas annexed to the city. In the year 1979 number of divisions increased from 120 to 150. Chennai Corporation has provided basic amenities to the newly included suburban people. In the year 1988 Madras Corporation celebrated its tercentenary. Madras Corporation administration was revamped and decentralised with 10 circle formed to provide better services to the public. In the year 1991 Madras Vision 2000 Programme was launched. Inauguration of Lily Pond Shopping Complex was also inaugurated in the same year. In the year 1993 for Administrative reasons number of divisions reconstituted and increased from 150-155.

In the year 2001, about nine of flyover were constructed to solve the traffic snags that were haunting is the Chennai. In the year 2005 a number of parks and play fields were renovated and new once were also created. In the year 2006, Madras University Senate House got renovated and opened under the auspices of then Honourable President A.P.J. Abdul Kalam.

2010 was the remarkable in the annals of the Chennai: when a new Secretariat was inaugurated at Ommandurar Estate under the auspices of Dr. Manmohan Singh, Prime Minister of India.

To connect North Chennai and South Chennai, a challenging flyover at Perambur was completed in the year 2010 with technical excellence and
coupled with engineering feat, even though there had been initial hiccups for the completion of the bridge.

Again in 2010, the Chennai has witnessed a multifaceted and technically advanced global library at Kotturpuram, which is the biggest in Asia which was inaugurated on 15\textsuperscript{th} September 2010 and the building was named as Anna Centenary Library to commemorate Anna Centenary year.

Running up to its 100\textsuperscript{th} year since its inception, Ripon Building, the seat of the city’s civic body Chennai Corporation has got yet another feather in its cap. Ripon Building has got its own commemorative cover and stamp cancellation on 16\textsuperscript{th} August 2010. The special cover has a picture of Ripon Building on one side and on other side is the description which reads “Ripon Building is the seat of the Chennai Corporation”. This is a fine example of Indo-Saracenic style of architecture, a combination of three types of architectural styles -Gothic, Ionic and Corinthian.”
4.8 Administrative Structure of the Present Chennai Corporation

The Council Department is headed by a Council Secretary. This department functions as the Secretariat of the Council, with Mayor and for the various standing committees. Obviously it aids the Mayor in the discharge of his onerous duties as well as the Council and Standing Committees.

4.9 General Administration

This department is in charge of Personnel and Administrative matters of the Corporation as a whole. All the appointments, promotions, training, retirements, settlement of post retirement benefits, staff discipline, etc. are taken care by this department headed by an Assistant Commissioner at the Head Quarters.

4.9.1 Financial Management Unit

It is headed by Financial Adviser. The Officer is deputed from the Finance Department of the Secretariat. Preparation of Corporation Budget, receiving Loans and Grants from the govt. Managing and controlling of expenses of the Corporation are the major responsibilities of this unit.

4.9.2 Land and Estate Department

Headed by a District Revenue Officer. Leasing out Corporation Lands, buildings, renting out shopping complexes, acquisition of land required for
road widening, construction of flyover and other public utilities are the responsibilities of this department.

4.9.3 Revenue Department

Revenue Officer is the head of the department. He is responsible for the collection of property tax, advertisement tax, collection of parking fees and other taxes. At the Head Office, change of name of ownership of properties, revision petitions against fixation of tax, review of progress in collection of taxes and scrutiny and approval of assessment proposal are being done.

4.9.4 Engineering Departments

Works Department

Town planning is headed by the City Engineer. Sanction of plan and building permits up to second floor for industrial and residential building. Maintenance of streets and central asphalt plant are the major work of this department.

4.9.5 Mechanical Engineering Department

The Superintending Engineer (Mechanical) is the head of this department. He is responsible for the purchase, maintenance of all vehicles of the Corporation of Chennai. The printing press, general stores, general
workshop of Corporation of Chennai are functioning under the control of the Mechanical Engineering Department.

4.9.6 Electrical Department

Electrical Department is headed by a Superintending Engineer (Electrical). Installation and maintenance of all street lights and laying cables, maintenance of electric crematoriums are look after by this department.

