

**LAW LIBRARY ADMINISTRATION
AND REFERENCE**

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LAW LIBRARY ADMINISTRATION AND REFERENCE

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PREFACE

I have tried to put down in this book my experience in the Indian Law Institute library where I have been working for the last twelve years. I have faced many problems and have solved them by actually doing things. The method of trial and error took me some time to solve the problems but the gain has been substantive.

Even after my training at the library science school, I was not equipped fully to tackle the problems of a law library, as I was not told those things during the training period. I, therefore, thought to give my experience to my colleagues who are working in the law libraries. I do not claim my method is fool-proof or the best. I only hope that my suggestions contained in this book may be useful to law librarians.

The book may also tell them as to what foreign materials they should buy for their library if they want to have some basic collection of the countries mentioned in the book. The text books and commentaries have not been mentioned as emphasis will differ from library to library. A number of titles can be added to the suggested book list but I think, if a library acquires these titles then it can have atleast a workable collection. As funds are limited librarians have to make some selection and give some priorities. My suggestion is that preference should be given to these publications.

New Delhi.
January, 1972

H.C. J.

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I am very much grateful to my colleagues in the Indian Law Institute library who have been goading me to complete this book. I am also grateful to my friends Shri J. C. Malhotra, Librarian, D.G.E.T. Library and Shri Mohan D. Jotwani, Librarian, U.G.C. Library, who have always been showing their interest in the publication of this book and who have been giving me valuable suggestions from time to time.

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Lastly, I am very much grateful to my wife whose inspiration and sacrifice made it possible for this book to see the light of the day.

H.C.J.

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INTRODUCTION

There have been some books on library administration and some of them have been written with a view to cover every aspect of a library. Yet they are not well equipped to guide a law librarian in his day-to-day affairs and it is hardly advisable to depend on them. A law librarian faces many problems which are peculiar to his profession and are not found in any other kind of library. Hence, his problems have to be solved in special ways.

A law library is different from others in the sense that, by its nature, it has to be a reference library. Mainly it is a research library where one reference leads to another and, therefore, a reader may have to consult a number of books simultaneously to solve one problem. It is necessary in such cases, therefore, that all such books which are required by him during the course of his study should be made available to him then and there otherwise the link of thought is broken. Thus, it is necessary that the books should be in the library and it is also desirable that the books should be properly shelved everyday so that they may be found immediately when required.

Another peculiar nature of a law library is that it has to keep its collection up-to-date. The legislative material and the law reports have to be brought up-to-date and the law librarian has to see that he supplies his readers the latest material as far as possible. As such, he cannot merely depend on the books and reports which are available in the market but, at times, has to take help from newspapers, departmental reports, and cyclostyled materials etc. He has to keep track of the legislation, the judicial decisions, and administrative orders and notifications issued by the various ministries and departments of the government. He has to know whether a particular legislation has been repealed or amended, and if so, when and why; or if a bill to amend a particular legislation has been introduced then at what stage is it lying; he has also to know whether there was any report of the

select committee on a particular bill and whether its suggestions have been incorporated in the Act. Similarly, he has to know whether a particular judicial decision has been over-ruled by a subsequent ruling of the Supreme Court, or whether there are two different rulings on the same type of case by two high courts and, whether this controversy has been settled by a decision of the Supreme Court.

As a result of the changes in the laws as passed by the legislatures and as declared by the courts, the text books and commentaries also become out of date and the law librarian has, therefore, to see that he supplies the latest book to the reader or, if a latest edition is not available then he should supplement the old edition by the latest case law or the statute law as the case may be. This up-to-dateness of a law library is of prime importance to all kinds of readers of a law library, i.e., the students, the teachers, the researchers, the clients and advocates, the legislatures, and the judiciary. Every one of them will require the latest position on a particular law, the difference would be only of details and depth of study. For example, a student might be advised to leave out certain cases of a particular topic and may not be expected to go deeper in the problems. Again, it will depend on the category of the student; a researcher and lecturer may like to go deep in the cases and the legislation and may try to look into all the relevant material on his topic, so on and so forth. But all of them have to be familiar with the latest position on the law.

Nature of legal research also requires that the reader should be allotted more space than in a general library or even a special library of any other discipline. As said earlier the reader in a law library will have to consult a number of books simultaneously and hence he will need more space to keep them. Therefore, if in any other library we may require 25 sq. feet for four readers, in a law library we will require at least 65 sq. feet for four readers or even more. It is important, therefore, that this aspect of a law library should be kept in mind while planning space for readers.

