HISTORY OF THE CENTRAL SECRETARIAT LIBRARY

HISTORICAL GENESIS

Central Secretariat Library (CSL) under the Department of Culture is one of the largest tangible treasures of knowledge next to National Library, Kolkata for Indian and foreign document resources. CSL's resources are an amalgamation of many old institutions including the resources of Imperial Secretariat Library, Calcutta that came into existence in 1891 during the period of Lord Curzon and validated by the Imperial Library Act of 1901. The Act stated that *' It was intended that it should be a library of reference, a working place for students and repository of material for the future historians of India, in which, so far as possible every work written about India at any time can be seen and read'.* F.W. Forester, Curator of the Imperial Records Office, assembled about one thousand volumes lying about in the Writer's Building, Calcutta received under the press and Registration of Books Act, 1867. This collection along with variety of collections belonging to other secretariat libraries located in that building was named the Imperial Library which was inaugurated on 11th May 1891. The collection of the Home Department was the most important collection which merged with the Imperial Library. Books formerly belonging to the libraries of East India College, Fort William College and the East India Company Board in London formed part of the collection. When under the Imperial Library Act, a new Imperial Library was established, the entire collection of the erstwhile Imperial Records Office was not transferred to new library rather a portion of the collection was with the Imperial Secretariat Library, to distinguish it from the Imperial Library, and which continued to function in the Writers' Building.

The Imperial Secretariat Library was transferred to Delhi in 1912 with the shifting of the Capital to Delhi and was housed in the old secretariat building, Civil Lines Delhi. In 1913, part of the collection was moved to Shimla Secretariat. With the inauguration of the new Secretariat in New Delhi on 10th February 1931, the Imperial Secretariat Library was moved into North Block, and the secretariat library which was functioning in Shimla was also amalgamated with the Imperial Secretariat Library. On 1st April 1948, the library was named as Central Secretariat Library. In 1969 the Library was shifted to the newly constructed Shastri Bhawan, housing the Ministry of Education, the 'G' wing of the building was allotted to CSL.

ADMINISTRATIVE SETUP

During 1958-59, CSL was under the control of the Central Education Library of the post independence period, and was earlier known as Bureau of Education Library under the Bureau of Education, Department of Education, Health and Lands during the imperial government. It was shifted to North Block in 1933. Few more mergers took place. Unesco Library was merged with CSL in 1949, Scientific Research and Cultural Affairs library was merged in 1950, and rare and valuable collection of about 1600 volumes of distinguished personalities and reference books was donated by Sir G. Friendly Shiras to the CSL.

In 1974, to commemorate the quadri-centenary of Goswami Tulsi Das, an eminent saint poet of Indian literature, a Regional Language Library was set-up. Another branch library at R.K. Puram was established to provide readers service to the government servant working in R.K. Puram.

Till 1971 the CSL was under the control of the Department of Education, Ministry of Education and in 1972 it was shifted to Department of Culture which was part of the Ministry of Education, then Ministry of Human Resource Development and now under the Ministry of Tourism and Culture.

Professional Staff Structure of CSL and its Branches

 1. Director
 2. Library and Information Officer
 3. Assistant Library and Information Officer (CSL)
 4. Assistant Library and Information Officer (TSL)
 5. Library and Information Assistants
 6. Library Clerks
 7. Library Attendents
 8. Janitors
 9. Other Administrative Staff

Administratively, CSL is one of the offices of the Department of Culture and its budgetary allocation are being done as part of the Secretarial Expenditure. The Bureau Head is the Joint Secretary looking after the affairs of the Libraries under the Department of Culture. All financial approvals are being routed through the Bureau Head to the Internal Finance Division (IFD) for its concurrence. The salary component is part of the Department's expenditure and all service matters and personal file of individual employee is being handled by the Establishment Section of the Department. The Director, CSL has been delegated with financial powers under rule 14 of the Delegation of Financial Power which includes purchase of books and periodicals, expenditure incurred on retro-conversion work, etc. Director, CSL has the powers to issue sanctions for which approval has been obtained by the competent authority under Plan and Non-Plan Expenditure. The overall day to day control and management of the library is in the hands of the Director, CSL.

