

Guide
to the
Imperial Library

FOURTEENTH EDITION

13

BY

K. M. ASADULLAH, B.A.,
Diploma'd & Fellow, Library Association, London,
LIBRARIAN.

CALCUTTA
GOVERNMENT OF INDIA PRESS

1934

THANJAVUR.

T. M. S. S. M. Library, Tanjore.

Presented by *The Librarian, Imperial
Library, Calcutta*

Received from *- do.*

Date of Receipt *31. 1. 32*

Sankararam Mishra

Honorary Secretary.

13

G1

213,474,750 ✓

Guide to the Imperial Library

The present pamphlet has been compiled with the object of making known to the public the resources of the Imperial Library and showing the way in which they may be best utilized. The pamphlet is also intended to comprise the rules which readers and visitors have to abide by during their stay in, or in their dealings with the Library.

The present Imperial Library owes its foundation to Lord Curzon and was formed by the amalgamation, in 1902, of the Calcutta Public Library, with the then Imperial Library, which itself had been formed in 1891, by combining a number of Departmental Libraries of the Government of India. Of these the most important and interesting one was that of the Home Department, which contained a large collection of books that formerly belonged to the East India College, Fort William, and to that of the East India Board, London. The Calcutta Public Library also contained a fairly large number of books and pamphlets of great value, many of them extremely rare.

The newly constituted Imperial Library was housed from 1902 to 1923, in the Metcalfe Hall, Calcutta, of

Room. The Private Reading Room is intended for the use of those engaged in systematic Research work, and seats are allotted therein on application to the Librarian. The Ladies Reading Room is meant for the exclusive use of ladies not desiring to sit in either of the two other Reading Rooms.

2. The Reading Rooms are open on all working days from 10 A.M. to 7 P.M., and from 2 P.M. to 5 P.M. on Sundays and all gazetted holidays. The Reading Rooms shall be entirely closed on (i) the four days of Durga Puja, (ii) Christmas Day, (iii) New Year's Day, (iv) Good Friday, (v) Easter Sunday, and (vi) the King Emperor's Birthday.

3. Admission to the Reading Rooms is free to all persons not less than 18 years of age, and holding a Reading Room ticket.

4. Tickets are issued on applying to the Librarian on producing *suitable references, and signing the Register

* The undermentioned persons are eligible to get tickets in their own names without producing any references; and to recommend others for the same purpose. It is to be understood that no recommendation shall be made except on behalf of a person personally known to the recommender.

- (1) Members of the Legislative Assembly and Members of the Council of State;
- (2) Members of the Provincial Legislative Councils;
- (3) Members of the Corporation of Calcutta, and the Chief Executive Officer, Calcutta Corporation;
- (4) Members of District Boards;

of Ticket holders. In the case of students, recommendations of the Principals or Professors of their Colleges will be required.

5. Tickets are non-transferable, and are valid for 3 years from the date of issue. In case of loss of a ticket, a duplicate will be issued on payment of a fee of rupee one only.

6. Persons wishing to make use of the Reading Room for mere reference will be admitted on the grant of a "temporary ticket," holding good for the day of issue.

7. Tickets shall be shown at the gate and again, if required, to any official of the Reading Rooms.

8. If a reader has not finished consulting a book by the time he wishes to leave the Library, and if he proposes to

-
- (5) Municipal Commissioners ;
 - (6) Advocates, solicitors and pleaders ;
 - (7) Fellows of Universities ;
 - (8) Principals and Professors of Colleges and members of the teaching staff of the universities ;
 - (9) Gazetted Officers (Retired and on active list) ;
 - (10) Honorary Magistrates ;
 - (11) Head Masters of recognised High Schools (for teachers working under them) ;
 - (12) Editors of Leading Papers and Periodicals ;
 - (13) Title-holders ;
 - (14) Registered Medical Practitioners ;
 - (15) Managers and Proprietors of firms of known repute (for their employees).
 - (16) Members of the Imperial Library Council, and
 - (17) Members of the staff of the Imperial Library.

return to the Library on the following day, or some day within a week, he should take the book to the Superintendent and ask him to "reserve" it for him. The Superintendent will give him his requisition form stamped "kept out." The reader should present the form the next time he visits the Library.

9. No one shall remove from the Reading Rooms any book belonging to the Library.

10. No one shall make any mark on any book, nor turn down its leaves, nor otherwise damage it.

11. Tracing is forbidden except when special permission has been obtained.

12. If a file of unbound newspapers or gazettes is so heavy that it cannot be carried upstairs and downstairs without risk of pages getting torn, it shall not be given out in the Reading Room; but anything small that is kept *detached* from the other issues of the journal of which it is part, and can so be given out separately, may be given out, at the Superintendent's discretion, if there is a portfolio in which to place it temporarily.