Similarly while planning space for reading material it should be kept in mind that the law books are generally bigger in size than other books. It will be necessary, therefore, that we should plan more space and strong racks with more space in between two shelves.

The nature of law libraries and their difference from other libraries has been very well summarised by Prof. Derham in the following lines :

"The law library is the most important part of any law school. The lawyer's tools are the books of the law. A law school's undergraduate laboratory is its law library. And a law library is different in many important respects from other libraries—sufficiently different to require different standards of accomodation, different methods of management and administration, and different staff qualifications, from other libraries. As compared with libraries provided to serve the needs of other university departments, particularly those of the humanities and the social sciences, the main incidental differences may be summarised as follows :

- (1) Actual "bookuse" by law students should be ten to twelve times the "book use" by arts students.
- (2) Very frequently the study of a particular topic requires quite large numbers of books to be simultaneously available to one reader—hence a large reading space per student is needed.
- (3) Much of the use of law books by law students is of a kind which makes it desirable that they should be able to carry on discussion with their fellows while they work.
- (4) There has not yet been developed, or if developed then not yet widely adopted, any satisfactory cataloguing system for a "common law" law library. The Dewey system, for example, is not applicable to law libraries—except to the frustration and fury of lawyers.

- (5) A very large proportion of the total holdings of a law library are in series—whether in the form of case reports, legislation, or periodical literature.

But there is a fundamental difference which in the last resort controls the nature, the structure, and the management of a good law library.

Unlike almost all other libraries, a law library, while it serves the purposes of all other libraries, is not merely a collection of books and other writings containing information, reason, argument, and opinion to be organized by skilled librarians for convenient use by readers. It is such a collection, but, more important, it is a repository of living systems of authority as well as of reason—systems which change and grow from day to day. Most law books, once on the shelves, are not left unchanged and merely made available for use. They are effected by the new materials added to the library from day to day and the effects of the new materials must be entered on the old. For example, legislative material must be amended and annotated in the light of new legislation; case reports must be “noted up” in the light of new cases. However skilled and experienced he may be, a general librarian is not adequately equipped to organize and manage such a library. In addition to his librarian’s training he needs special training to enable him to understand the workings of the authoritative systems of law to which his library gives the lawyer access.”*

Thus, we see that we need highly trained and specially qualified personnel for a law library.

As in other common law countries, we have also recognized the value of precedents in our system and this requires that there should be a very good system of law reporting. In order to make the best use of the law reports it is also essential that we should

* D.P. Derham, *Legal Education*, 2 *New Zealand Universities Law Review*, 130 at p. 142.

have good digests. Similarly, we should have codes—central as well as those of the states—and indexes to cover legislative materials. Above all, it is essential that a law librarian should be well conversant with these materials and so should be his staff, otherwise they will never be able to serve the readers. Naturally, when we expect such high quality of service from staff, it has to be paid well.

Unfortunately in India we do not have any place where the prospective law librarians can be trained. The library schools do not tell anything about the law library problems and the result is that a fresh graduate from a library science school finds himself in a strange world when he joins a law library. In my opinion the library schools should include in their curriculum some lectures on law library problems or a separate institution imparting training in the law librarianship be started in the country.

I am not aware of any effort to improve the conditions of the law libraries in India. Even the University Grants Commission seems to have done nothing in this respect. On the other hand, its report on COLLEGE AND UNIVERSITY LIBRARIES, 1965, does not mention anything about the law faculty library of the Delhi University. It was only in the beginning of 1968 that the Ford Foundation brought an expert from the Harvard Law School library to advise it on the law faculty library affairs. It is beyond my power to improve the things but I do hope that my suggestions contained in this manual would help my colleagues in their profession and would inspire them to write more so that law libraries may improve.

H.C.J.

CHAPTER—I

PLANNING A BUILDING

Location : All the categories of law libraries are more or less departmental libraries and hence it is natural that they be located at the location of the department which they are supposed to serve. The various categories of law libraries — the law college libraries, the Supreme Court and high court libraries, the law ministry and the legal remembrancer's libraries, the bar association libraries, the Parliament or the state legislatures libraries, and libraries owned by many law firms and individual lawyers — all are supposed to serve the cause of their very limited clientele. As such, the location problems of a public library are completely absent in the case of law libraries. As they are not public libraries, we have not to take into account the convenience of public. However, there are some public law libraries in the United States of America and someday we may also have some like those, then we may have to consider all the location problems of a public library.