4.9.7 Solid Waste Management Department

Headed by a Superintending Engineer. This unit takes care of removal of solid waste which is a major problem to the Corporation. Every day about 3200 Metric tone (M.T) of garbage is collected and removed from the City. Night conservancy is being carried out in all important roads and commercial areas of the City. Door to door collection of garbages in all zones from may 2003. Recently the Corporation has initiated a project to process Municipal Solid Waste into compost by Mechanical Composting Method.

4.9.8 Privatisation of solid waste management

In Chennai city, the Solid Waste Management has been privatised in some Zones by Neel Metal Fanalca is carrying out the garbage clearances in the zones since, 5-3-2000. The Company removes 3200 Metric Tone (M.T) of Municipal Solid Waste everyday. And also the conservancy operations in
selected important main roads in various zones have been privatised for a period of one year and it is in operation from 05.10.2005 onwards.

4.9.9 Buildings Department

Headed by a Superintending Engineer. Building department carries out capital nature of works such as construction of school buildings, public conveniences, community halls, shopping complexes and hospitals.

4.9.10 Storm Water Drain Department

Headed by a Superintending Engineer. It takes care of construction, maintenance and desilting of storm water drains.

4.9.11 Bridges Department

Bridges Department is headed by a Superintending Engineer. Construction and maintenance of bridges, causeways and sub-ways are the responsibilities of this department.

4.9.12 Health Department

Headed by a Health Officer, Looks after the administration of dispensaries, public health, sanitation, prevention of food adulteration, issue of birth and death certificates and sanitation certificates.
4.9.13 Family Welfare Department

Headed by District Family Welfare Medical Officer. This Department looks after the administration of maternity and child welfare centers, family welfare and immunisation programmes.

4.9.14 Education Department

The Education Officer is the head of the department. Looks after the administration of the schools from elementary to higher secondary schools, community colleges and nutritious meals centers.

4.9.15 Parks and Play Fields

Maintenance of Parks and Play fields and Swimming Pools are under the control of the Chief Engineer (General). He is assisted by two park Superintendents and one Stadia Officer and one Executive Engineer (Parks).

4.10 Municipal Administration

The Commissioner of the Corporation is the Chief Executive. He has office in the Ripon Building. The Commissioner is assisted by three Joint Commissioner, one Deputy Commissioner from Indian Administrative Service, two Chief Engineers and seven Superintending Engineers. The actual work of rendering civic service is taken care of by field staff. For the sake of
administrative convenience the Corporation area is divided into ten zones and each zone is headed by a Zonal Officer.
4.11 The position of the Corporation of Chennai Library in the administrative structure of the Institution

CORPORATION OF CHENNAI

Office of the Commissioner

J.C. (Works)
  C.E. (Blds & Brds)
  C.E. (Gen.)
  Health Officer
    Addl. H.O
    Asst. H.Os (10)
  S.E. (Build)
  S.E. (Brid)
  S.E. (Mech)

J.C. (Health)
  D.F.W (MO)
  E.O
  Addl. E.O
  R.O
  D.R.O (L&E)
  Addl. R.O

J.C. (Edu)
  A.C (GA&P)
  J.C (R & F)

Librarian
  Zonal Officers (10)
    C.S.
    V.O.
    D.R.O. (E&I)
    L.O.
    P.R.O.

City Engineer
  S.E. (Electrical)
  S.E. (S.W.M)
  S.E. (B.R.R)
  S.E. (S.W.D)

E.E. (Parks)
  P.Supdt
  Stadia officer

Unit Officers (30)

Division Officers (155)
4.12 Changes in services of Municipal Administration

- **1786** - Post-Office Now Separate Ministry for Telecommunication, created and it comes under control of Govt. of India.

- **1826** - Board of Public Instructions - Now its name has been changed as DPI (Directorate of Public Instructions) comes under Ministry of Education, Govt. of Tamilnadu.

- **1835** - Medical College - Now it is named as Madras Medical College, comes under Health Ministry, Govt. of Tamilnadu.