13. Books, newspapers, etc., the paper of which has become brittle shall not be consulted under a fan.

14. Umbrellas, sticks, parcels, etc., may not be taken into the Reading Rooms, but should be deposited with the Orderly at the gate of the Reading Room, and a numbered token should always be taken for them. Read-

ers are not permitted to take into the Reading Rooms their own books without the special permission of the Superintendent.

15. Cases of unnecessary delay in the supply of books requisitioned from the Stack Room or of inattention on the part of the staff should be brought to the notice of the Librarian.

16. Persons found mutilating the pages of books or periodicals or otherwise damaging them will have to make good the loss, and will be debarred from the use of the Reading Rooms in future.

17. Readers found violating any of these rules, or misbehaving in any way, or disturbing other readers by conversation or otherwise shall not be allowed to remain in the Reading Rooms, and their tickets are liable to forfeiture.

General Directions

1. The books in the racks numbered 1-37 in the General Reading Room may be consulted at pleasure. Readers are required, before leaving the Reading Room, to replace the books taken out by them from these racks.

2. Books having numbers exceeding 37, are not on the open shelves in the Reading Room. A reader wishing to consult or read any of them should fill up the requisition form provided for the purpose and hand it to the sorter on duty.

The books thus applied for will be brought and given to the reader. When he has done with them, he should return them to the sorter, and receive back his voucher cancelled. Until this is done, the reader shall be held responsible for the book.

Readers requiring information should apply in the first instance to the Superintendent of the Reading Room, and next to the Librarian, who is always ready to give any assistance in his power.

Two books are kept in the General Reading Room, in one of which readers may enter the names of books which they desire to have added to the Library, and in the other they may state if they are inconvenienced in any way.

3. The attention of readers may be drawn to the under-mentioned publications which may be consulted in the Reading Room :—

- (1) **Poole's Index to Periodical Literature.**—This is an index of the contents of the more important periodicals from the year 1802 to 1881, with five supplements bringing the index up to 1906. Of the periodicals indexed in this work the most important are in the Library.
- (2) **Readers' Guide to Periodical Literature.** 1900 to date.—This forms a cumulative index to certain selected periodicals, of which the most important are in the Library. Vols. I (1900-

04) and II (1905-09) were published as quinquennial issues. Since 1910 it is being issued annually, and is available in the Reading Room.

- (3) **Readers' Guide to Periodical Literature, Supplement.** 1907 to date.—Since 1920 it is being continued as International Index to Periodicals.
- (4) **The Athenaeum Subject-Index to Periodicals** 1915 to date.
- (5) **The Cumulative Book Index (United States Catalogue, Supplement.)** 1912 to date.
- (6) **Book Prices Current.**—This is a record of the prices at which books have been sold at auctions in London from 1888 to date. An index to the work is issued every ten years.
- (7) **Reference Catalogue of Current Literature.**—This is published every five years. It is a collection of the catalogues of the principal publishers bound together with an author, title and subject-index in one alphabet.
- (8) **The English Catalogue of Books.**—This is issued annually. The Library contains Vols. from 1835 to date.
- (9) **Catalogue général de la librairie française.**—This is issued periodically, and is a catalogue of all

French books published in France and Belgium since 1840, with subject indexes, and the library possesses all the Vols. published up to date.

- (10) **Catalogo generale della libreria italiana.**—This is a catalogue of all Italian books printed in Italy during the period between 1847 and 1899, and is followed by a supplement, which brings it up to 1910.
- (11) **Deutscher Literature-Katalog.** 1926 to date.—This is issued annually and each volume is supplemented by an index arranged according to dictionary system. It comprises a general and classified catalogue of all books, periodicals, maps, etc., published in Germany.
- (12) **United States Catalogue (With Supplement).**—It contains the names of all printed books published in the United States of America since 1912.
- (13) **Standard Books,** 4 Vols.—This is an annotated and classified guide to the best books in all departments of literature. It contains a subject-index and biographical notes on authors.
- (14) **A Guide Book to Books.** Ed. by E. B. Sargant and B. Wishaw.—This is a selective bibliography on almost all subjects.