However, we have to give importance to the convenience of the persons who are supposed to use it and keeping this in view we have to plan the location within the department in such a way that the library may be used freely and frequently. There should not be the slightest difficulty which may be an hindrance in the use of the library. For example, it should not be located on the top floor of the department or in the farthest corner of the building. At the same time it should not be near a common place or near a point where there is likely to be too much noise.

Another point which has to be considered is that it should not be open to dust. We all know that in India, specially in the north, it is very windy and dust is a menace—it destroys the books

and makes the whole atmosphere dirty. Therefore, the library should be protected from dust and wind. At the same time proper steps should be taken to ensure good ventilation and natural light. Unfortunately it is not possible, due to high cost, to make the library fully airconditioned. Therefore, it is all the more necessary that proper care should be taken while selecting a site for the library and that too in time.

Apart from the departmental libraries where, perhaps, much will depend on the organizational setup and the persons at the helm of affairs, there may be some national and state level libraries also which, though basically departmental libraries attached with some organization, may still serve the public at large. If so then we have to consider the convenience aspect of the public also who are supposed to use the library. In India there is no such library so far except the library of the Indian Law Institute which, in the past has been catering to the needs of the persons interested in legal materials. Fortunately, it is situated in the heart of the city and hence it is very convenient to reach it.

Again, the problem of location will not be faced by all law libraries but by a few big ones like the college, legislature, and court libraries, and the national or state level libraries. So far it is difficult to expect that the librarians will have any say in the matter of location of the libraries in these organizations yet they should try to seize an opportunity to tender their suggestions. It is quite likely that the librarians are appointed after the completion of the building. Therefore, at the most what they can do is to locate different sections of their library according to their convenience. The different sections of the library may be planned according to the following guidelines.

Counter : When a location has been decided internal planning of various sections of the library has to be made. For example, the librarian has to decide about the location of the counter, the stacks and reading hall, the back room, the typing and smoking rooms etc.

In deciding the location of the counter one has to keep in mind two things. One, the aspect of service and the other, control over the readers as well as over the persons coming in and going out of the library. Of course, here also much will depend on the architect and the authorities but the librarian can always give his suggestions. It is now a well settled principle that there should be only one entrance and exit of the library. There may be another entrance for the staff but for the readers there should be only one point of access to the library. Naturally this point has to be guarded. On the other hand this is the best point from where service can be given to the new comers in the library. It is, therefore, desirable that the counter should be located at this entrance.

At the same time it should also be overlooking the reading hall so that the counter clerk may have an eye on the readers also. This will ensure, simultaneously, many things. For example, it will have control over the readers who may try to tear-off the pages from the book or damage it in any other way. Also it will take care of the readers which may want to take some help from the counter, so that they may not have to walk to the counter.

While all these things have to be considered it is also important that the counter should be at some distance from the readers and should be enclosed from all sides. A semi-circular shape is always better for this purpose. Since many persons will be coming to the counter for various enquiries and help there is likely to be some noise always which may cause disturbance to the readers and divert their attention. Therefore, some distance may be left in between the readers and the counter.

It is also possible that the general enquiry counter may be planned at the entrance which may be quite away from the reading hall, and a separate counter may be planned for serving the readers and keeping a watch over them. But, this will require additional staff and space which, in the present circumstances, is difficult to get. The libraries, throughout the country, have to run always with skeleton staff, sometimes even that is denied

and to plan a double counter in this state of affairs is a mere impossibility. However, if some libraries can manage then it is the best.

While plans are being made for the counter, arrangements should always be made for the space for keeping the personal property of the readers. Otherwise the counter itself will be loaded with handbags, books and other things which the readers may have to leave at the counter. It is always better if there is a built-in almirah or shelves for this purpose, otherwise a wooden shelf may be provided at the counter. Apart from this, provision should also be made for the drawers in the counter to keep various necessary things at the counter itself so that the counter assistants may not have to run here and there frequently. As the counter assistants will always be assigned some work, apart from the usual work of control, they will need some stationery, reference books, and telephone etc. It is, therefore, important that proper and adequate space should be allotted for these things. It should always be remembered that we should provide maximum facility and convenience to the staff if we want good work and better service to the readers. The counter assistants have to be provided with all the necessities as their duties are of different nature. Whereas they have to serve the readers and have to keep guard over the library, any mistake or carelessness on their part may be disastrous to the library. The counter, in a sense, is a show piece of the library.