- **1853** - Zoo formed - Now it has been shifted to Vandalur, out-skirts of Madras City in the Year.

- **1874** - University Senate House - Now it comes under control of Madras University which is Autonomous body Institution.

- **1877** - Connemara Public Library - Now it comes under Directorate of Public Libraries, Govt. of Tamilnadu.

- **1889** - High court - Now it comes under Ministry of Judiciary, Govt. of Tamil nadu.

- **1895** - First Tram Car. It has been abandoned in the year 1953.

- **1905** - Port Trust Formed - Now separate Dock Labor Board, formed and it comes under Ministry of Transport, Govt. of India.
• **1914** - Water Mains and drainage formed now separate board formed under the head of MMWSSB in the year 1978. It comes under Ministry of Local Administration Govt. of Tamilnadu.

• **1925** - First Public Transport - Now separate Ministry for Transport under control of Govt. of Tamilnadu formed to take care of Transport for public.

• **1930** - First Broadcasting Station founded at Ripon Buildings Complex - Now it has been Shifted to Mylapore and separate Ministry for Information & Broadcasting, Government of India formed to look after Broadcasting facility.

• **1972** - Formation of Madras Metropolitan Development Authority (MMDA) which look over the planning and development control of functions of local body.

4.13 **Chennai Corporation 2009 - 2010 amendments to merger of suburban areas:**

It will be 426 sq km after merger of several local bodies.

The area under the Chennai Corporation limits is set to expand by over two times, with the State government issuing an order for merger of several neighbouring local bodies with it. It would be 426 sq km after the merger as against 174sq km now.
Seven municipalities, three town panchayats and 13 panchayat unions in Thiruvallur district and two municipalities, five town panchayats and 12 panchayat union in Kancheepuram district would merge with the Corporation, according to the government order. The G.O. said that the elected representatives of the local bodies would continue in their posts until 2011 when the next election would be held. The decision on formation of two new corporation - Chennai - Avadi and Chennai - Tambaram - would be taken later, the government order said.

As regards Chennai Corporation, the formation of new wards in the merged entities would be based on the population. The 155 wards currently in the Chennai Corporation would also be redrawn on this basis.

The Chennai Corporation Commissioner has been given the power to delineate the wards, zones and reclassify existing wards. If need be, he can designate an officer on special duty. A report pertaining to the delineation and reclassification must be submitted to the government with in six months.

The municipalities that would be part of the expanded Chennai Corporation are Kathivakkam, Thirvottiyur, Manali, Maduravoyal, Valasaravakkam, Alandur and Ullagaram - Puzhudivakkam.

The panchayat unions identified are Edayanchavady, Sadayankuppam, Kattupakkam, Theeyampakkam, Surapet, Kathirvedu, Puthagaram, Nolambur, Karambakkam, Nerkundram, Ramapuram, Mugaliwakkam, Manapakkam,
Neelankarai, Injambakkam, Karapakkam, Okkiam Thoraipakkam, Madipakkam, Jaladampet, Semmanchery and Uthandi.

The GO envisages that the expansion of the Corporation limits was necessitated as the neighbouring local bodies were unable to develop infrastructure in tune with the growth of population.

4.14 **Governing Bodies of the Library**

The Library functions under the direct control of Assistant Commissioner (GA&P) and obviously the Commissioner is overall control of administration. A Purchase Committee is constituted comprising, Deputy Commissioner (Works), Deputy Commissioner (Health) and Deputy Commissioner (Revenue and Finance) and Assistant Commissioner (GA&P) as members and headed by Deputy Commissioner (Education).

4.15 **Functions of Library Purchase Committee**

The Commissioner, Corporation of Chennai has constituted a Purchase Committee, headed by Deputy Commissioner (Education). This committee is empowered to suggest the purchase of suitable documents, and it may consider suggestions of other Head of Departments regarding purchasing of documents. The Library purchase committee meets whenever necessary. The convening of the committee meeting and the preparation of agenda are done by the Librarian with the approval of Assistant Commissioner (GA&P) who is Head of
Department. The Library Purchase Committee discuss the policies and programmes for the improvement of the Library. The Committee also considers the list of new books to be purchased and gives approval. The Librarian takes action to purchase the new books and also to implement all the programmes approved by committee.