COLLECTION DEVELOPMENT

As on date CSL has a collection of about six lakhs printed and non-printed documents organized into different viable divisions. CSL has two more branches located in Tulsi Sadan at Bhawalpur House, which has about 1.70 lakhs strong collection in Hindi and other Indian official language and a branch at R.K. Puram having a collection of 40,000 documents to cater to the needs of government employees.

The resources of Central Secretariat Library has been divided into following units/ divisions:

The resources of the **Main Reading Area** located in the ground floor of CSL main complex contain a strong reference collection for quick retrieval of information through encyclopedias, dictionaries, handbooks, yearbooks, etc. in different spheres of knowledge. The Reference Division has about 15000 volumes and they are being updated on a regular basis. It has also the general collection of about 42000 documents which provides theoretical exposure to various subject disciplines of social science and humanities available in English language and has a strong collection of 20,000 Hindi language documents.

The resources of **Area Studies Division** has about 60,000 volumes and has been organized on the basis of documents having emphasis on a geographical region. This division is one of most sought for division in CSL where one can trace documents even for a smallest district or town in India. Documents of almost every subject concerning the socio-economic and political condition of India

and its regions are available in this division. The biographical collection, the collection having emphasis on gender studies, the collection of different countries of the world are some of the strongest asset organized in this division. The rare document collection having a strength of about 5000 documents is an asset of this library. Its collection dates back to 1700 B.C. It has always been the endevour of CSL to strengthen its area studies collection to provide more and more focus on concept of Indiana.

In 1984 through the office memorandum of the Cabinet Secretariat, the CSL was declared a depository library for all government documents. The **Indian Official Document Division** is exposed with the collection of various Ministries, Departments, Subordinate Offices of the State and Central Government. The Division has about 70,000 valuable documents. The official publications in the form of annual administrative reports, budget and plan documents, civil lists, census reports, legal documents, official directories and handbooks, commission and committee reports, etc. has been stored from inception. It has a strong collection of Government of India Gazette of post independent India and it is being updated regularly. The Gazette of few state governments are also available. The parliamentary documents are available in hardbound and also in microfilm, microfiche form. The gazetteers and Acts of Government of India too deserve special mention.

The **Foreign Official Document Division** comprising of about 60,000 documents has a rich collection of different international organizations such as United Nations, UNESCO, UNDP, British official publications including Hansard and US Government Official documents including US Congressional digests. All such publications are available in hardbound and in machine-readable form.

The **Serials Division** of CSL has been making available the nascent information through 121 newspapers of Indian and foreign origin, and through 600 periodicals. Most of the periodicals which are being subscribed are general nature periodicals providing current exposure to various issues and the subscription lacks the research potentiality. Some of the Indian newspapers like Times of India and Navabharat Times are available in microform since 1950's.

The **Non-Print Material** : CSL has been entrusted with the responsibility of collecting all possible published official documents in micro form available in other countries. CSL has made a concerted efforts to develop non-print media collection especially for research purpose. The Micro-films are being acquired on a regular basis from the Oriental Division of India Office Library under this programme. In addition CSL had collaborated with the Library of Congress to get some of the valuable documents microfilmed which are available in different libraries in India. As on date the Microfilm unit has about 90,000 service negatives for access through one micro-film reader-printer and two micro-film readers. In recent years CSL has also built up a strong collection of 1000 documents available in CD form and has the facility to browse them in a IT environment and are being upgraded from time to time.

The Regional Language Library, commonly known as **Tulsi Sadan Library** was established in 1974 to commemorate the quadri-centenary of Goswami Tulsidas. The library was inaugurated by the then Hon'ble Education Minister of India, Dr. P.C. Chunder in 1978 and is housed in the Bahawalpur House annexe at the National Cultural Centre located near Mandi House.It is a branch of Central Secretariat Library under the present Department of Culture, Ministry of Tourism and Culture. Its collection of reading materials are in Hindi, Sanskrit and all regional languages approved by the 8th schedule of the constitution and contains of reference books, literature, drama, poetry, literary criticism, biographies, folk arts, Indian culture and traditions, education, Indian history, mythological epics and other subjects as well as vernacular newspapers and periodicals in

different languages.

