

Brief Write up of Resources Available in the Central Secretariat Library

MANUAL OF LIBRARY

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INTRODUCTION

Central Secretariat Library (CSL) is functioning under the Ministry of Culture is one of the largest tangible treasures of knowledge next to National Library, Kolkatta for Indian and foreign official document resources. CSL's resources are an amalgamation of number of Secretariat Libraries of pre-independence India and many other old institutions including the resources of Imperial Secretariat Library, Calcutta that came into existence in 1891 as envisaged by Lord Curzon. Its existence was confirmed and validated by the Imperial Library Act of 1902. As on date it has a collection of about 9.50 lakhs printed and non-printed documents organized into different viable branches and divisions. "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". With shifting of the Capital, the library was also moved to Delhi and since 1969 it is housed in a separate wing of the Shastri Bhawan Complex.

CSL comprises of –

1. Central Secretariat Library, G. Wing, Shastri Bhawan, New Delhi-110001.
2. Hindi & Regional Languages Wing (Tulsi Sadan Library), Bahawalpur House, Bhagwandas Road, New Delhi – 110001.
3. R.K. Puram, Branch Library, West Block – 7, Sector – 1, Rama Krishna Puram, New Delhi – 110066.

Central Secretariat Library, G. Wing Shastri Bhawan, New Delhi :

The Central Secretariat Library is mainly responsible for providing information to the official of Central Secretariat i.e. Central Government Ministries/Departments. This facility with wider resources is available in addition to the own resources developed in different Libraries in various Ministries/ Departments on their specialized subject. CSL is also responsible for overall collection development on all subjects required concerning the policy and decision making process. They are also being processed with internationally acclaimed standard tools and make them available On-line. The role of CSL is not limited to any Ministry, Department, Office, Country but to a complete range of information resource at one point.

CSL is well known for its rich and valuable collection of books on Indian History and Culture, Area/ Country studies, Biographical collection, rare publications and General Reference collection, such

as Encyclopedias, Dictionaries, Yearbooks, Directories, etc. It has valuable Indian Official publications – which includes Annual Administrative Reports, Budget and Plan documents, Civil Lists, Census Reports, Legal documents, Directories, and Hand Books, Gazettes, Gazetteers, Committee and Commission Reports, Parliamentary and Legal documents available in Printed and Non-printed form. It also has resources in the form of Foreign Official Documents – which includes Microfiche /micro-film collection of U.S. Government Publications, along with government publications of other countries.

Tulsi Sadan Library:

Hindi and Regional Languages Wing of Central Secretariat Library popularly known as Tulsi Sadan Library presently located in the Bahawalpur House, New Delhi was opened in 1974. It was established with a view to commemorate the fourth centenary of the famous Ramacharit Manas written by Goswami Tulsi Das celebrated in year 1972. This library has a collection comprising fourteen constitutionally approved regional languages of India. The total collection comprises of 1,71,077 books. The collection has a good number of rare books and classics in Indian languages. This Library will be temporarily shifted to R.K. Puram due to construction of Metro Station at Mandi House.

R.K. Puram Branch Library:

In order to provide the library services to the government officials working in the different offices located in R.K. Puram and adjoining areas, CSL has established a branch library at R.K. Puram, New Delhi. This branch library caters to the general information requirements of government officials and also provide library services to government residential complexes located there. The main collection is in English and Hindi Text Book alongwith small collection of Children books is also available. The total collection is approximately 50,000 titles for circulation among the members.

THE RESOURCES AND THEIR ORGANIZATION IN CENTRAL SECRETARIAT LIBRARY

The total collection of the library has been segregated into various sections for the convenience of organization and reader's services.

GENERAL COLLECTION:

The general collection housed in the ground floor provides theoretical exposure to various disciplines and has a strong collection in Hindi language.

REFERENCE COLLECTION:

The resources of the Reference Section contain a strong reference collection for quick retrieval of information through encyclopedias, dictionaries, handbooks, yearbooks, etc. in different spheres of knowledge. It is the policy of the CSL to update these reference sources periodically.

SERIAL COLLECTION:

The Serials Division of CSL has been acquiring about 250 periodicals in humanities and social sciences including popular magazines and a large number of daily newspapers in English and regional languages. Apart from these, CSL has a collection of microfilms of daily newspapers i.e. Times of India and Navbharat Times (Hindi). Some of the valuable documents from different libraries have been microfilmed in collaboration with the Library of Congress.

Periodicals-226 (Magazine-176, **Journals-50**), **Newspaper-52** (English-25, **Hindi-09**, Assamee-1, **Bangali-2**, Gujarati-1, **Kannada-1**, Malayalam-3, **Marathi-1**, Oriya-1, **Punjabi-1**, Tamil-3, **Telugu-2**, Urdu-2).

AREA STUDY COLLECTION:

The Area Study Collection is stacked in the mezzanine floor called Area Study Section and is very widely utilized. The organization of the section is according to the Geographical/Political area and within it by subject. There are approximately 60,000 books in this division. It includes books on SAARC countries. Subject specific books on 'India' are also part of the collection and are arranged from National to district level.