-
- (15) **The Best Books.** By W. S. Sonnenschein.—
This is complete in 3 vols. and comprises a systematic bibliography of the best available books in every department of Science, art and literature, with the dates of the first and last editions and the price, size and publisher's name of each book.
- (16) **Indexes to the Subject Matter of the Reports of the House of Commons.**—The set of Blue Books in the Library from 1815 to date is very nearly complete.
- (17) **Indexes to the U. S. Congressional Documents and Reports.** 1909 to date.
- (18) Brunet: **Manuel du libraire et de l'amateur de livres.** (Supplement), 8 vols.
- (19) **Subject-Index of the Modern Works added to the library of the British Museum in the years 1881-1925.** 8 vols.
- (20) **Subject-Index of the London Library.** 1909-1923.
- (21) **Royal Society's Catalogue of Scientific Papers.** 1800 to date.
- (22) **International Catalogue of Scientific Literature.** 1901-1915 :
A. Mathematics.
B. Mechanics.

- C. Physics.
- D. Chemistry.
- E. Astronomy.
- F. Meteorology.
- G. Mineralogy.
- H. Geology.
- J. Geography.
- K. Palæontology.
- L. General Biology.
- M. Botany.
- N. Zoology.
- O. Human Anatomy.
- P. Physical Anthropology.
- Q. Physiology.
- R. Bacteriology.

- (23) **Catalogue of the Scientific Serial Publications in the Principal Libraries of Calcutta.** By S. Kemp. 1918.
- (24) **The Industrial Arts Index.**—This is published annually, and is a subject index to a selected list of engineering and trade periodicals. 1913 to date.
- (25) **Index to the Gentleman's Magazine, 1731-1818.**

- (26) **The Annual Register**, a view of history, politics and literature, etc., from 1921 to date.

Readers engaged in research on matters relating to India would do well to consult the following :—

- (1) **Campbell : An Index-Catalogue of Bibliographical Works in the English Language relating to India**, 1897. This is a list, not of books, but of lists of books that relate to India.
- (2) **Hendley : Bibliography of Bengal**, 1900.
- (3) **Indexes to the Calcutta Review** (Vols. 1-50, 1844-69); the **Asiatic Researches** (Vols. 1-20); the **Indian Antiquary** (Vols. 1-50, 1872-21); the **Journal of the United Service Institution of India** (1890-99); the **Journal of the Asiatic Society of Bengal** (Vols. 1-23); **Journal of the Royal Asiatic Society** (1834-1903); the **Times**, 1866 to date, and **Archæological Survey of India Reports**, 1902-1916.
- (4) **Danvers : An Index to events relating to India and the East referred to in the "Times" between the years 1850 and 1889 inclusive**. A set of the "Times" from 1881 to date is in the Library.
- (5) **Buist : Index to Books and papers on the physical geography, antiquities and statistics of India**. 1852.

- (6) **La Touche : Bibliography of Indian Geology and Physical Geography.** 1917-26.
- (7) **Annual Lists and General Index of the Parliamentary Papers relating to the East Indies published during the years 1801 to 1907 inclusive.**
- (8) **Letters received by the East India Company from its servants in the East.** Edited by F. C. Danvers and W. Foster. 1602-1617. The work comprises a collection of original correspondence, chiefly letters from India, giving a contemporary account of the trade of the East India Company and of events in the East.
- (9) **The English Factories in India, 1618-1669.**
• Edited by W. Foster.—It is a calendar of documents in the India Office, the British Museum, and the Public Record Office in London and is a continuation of No. 8.
- (10) **Indian Records Series.**—It comprises selections, notes or compilations from records of the Government of India, or the India Office in London, dealing with the affairs of the British in India during the early period of their settlement. The series is in progress.
- (11) **A Calendar of the Court Minutes etc., of the East India Company, 1635-1670.** By E. B. Sainsbury.—It gives an account of the Company's

home administration and abstracts of documents in the Public Record Office and in the India Office, London. The work is in progress.

- (12) **Orientalische Bibliographie.** 1888 to date.—This is an annual list of titles of books and articles in periodicals on oriental subjects arranged under subject heads. The authors' names are also given.

RULES FOR THE ISSUE OF BOOKS ON LOAN

The issuing of books on loan shall be regulated by the following rules, supplemented by such bye-laws as may be in force at any time:—

- (1) Books will be lent free of any fee or subscription to members of the public living in any part of India on their depositing as security a sum of money equal to the value of the books lent. Regular borrowers may deposit a lump sum as security to avoid the necessity of changing the amount of security, with every transaction. The deposit money must always be paid in advance.
- (2) The minimum amount acceptable as security is Rs. 5.
- (3) The refund of security money shall be governed by Rules specially framed for the purpose.

- (4) Books required by government departments for departmental use, will be issued without any deposit; but such loan shall be regulated by all other conditions set down in these rules.
- (5) Recognised institutions may at the discretion of the Librarian borrow books on executing a security bond, instead of making a cash deposit.
- (6) Any proprietor of the former Calcutta Public Library shall be entitled, when resident in Calcutta, to take out books from among those transferred from that Library to the Imperial Library, subject to the restriction that he shall not have in his possession at any time more than six works or twelve volumes.
- (7) No book that for the time being forms part of the Reference Collection in the Reading-Room, nor any book valuable for its rarity or its illustrations, shall be lent without the special permission of the Librarian, who in cases of doubt shall refer the question for the orders of the Council.
- (8) Unbound periodicals and journals as well as books which cannot bear the strain of transit will not be lent out.