The total collection is more than 1,7 lakhs volumes. In addition there are thousands of rare books like Giakwad Oriental Series, the Kashavir Oriental Series and the Harvard Series covering various aspects of classical Sanskrit literature (both sacred and secular).

READERS SERVICES

In addition to the general reference service being provided through the Reference Desk located in the ground floor of the CSL, the readers services has been in operation from different units/ divisions.

1. INFORMATION TECHNOLOGY BASED SERVICES : In addition to the collection development process, the CSL has been venturing in the field of information and communication technology by providing strong infrastructure support to use IT gadgets. The Online Public Access Catalogue (OPAC) is being activated through LAN service for its entire collection. Such OPAC services has been decentralized on the basis of the location of the library. OPAC is being activated for those collection which in the main branch of CSL and are mainly for English language documents. The Hindi collection of CSL is also being activated through LAN. The Hindi and other Indian language collection available in Tulsi Sadan Library is being serviced through the LAN based OPAC services in that library only. Similar facility is being activated for R.K. Puram Library collection.   CSL has also planned to provide the OPAC services via Internet through the high ended server being located at NIC.

CSL also venturing in the field of digitization by creating the database of all gazette notifications issued by the Government of India and wish to make it available through web based services.

Accessibility to CD-ROM databases are being planned by providing CD-Server at the Reference Desk. About 600 CD databases can be mounted on seven hard disks of the CD-Server. It has also been planned to provide micro-film readers near the reference desk to access the micro-films available in CSL.

2. The New **LIBRARY RULES** provides new dimension to the library services being thought over. It was in 1974 that the use of the CSL was made available to research scholars and users of different institutions, but later, membership was once again restricted to government employees. However, now it has been decided to increase the visibility of CSL's valuable collection by providing accessibility to wide range of users. The Library rules are as follows :
a. Membership of the Library
The provision of membership is Centralised and will be regulated from the Central Secretariat Library, Shastri Bhawan, New Delhi. The borrowing members are entitled to use the facility of other branch libraries of CSL. Membership of the Library are categorized into following:
a. Central Government Employees.
b. Special Members.
c. Casual Members.
d. Corporate Members.

b. Conditions for Enrolment of Members:

1. Membership to Central Government Employees:

a) A Central Government employee, whose office is located in Delhi/New Delhi, may become a member of the library. His/her application should be recommended and duly forwarded by the administration wing of the Ministry/ Department/Office, where the applicant is employed. The recommending authority should certify that the information provided in the form is correct and forward the application to CSL for enrolment duly after making the entry in applicants service book. The concerned forwarding Office will assist the library in recovering overdue books or the price of book(s) lost/damaged by the applicant. The applicant will be asked to obtain "No Demand Certificate" from CSL before relieving him/her from office.

b) All retired Central Government employees are entitled to become members of the library by getting the membership form duly filled up by providing their PPO Number in the form. They are also required to deposit a refundable security of Rs. 500/- at the time of enrolment and an non-refundable annual membership fee of Rs. 250/- p.a. to borrow two books from the library as per the rules.

2. Special Members: Special Membership of the library can be given to eminent scholars, researchers, academicians and any other individual by the Director, CSL by submitting the required membership form with refundable security deposit of Rs. 500/- and non-refundable annual membership fee of Rs. 500/- p. a. for borrowing three library books as per the rules of the library.

3. Casual Members: This category covers consultation members those who want to consult the library resources, however, they can use a photocopying facility available in the library on payment basis as per the library rules. For the purpose one has to enroll himself a casual member of the library by giving the address proof such as voter ID Card, Ration Card etc. or a letter from the institution with which they are affiliated. No books will be loaned to Casual Member. They are also requested to adhere to the norms of the library.