A rich collection comprising 6000 rare books pertaining to 18th, 19th and early 20th century on various subjects is also kept in Area Study Section. These books are for reference only. Books published within 30 years are loaned to members and remaining publications are for reference.

The biographical collection, the collection having emphasis on gender studies, the collection of different countries of the world and the rare document collection are some of the strongest assets organized in this division.

INDIAN OFFICIAL DOCUMENTS COLLECTION:

Indian Official Document Section (IOD) acts as the depository of Indian Official Documents by an official order. It has very rich collection of Government Official Documents, which includes Annual Administrative Reports of various Ministries/Departments, Budget and Plan Documents, Civil Lists, Census Reports, Gazettes and Gazetteers, Legal Documents, Parliamentary Debates and reports of various Committees and Commissions appointed from time to time by the Government of India as well as State Governments. This section has a substantial collection of Microfilms and microfiche of Census Reports etc. and other official documents of the British period. **Microfilms of Indian Official Documents pertaining to British India and British Library, London are being**

acquired for research purposes. Under digitization project preparation of CD-ROM of Annual Reports, Demand for Grants, Performance Budget etc. of the Department of Culture and its subordinate offices has been undertaken. The publications are meant for reference only.

FOREIGN OFFICIAL DOCUMENTS COLLECTION:

Foreign Official Documents Collection consists of Official Documents pertaining to US, UN, UNESCO, UK and other countries like Australia and Korea. **In this section there is a unique collection of UK Publications such as Command papers, Hansard reports, World Bank Reports, IFLA Publications, WTO publications like World Investment Reports, Disarmament Year Book etc.** There is a large collection of UNESCO Publications. Under the US exchange programme this section regularly receives US Government documents. There are about 50,000 publication in this collection.

SPECIAL COLLECTION – NON-PRINT MATERIAL:

In addition to normal printed documents CSL has developed non-print media collection especially for research purposes. In this collection about 90,000 microforms are available. The library also has rich collection of Indian Official Documents in microform.

ACQUISITION SECTION:

This library acquires books in various disciplines of Arts, Humanities and Social Sciences. Besides, CSL acquires books in Sanskrit, Hindi and Indian Regional languages also on various subjects.

PROCESSING OF DOCUMENTS:

This section processes all Hindi and English books. The books are catalogues on-line since 1996 on the basis of UNIMARC (Universal Machine Readable Cataloguing) format and AACR II, and classified according to Dewey Decimal Classification, 20th edition. While cataloguing, subject headings are given by using the Library of Congress Subject Heading (LCSH) list. The latest additions to the library are published as quarterly book news to inform the users about updation of the collection. The retrospective conversion of the existing manual bibliographical data into machine-readable format is underway. This will help in transforming CSL into a fully automated library.

ADMINISTRATIVE DIVISION:

Administrative Section of the library coordinates with all the sections of the library, with the other two branches of CSL, Department of Culture, and other Ministry/Department, mainly for the routine

administrative activities. Preparation of the Annual Plans, Annual Report, Budget monitoring and coordination with finance division are the main activities of the section.

HUMAN RESOURCE DEVELOPMENT ACTIVITY:

CSL has been designated as a nodal agency for providing training in computer for processing to the library staff of institutions under Department of Culture in particular and other libraries in the government sector.

INFORMATION TECHNOLOGY APPLICATIONS AT CSL:

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) has been activated having about 6 Lakh bibliographical records. Out of 6 Lakh bibliographical records about 70 thousand vol. has been weeded out. CSL has outsourced its resources to different private agencies in order to provide access to OPAC with the bibliographical information of its entire collection available in different divisions. It is being provided OPAC services for all its Hindi and other Indian regional language collection available in Tulsi Sadan. CSL also has planned to provide Web based services with the help of such databases. In addition to the OPAC services, CSL is being provided access to Internet service through dedicated line available through NIC. CSL also venturing in the field of digitization by creating the database of all Government of India Gazette (Central Government) notifications issued by the Government of India and wish to make it available through web based services.

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.

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 applicant's 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 a non-refundable annual membership fee of Rs. 250/- p.a. to borrow two books from the library as per the rules. The application form is available in the CSL Web-site i.e. www.csl.nic.in

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. Download the Membership Form from CSL website.

i. 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 (₹ 1/- per page) 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.

ii. 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. Download the Membership Form.

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.

READING MATERIAL WHICH CAN BE LENT OUT :

The following categories of books can be borrowed by members:

Books from the Area Study Section of CSL, Shastri Bhavan within 30 year of publication will lent out including books from Tulsi Sadan Library and R.K. Puram branch library.

LOAN PERIOD

One month from the date of issue

OVERDUE CHARGES

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/-.