4.16 Services of the Chennai Corporation Library

The library offers following services to the users:

- Circulation
- Preservation of Government Gazetteers
- Preservation Chennai Corporation Council Resolution books.
- Assistance to Research Scholars
- Reference Services to the users
- Reprography services
- Internet - facility to members / users
- Intranet - facility to Head of Departments
- Searching and Retrieval of e-resources
- Dissemination of information
- Retrospective Searchers
- Compilation of Bibliographies
4.17 Membership

The Corporation staff who are either permanent or have completed two years of probation are allowed to become members of this Library. The one time membership fee is `100/-. This membership fee is non-refundable. Retired officers and employees of Chennai Corporation can also become member in this library after paying caution deposit of ` 100/-. Membership form can be obtained from library and submit their details to become a member of the library. Computerised Identification card will be issued to the member. Members are provided two numbers of books with fifteen days of lending time.

4.18 Library Automation

OPAC (On Line Public Access Catalogue) is one of the catalogue service offered by Chennai Corporation Library such catalogues allow any member of the library user community to access the catalogue database in order to search whether the library holds the particular title of document or not. Search can be done by various options like title, publisher, author, accession number, subject, class number, ISBN. etc. The issue and return of books are being done through computer.

4.19 Collection Development
A Collection development policy is a written document forming part of information policy of the parent organisation.

The policy covers:

- Missions of the parent body and its library.
- Profile of the parent organisation and categories of customers to be provided information resources and services.
- Goals of collection development in terms of information resources, services, operations, format facilities, inter-institutional co-operation and human resources needed to meet those goals.
- Level of staff responsible for selection and acceptance of requests received from the customers.
- Basis of allocation of funds for books.
- Factors for choosing various formats.
- Criteria for selection of various formats
- Selection policy - broad criteria, duplicates, non-print materials, paperbacks, gifts and others.
- Resource sharing including exchange of materials.
- Co-operative collection development.
- Guidelines for weeding, preservation, censorship, copyright law.

### 4.19.1 List of few rare books available in the library

<table>
<thead>
<tr>
<th>Nos.</th>
<th>Year of Publications</th>
<th>Title</th>
<th>Author</th>
<th>Subject</th>
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<tr>
<td>1</td>
<td>1637</td>
<td>Murder in the Mews</td>
<td>Agatha Christie</td>
<td>American Lecturer in English</td>
</tr>
<tr>
<td>2</td>
<td>1819</td>
<td>Ivanhoe</td>
<td>Sir walter Scott</td>
<td>American Lecturer in English</td>
</tr>
<tr>
<td>3</td>
<td>1831</td>
<td>The Hunch back &amp; Notre Dame</td>
<td>Victor Hugo</td>
<td>English Literature</td>
</tr>
<tr>
<td>4</td>
<td>1857</td>
<td>Bar Chester Towers</td>
<td>Pamela Hansford Johnson</td>
<td>General Biography</td>
</tr>
<tr>
<td>5</td>
<td>1875</td>
<td>Science &amp; Health</td>
<td>Mary Baker eddy</td>
<td>Pure Science</td>
</tr>
<tr>
<td>6</td>
<td>1881</td>
<td>Love Among the Artists</td>
<td>Bernard Shaw</td>
<td>English Literature</td>
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<td>1888</td>
<td>Stories</td>
<td>Oscar Wilde</td>
<td>English Literature</td>
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<tr>
<td>8</td>
<td>1892</td>
<td>The Dialogues of Plato</td>
<td>Jowett</td>
<td>General Biography</td>
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<td>9</td>
<td>1904</td>
<td>Model Byelaws</td>
<td>Nuisances</td>
<td>Law</td>
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<tr>
<td>10</td>
<td>1905</td>
<td>Encyclopedia of local Govt. Law</td>
<td>-</td>
<td>Law</td>
</tr>
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<td>11</td>
<td>1910</td>
<td>Manual of Tropical Medicine</td>
<td>Aldo Casterlani</td>
<td>Medical Science and Medicine</td>
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<tr>
<td>12</td>
<td>1911</td>
<td>The Law of Land Acquisition in British India.</td>
<td>Campbell Henry</td>
<td>Law</td>
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<tr>
<td>13</td>
<td>1915</td>
<td>The Regulation of Municipal Utilities</td>
<td>Clyde Lyndon King</td>
<td>Public Administration</td>
</tr>
</tbody>
</table>