4. Corporate Members: Any organization in Delhi can become a member of this library by depositing an annual membership fee of Rs.1500/- per year (non-refundable) regulated through their library. They will be entitled to six library tickets for borrowing out of the lending collection. This facility is extended to the employees of the organization who has taken the membership of the CSL and shall be entitled for all the facility and services as given to its regular members. The organization will furnish all the details in the form which should be duly signed by the administrative head of the organisation and will take all the responsibility for the books borrowed against Corporate Membership by their representative.

c. Library Hours : Opening Hours:

9.00 A.M. to 6.00 P.M. Monday to Friday.

9.00 A.M. to 5.30 P.M. on Saturday (for consultation only).

The library will remain closed on all public holidays notified by Government of India. All users must prepare to leave the Library ten minutes before closing time and to be out of the building by closing time. Items available for loan may be borrowed until ten minutes before closing time.

d. Categories of books which can be borrowed:

• Books from the English language General Collection available in the ground floor of the CSL;

• All Hindi books except which have been declared as Reference or Government

Publications;

• Books from the Area Study Division of CSL, Shastri Bhavan within 30 year of publication

• Books from Tulsi Sadan Library (except Refernece and Rare collection) and R.K. Puram branch library (except Reference collection).

e. Category of documents which are available only for consultation

      1. All reference books;

      2.   All micro-films and CD-Databases

      3. All Indian and foreign official documents

      4. Rare book collection

      5. Periodicals and Newspapers

    f. Loan Period

• One month from the date of issue

    g. Overdue Charges

• Rs.2 per day per book will be charged if the book is not returned on or before the due date.

• If there is a delay of two months from the due date for the return of books the membership will become invalid and for renewal of membership is possible with a deposit of a fee of Rs.50/-.

h. Renewal:

Loans can be renewed at the library or by phone at 3389383 or within two days of the due date. The renewal is only for 15 days from the due date. Renewal is not done if any other member of the library already reserves the book.

i. Reservations:

1. It is possible to make a reservation at the library using the reservation form or by e-mailing;

2. The arrival of reserved materials will be duly notified to the member;

3.   Materials ready for pickup will be kept for 7 days from the date of notification;

4. Each member can reserve two books at a time. All materials on hold must be collected personally.

j. Inter-Library Loans
For books taken on Interlibrary Loan, the loan period is at the discretion of the lending library and the due date will be fixed accordingly. No renewals**.**

k. Use of Material within the Library

Library materials on open access shelves may be removed for use within the Library without reference to Library staff. After use they should be left on the re-shelving tables or trolleys.

l. No Demand Certificate

        Obtaining " No demand Certificate" from CSL/ TSL/ RKP by the government/ special member category and corporate member category   is most essential condition. A member shall obtain a ' No demand Certificate' by submitting an application on the prescribed form and on depositing all the tickets.

3. Reprographic services: The CSL has full-fledged reprographic unit comprising of complete microfilm/ microfiche processing and duplication equipment, photocopying machines, electronic duplicator, collator, and microfiche/ film reader printer. CSL provides a whole range of services to its users and to the Department of Culture.

All types of members from the library may obtain photocopying services on payment basis. Minimum charges are Rs.5/- (Re1 for A/4 size paper per exposure and Rs.2/- for A3 size paper per exposure).

Following categories of publications are not to be used for photocopying:

        a) Works not belonging to the Collection may not be photocopied;

        b) Works categorized as ' restricted' such as rare books, journals and manuscripts and works supplied to the Library on the understanding that they would not be reproduced without the written consent of the copyright owner;

        c) Unpublished works

Following limitations to photocopying are to be adhered:

        1. Published works, not more than one chapter or not more than 10 per cent of the number of pages thereof at a time;

        2. Periodicals not more than the whole or part of one articles in a periodical at a time

        3. Hard copies from microfilm/fiche available in CSL can be had on payment basis.

        4. In order to enhance the resources of the library books required for its members library acquires books on Inter – library loan.

        5. Library is planning to give Internet Surfing/printout facilities to its users on payment basis.

        6. CD-ROM database services consultation/printout service on payment basis.

A GLANCE THROUGH THE ANNUAL REPORTS FROM 1968-69 TO 1990-91.

The statistical date compiled from the Annual Reports of the Parent Ministries of CSL for the period 1968 to 1999-200 has been placed at Annexure I. The data from the Annual Reports from 1968-69 was drawn because the Library was shifted to its new premises in Shastri Bhavan from North Block.

In addition to the normal data available in the Annual Reports there are some of the information which reveals that CSL has been providing reference and lending facilities to the government employees and caters to the official needs of the Government, their ministries/ departments/ attached and subordinate offices situated in Delhi. It extended its facility to public undertakings and government financed autonomous bodies situated in Delhi from 1970-71.bIt also began to provide services to scholars and research workers from various universities and other institutions from all part of the country since 1970. The Library was also thrown open in the year 1976-77 to the general public for consultation of the material on the premises. Services to retired government employees began in 1980-81.