GENERAL LENDING RULES:

Loan privileges and its associated conditions

1. Members must produce their valid library membership card when borrowing the books. Members must check to see that all library materials in their possession have been properly checked out to them before leaving the library.
2. Members are held responsible for all materials issued against their cards.
3. Members will be held responsible for any mutilation (including defacement) found in library materials when returned. They must check and report any mutilation found at the time of issuing the book.
4. Members must report the loss of library materials immediately to the Circulation Section of the Library and they must pay the compensation for the lost book.
5. Any book not returned in response to a final overdue notice would be considered as lost and the member would be asked to pay compensation for the lost book.
6. Members must ensure that the books issued to them are returned or renewed on or before the date due.
7. Each borrowing member will be issued library tickets as per their entitlement;

8. Documents can be borrowed (not more than 2 documents at a time) on inter-library loan by the libraries located within the NCT Region of Delhi for a period of 15 days on submission of request duly signed by the Librarian or his authorized representative;
9. The borrowing members who repeatedly fail to return documents on due date consecutively on five occasions may lose the privilege of the membership of the library. They will also not be allowed to borrow the books;
10. The documents on loan with the members can be recalled by the Library at any time;

LOST OR DAMAGED BOOKS:

The borrower is obliged to compensate lost or damaged items either by substituting the material or paying for it.

If the payment for the lost book is not done as demanded, the controlling authority of the central government employee will have to recover the amount from the salary and send it to the Central Secretariat Library.

In the case of Retired Central Government Employees/ special members and corporate members, the amount due for the lost book will be intimated in writing and in case the same is not paid then it will be recovered from the security deposit made by the user. The membership will also be forfeited. .

Sl.No.	Year of Publication	Cost Plus Surcharge to be recovered
1.	Prior to 1940	Current publishers Price plus 200% as surcharge.
2.	1940-1950	Current Publishers Price Plus 175% as Surcharge.
3.	1950-1960	Current Publishers price plus 150% as surcharge.
4.	1960-1970	Current publishers price 140% as Surcharge
5.	1970-80	Current publishers price 125% as Surcharge
6.	1980 onwards	Current publishers price 50% as Surcharge

RENEWAL:

Borrowed books can be renewed through e-mail at **mailfromcsl@gmail.com** at least two days before the due date. The renewal is permitted only for 15 days from the due date. Renewal is not permitted if that book is in demand and already reserved by some other member.

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.

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.

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.

Library materials not on open access in the rare book collection may be consulted following application to the Director of the Library.

Readers are not permitted to bring their own books, floppy disks, CDs into the Library but no responsibility is accepted for their safety.

GENERAL RULES

1. Conduct not conducive to the proper use of the library is forbidden.
2. Noise, disturbance or unruly behavior is forbidden in any part of the library.
3. Smoking, food and drinks are not allowed in the library.
4. Silence shall be observed in the public areas of the library. Mobile phones, pagers and watch alarms should be switched off before entering the library.
5. Users of the library should be decently dressed.
6. Loitering or sleeping in the library is prohibited.
7. Library materials must not be taken out of the library unless a Library staff has properly issued them.
8. All books and personal belongings must be shown to the staff at the library exits whenever required to do so.
9. No bag, case, umbrella, personal book, CD-ROM, or floppy disk should be brought into the Library. They should be deposited at the property counter at one's own risk.
10. Library membership cards are not transferable and must be produced whenever requested by Library staff.
11. Library membership cards, when lost, must be reported immediately in person or by telephone to the Circulation Department. A lost library card may be replaced by a fee of Rs.50.00 along with an undertaking that the member concerned will be responsible for any book taken on the library card.
12. Mutilation and theft of library materials are offences punishable by law. Appropriate action will be taken by the Library against offenders.
13. Library books and documents must be treated with honour, so that it is prohibited to underline, write notes or pull out pages there from.

14. All dues to the library must be paid promptly.
15. The library will not be held responsible for the loss of any personal belongings of users.
16. The members should inform the library their new designations, official addresses and addresses of communication as and when they move to new assignments or locations.
17. Following consultation, books should be left on the tables for the library staff to re-shelve them.
18. The library staff has the right to ask users to leave the library if they are inappropriately dressed or are causing a disturbance.
19. The library staff has the right to ask a non-member to leave the library.

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.

TYPES OF RESOURCES AND THE CONDITIONS FOR USE

1. Reference documents: Only for consultation within the library;
2. General books available in general section, area studies can be borrowed;
3. Serials: only for consultation within the library;
4. Official publications: only for consultation within the library;
5. Rare books: consultation with the permission of competent authority;
6. Non-Print documents: only for consultation within the library.

SERVICES

1. 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.1/- (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:

- d) Published works, not more than one chapter or not more than 10 per cent of the number of pages thereof at a time;
 - e) Periodicals not more than the whole or part of one articles in a periodical at a time
2. Hard copies from microfilm/fiche available in CSL can be had on payment basis.
 3. In order to enhance the resources of the library books required for its members library acquires books on Inter – library loan.
 4. Library is planning to give Internet Surfing/printout facilities to its users on payment basis.
 5. CD-ROM database services consultation/printout service on payment basis.