### 4.20 Reference services
The information regarding the availability of books information on special topics from books newspaper, journals and quarries raised by users are attended by the Librarian and also reference services are also being rendered to officers.

4.21 Reprography services

Chennai Corporation Library is having a number of books including very rare books i.e. Gazetteers, Census of India, Annual Reports, Alamance, Encyclopedias, Year books, Handbooks, etc., which cater to the needs of officers and staff apart from much eager research scholars and college students from outside. Many research scholars and students have approached the Librarian for copies of articles appearing in local magazines and extracts from rare books in which they are interested. Photocopies of magazines, books are provided to scholars students on demand on payment of Re.1/-

4.22 Intranet facility

The Chennai Corporation Library has a fairly good collection of books. However officers find it difficult to visit the library and search for the books. Software has been developed and installed in the library so as to enable the officers to browse all the books available in the Chennai Corporation Library by utilising the Intranet facility in the Chennai Corporation by entering “http : library”.

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4.23 Circulation of latest additions

Computerised printout of latest additions to the Library under major subject heading are being sent to the officers then and there. All these help the officers to know the new arrivals to the Library.

4.24 Assistance to research scholars

Research Scholars from various Universities of Tamilnadu are visiting Chennai Corporation Library regularly and seeking assistance of Librarian in collecting the necessary materials needed for their research.

4.25 Issue of departmental test books

The Library is issuing books for Revenue Test, Account Test and Departmental Test conducted by TNPSC to staff of ‘Corporation after collecting ` 1800/- as caution deposit. After examinations over., books should be returned after deducting rent of ` 300/- for lending books.

4.26 Modernisation

The Commissioner, Corporation of Chennai has inspected the Library and ordered to change the style of Library with the help of latest technology. The ‘SUNKUVAR CIVIC LIBRARY’ on the second floor of Ripon Buildings has been shifted to first floor for want of space. A catalogue database has been created with software from National
Information Centre and upgraded Chennai Corporation Library on par with TamilNadu Secretariat Library which is the role model.

The Corporation has received suggestions from Private Library Consultant Thiru. G. Lourdusamy (Retd.), Librarian, British Council Library, Chennai for the makeover plan. Reading room is established in such away that sufficient ventilation and airy space is available. Circulation section is provided with more lights, fans and exhauster fan and it is free from dust pollution. Circulation is provided with computerised facility for members and separate cabin for librarian to discuss with research scholars. Two number of computers with internet facility, one number lamination machine for preserving purpose, one number xerox machine for xerox facility for users has been provided. Library notice board to display valuable information and also fire extinguisher has been installed.

4.27 Conservation activities

One of the basic function of the library is to conserve the printed heritage for future generations. For this purpose the library has acquired a modern lamination machine. All the tattered or wear and tear books by human handling or by natural reasons are mended, repaired and bound in the binding division of Chennai Corporation press in a phased manner. Fumigation is being done for preserving books by private consultant and also arrangements has been made to do fumigation periodically.
The Corporation of Madras is also the oldest in India, indeed in any part of the Commonwealth outside the United Kingdom, is a matter of great pride for this glorious city. Though changes in its organisation have been inevitable over the years, not only due to the changing scenario of the city but also of governance, the Corporation of Madras that is now Chennai will go down in the annals of history as the pioneer of modern self-governing institutions in India. The Corporation consist of a finest library that serves better usage to the Officials, Technicians, Engineers, Medical professionals and so on, in the Corporation.
REFERENCES


