

CHAPTER XVIII

The Haryana Secretariat Library

310. The Haryana Secretariat Library caters to the needs of all Government Departments stationed at Headquarters (except High Court and Vidhan Sabha) in respect of Govt. reference books and publications required for official use. The Chief Secretary to Govt. of Haryana may permit such non-officials to make use of this library as are specially recommended by an Administrative Secretary, Head of Department or some university.

The general control of Haryana Secretariat Library vests with Chief Secretary.

311. *Duties of the Librarian.*—The Library is under the charge of a trained Librarian who is responsible to the Under Secretary, Secretariat Establishment for its efficient working. The following instructions should in particular be observed by the Librarian—

(1) The Librarian should see that the Library is maintained in a neat and orderly fashion and that the books and furniture are regularly dusted and kept free from savages of insects and pests.

(2) He should supervise the day-to-day work of the Library staff, technical and other and exercise a general control over the working of different sections of the Library.

(3) Immediately on their receipt in the Library, all books, reports and other literature should be given class numbers and Author numbers, according to the tables maintained for the purpose. These should be stamped, labelled, entered in the Accession Register and Catalogued before they are issued to anybody. For classification purposes "Dewey Decimail System" should be followed with such modifications as may suit the local needs.

(4) *Dictionary Catalogue.*—He should maintain a Dictionary Card Catalogue of all books in stock as also the shelf list Cards. Cards should be sufficiently comprehensive to enable any book to be traced easily.

(5) Publications that are out of print, rare or other wise required for constant use by Heads of Departments should not be issued without the permission of Head of the Department concerned.

(6) *Monthly List* :—A list of the books that are added to the Secretariat Library should be circulated every month amongst officers and branches of the Secretariat.

(7) *Stock Taking* :—Once in three years in the month of August or whenever otherwise convenient, all books in the Secretariat Library should be checked with the shelf List cards and results reported to the Under Secretary, Deputy Secretary, Secretariat Establishment.

(8) *Reminders*.—If a book is issued to an officer/official is not returned within a fortnight, a reminder should be issued for its return. If the borrower fails to give a satisfactory cause for its non-return in reply to three consecutive reminders, issued after an interval of one week each, the matter should be brought to the notice of Under Secretary/Deputy Secretary, Secretariat Establishment who will take such steps as he may consider necessary for the return of book in question to the library.

312. *Purchase of Books*.—New Books may be purchased for the Library on the recommendation of Governor, Ministers, officers and officials of the Secretariat but the selection of books would be finalized by the members of Book Selection Committee appointed by the Chief Secretary for this purpose. Government publications may be purchased by the Librarian. Before a bill forwarded for payment to the Accounts Branch, it should be carefully checked by the Librarian and accession number invariably given as a token of the book having been actually entered in the Library Accession Register.

313. *Journals and Magazines*.—The Library should arrange to subscribe all such magazines as may be in demand by the officers/officials of the Secretariat. Bound files of important magazines should be kept in Library for reference and record.

314. *Surplus Stock*.—Papers of ephemeral nature and unimportant magazines or disarded books should be removed from the Library stock every year in the month of May and passed on the Store keeper for disposal. These papers and discarded books should be shown to the Under Secretary/Deputy Secretary Secretariat Establishment before they are passed on to the Storekeeper.

315. Each Branch responsible for publication of reference books should maintain registers for number and dating correction slips to all works of references printed by them. Immediately after printing of correction slips, these should be passed on to the Librarian, who would acknowledge receipt of the same to the Printing Press. The Restorer and Daftaries attached to the Library are responsible for keeping up-to-date Manuals, Codes and other reference books.

316. Old issues of magazines and periodicals should be issued on the last working day of the week and received back on the first working day of the next week. Current periodicals/magazines should not be checked out. They should be displayed in the Library.

317. *Issue of Books*.—The Governor, Ministers, Officers of the Secretariat and Heads of Departments may borrow books from the Secretariat Library. Books can be issued after obtaining the signature of the officer concerned or his Private Secretary/Personal Assistant/Steno or any other person authorised by the officer in this behalf. The person who signs the loan register on behalf of his officer, is responsible for returning the book to the Library. Care should, however, be taken that the books which are of general and constant use are returned to the Library when no longer required.

Non-gazetted employees of Haryana Civil Secretariat would be issued books on their Loan Pass Books which kept in the library.