- (9) Except with the special permission of the Librarian no book shall be issued on loan until three months after it has been acquired.
- (10) Except with the special permission of the Librarian no person shall have in his possession at any time more than two works or six volumes.
- (11) Books lent may be kept for a period of one month, which may be extended at the Librarian's discretion. Books lent are liable to recall, if required, before the expiry of this period.
- (12) The cost of the carriage of books from and to Calcutta shall be borne by the borrower. Books will be forwarded per V. P. P. for postage, and no money or postage stamps will be accepted to cover the forwarding charges.

RULES GOVERNING REFUND OF BORROWERS' DEPOSIT MONEY

1. If books borrowed from the library by a borrower are not returned after due notice, a sum equal to the value of the books shall be deducted from the amount deposited by him.

2. The amount deducted from a borrower's deposit money, referred to in 1 above shall be utilised to replace the unreturned book if it is decided that it should be replaced. If it is decided not to replace the unreturned

book, the amount deducted from a borrower's deposit money shall be credited to Government as a departmental receipt.

3. In case the balance, if any is left after making the deduction, referred to in Rule 1, is not claimed within two years from the date on which books were lent out, the whole amount of the balance shall be regarded as forfeited by the borrower ; provided that such forfeiture shall not take effect without notice, three months before the expiry of the said period. The balance or the amount unclaimed under this rule shall remain in the Deposit Account of the Library.

4. No claim to money deposited by a borrower will be recognised unless *this* receipt is produced.

5. Refund of deposits of Rs. 30 or more shall be paid by Cheque.

CATALOGUES OF THE LIBRARY.

The Library maintains the undermentioned catalogues :-

(Printed Catalogues.)

1. Author-Catalogue of Printed Books in European Languages. With a supplementary List of Newspapers. 2 Vols. Calcutta, 1904. (Price Rs. 5-8-0), (Postage Re. 1-10-0).

2. Author-Catalogue of Printed Books in European Languages. First Supplement. 2 Vols. *Calcutta*, 1917-1918. (Price Rs. 7-4-0), (Postage Re. 1-4-0).

3. Subject-Index to the Author-Catalogue of Printed Books in European Languages. 2 Vols. *Calcutta*, 1908-1910. (Price Rs. 4), (Postage Re. 1-1-0).

4. Subject-Index to the Author-Catalogue of Printed Books. First Supplement. *Calcutta*, 1929. (Price Rs. 3-4-0), (Postage annas 11).

5. Subject-Index of Works on Political Economy, Industries, Commerce and Finance in the Imperial Library. *Calcutta*, 1906.

6. Catalogue of Maps and Plans in the Imperial Library. *Calcutta*, 1910.

7. List of Periodicals received in the Imperial Library. *Calcutta*, 1913. (Price As. 2).

8. Catalogue of Arabic, Persian and Urdu Books in the Imperial Library. *Calcutta*, 1915. (I. Arabic Books.)

9. Catalogue raisonné of the Buhar Library. Vol. I. Catalogue of the Persian Manuscripts. (Price Rs. 20), (Postage As. 8).

10. Catalogue raisonné of the Buhar Library. Vol. 2. Catalogue of Arabic Manuscripts. (Price Rs. 25), (Postage As. 11).

All these catalogues are lent for reference on the same terms as other books. Those intended for sale could be

supplied on receipt of the price and postage charges, *in advance*.

(Card Catalogues.)

1. Author-Catalogue of Printed Books in European Languages. Second Supplement.
2. Supplementary Subject-Index.
3. Author-Catalogue of Printed Books in Sanskrit.
4. Author-Catalogue of Printed Books in Bengali.
5. Author-Catalogue of printed Books in Arabic, Assamese, Gujarati, Gurmukhi, Hindi, Malayalam, Marathi, Pali, Persian, Tamil, Telugu, Tibetan, Urdu, Uriya (*in one cabinet*).
6. Subject-Index to Indian Official Publications.
7. Index to the U. S. A. Official Publications.
8. Catalogue of Periodicals in the Imperial Library.

MUSEUM.

A collection of Bengali, English, Hindi, Persian and Urdu autograph letters, old maps of India, and other objects of historical or antiquarian interest, forms a small museum which is housed in a small room on the second floor. Those wishing to see them may do so with the Librarian's permission.