Collection of books on modern Indian languages and Central Hindi Library to constitute the Tulsi Sadan as part of the 400th Anniversary of Ramcharitmanas had in 1973-74.

It was engaged in the publication activity in one form or the other. In 1968-69 it had compiled 25 bibliographies, brought out the publications viz. 1. Addition List; 2. Indian Education Abstract (Quarterly) and Current Education Literature (Quarterly). It added Your Services Abstract (Half-yearly) in 1973-74.The Indian Education Abstract was transferred to the Publication Unit of the Department of Education in 1974-75. Literature survey on various aspects of education including the preparation of backgrounders began to take place in 1980-81, 1981-82. During 1981-82, it assisted in the selection of core books on India History and Archeology, Art and Architecture, Religion and Philosophy with an aim to get them translated into Hindi and other regional languages. In the same year it started preparing a list of all comprehensive legislative enactments relating to education passed by the Governments since 1947 at Centre and in States under the Central Education Legislation Project. During 1984-85 it brought a catalogue of books in Sanskrit, Hindi and European languages on Indian Philosophy and Religion with the financial assistance from the Indian Council of Philosophical Research, New Delhi. A Union Catalogue of Sanskrit and Indic Languages Manuscript Catalogues available in Delhi was compiled in 1985-86. Publication activity continued in 1986-87.

An independent budgetary allocation in Plan and Non-Plan to the tune of Rs. 10 and Rs. 1 lakh was introduced in the year 1974-74. The current budgetary allocation is Rs. 400 lakhs and Rs. 149 lakhs under Plan and Non-Plan.

An exhibition of Books by Women Authors was held in TSL from Jan 3-9, 1976. Another exhibition on ' Nehru – the makers of India's destiny was organized in 14-25th Nov. 1976. An exhibition of books on the 120th Birth Anniversary of Rabindranath Tagore and a literary discussion with a display of books in commemoration of Munshi Prem Chand's 101st birth Anniversary was organized dung 1981-82. Exhibition of Hindi books were held in 1982-83. An exhibition of books on ' Nationalism in Subramany Bharati's Works' was organized at TSL during 1984-85. A 'Colloquium and book Exhibition on Medieval Oriya Literature and Society' took place in TSL during 1985-86 on Arts of Kerala in 1986-87.

Under the Staff Development programme workshops on AACR II and PRECIS , a seminar on Use of Computer in Major Government of India and aided libraries and symposium on Contemporary Gujarati Literature was organized in 1982-83. Training programme on the use of HP 3000 and familiarization with MINISIS software was held in 1987-88. Training programmes began a regular feature since 1989-90. Director, CSL became the Organizing Secretary of 58th IFLA General Conference and CSL released an amount of RS. 4 lakhs as seed money during 1990-91.

A project on Computerisation of its Catalogue was embarked upon during 1978-79 and about 800 entries were fed in the machine with a retrieval facility in 1980-81. Computerisation of Serial's record began in 1981-82. A microfiche system to preserve the rare collections was acquired and development of microfiche and microfilms began in 1989-90 and installed HP 3000/37 system with 10 terminals during 1987-88. Creation of a Database on Mahabharata began in 1991-92. UNIMARC was introduced in cataloguing work during this year.

The current activities of CSL has been reflected in its annual reports.

The Review Committee

The Department of Culture had appointed a Review Committee with following Terms of Reference :

1. To review the relevance, utility and mandate of CSL in its present form, and suggest changes in the mandate, if any;
2. To examine the collection development and weeding out policy of CSL and its branches with reference to each collection and suggest changes, if any;
3. To suggest ways and means to improve the library services in order to increase the visibility and readership ;
4. To examine the application of Information and Communication Technology at CSL and its branches and suggest improvement;
5. To review the role and relationship of CSL with libraries established in the different Ministries of the Government of India

Taking into account the job given the Committee to suggest ways and means to increase the visibility of the CSL and its branches. We place following facts on each terms of reference for the convenience of the members of the Committee to arrive to a decision.

The Statistical profile of CSL since its inception has been provided as a link in the Web Site