Stacks : While planning space for the stacks one thing should be kept in mind that a law library grows much faster than any other library. This is so because of the nature of legal material which becomes outdated so soon that new editions of books become necessary. If this is not done then the whole collection will lose its utility and the library will not serve any purpose. For example, a change in a law would make all the previous commentaries on that law useless in so far as that portion of law is concerned. On the other hand these old books cannot be thrown out or weeded out as, for research purposes they may be required

at a later stage. Therefore, in addition to the space required for the new books, space will have to be managed for the old material also. Of course, maintaining the old material would depend, to a great extent, on the availability of space, but effort should always be made to keep them as far as possible.

Secondly, the law reports grow in number every year as, in spite of an effort to check it, litigation has increased in our country. This results in bulky and numerous reports. For example, whereas a few years back the Supreme Court section of the All India Reporter used to be some few hundred pages only, now it runs into more than 1500 pages, the same is true about all the high courts. Similar is the case with the legislative material and the journal section. With the growth of legal writing in India more and more legal journals are being published and more space is devoted to the legal articles and case comments in law journals reporting cases. All this shows that legal material is expanding day by day and the planners of a law library should always give due consideration to this fact.

Another important thing about the legal material which is quite different from other reading materials is its size. The law reports and the volumes containing legislative material are always bigger in size than the books of any other subject. Therefore, more space in between the two shelves of a stack should be planned so that the books may stand properly and dusting may be easy. Atleast two inches of space should be left in between the books and the shelves so that dusting may be done by hand or even by a vacuum cleaner. The size of the stacks should be planned keeping in view all these things.

About the type of stacks which should be installed it is now almost settled that the modern types of steel stacks are the best. All the manufacturing companies make the same type of stacks with a slight difference, hence any firm can supply them. But, it is better if, in the reading hall, only wooden furniture is kept. The only thing about the wooden furniture, which should be kept

in mind is, that the planks should be strong enough to stand the weight of the books. Normally it should be not less than $3/4$ " thick. If glass-panes are preferred on the almirahs then, care should be taken to see that they slide properly and without making noise. Glass-panes may be necessary to protect the books from dust but, if they are not properly fitted then they may be a nuisance.

It may be said about all types of stacks and other furniture for the books that the best quality of stuff should be purchased. It is most unfortunate that too much emphasis is given here on inviting quotations and accepting the lowest tender. From the practical life it can be seen that by adhering to this practice we never get good things. Inviting quotations may be necessary but the practice of accepting the lowest tender may not be necessary. It is always better if we give order to a firm which is very well known for its quality and reliability even though its rates may be higher. Just as we should depend on established firms for the steel stacks, for wooden furniture we may depend on those firms who specialise in library furniture. There will always be a difference in workmanship between a general furniture supplier and the specialist. Therefore, a specialist has to be preferred.

About the position of stacks in the stack room, it is suggested that, it is always better to place stacks row-wise forming bays. Thus, it is necessary that the stack room should be so built that each bay has a window or some arrangement for natural light. Artificial lights should be planned in between the rows so that light falls on the books. Naturally the stacks have to be placed below the beams, where they happen to be. The space between two bays should be at least four feet. It will be better if the stacks are double faced or of eighteen inches width. The space in between two shelves should not be less than ten inches. It will, therefore, be alright if the measurement of the stacks is $6' \times 3' \times 18"$. The height may go even upto $6'6"$ but not more than that as, then it will be a bit inconvenient. In the reading hall where space may so permit, the height of the stacks may go upto nine feet but then

we should also provide a ladder for that. As far as possible so much height should be avoided but, if problem of space compells, then there is no alternative.

Space for readers : As mentioned earlier a legal researcher needs more space on the table as he has to consult a number of books simultaneously. May be he may like to have at one time about fifteen to twenty books on his table or by his side on some rack. Hence more space per reader may be provided. It will be quite sufficient if hundred sq. feet space is planned per four readers in the hall. This includes space for books, chair, and some space for movement for readers. A table measuring eight by five feet may be sufficient to accomodate four readers.

Apart from this there should be made some arrangement in the stacks for seats so that a reader may refer to books there itself, or source checking may be done easily without taking the books out. Therefore, it is necessary that some small tables and chairs may be provided in the stacks at such a place which may not be a hindrance to other readers who go in the stacks.

For serious types of readers it may be desirable to provide a separate section or small carrels in the library itself. These persons will be regular users of the library and would like to keep books on their table for a few days. Arrangements should be made to keep the books safely and undisturbed, at the same time it should be ensured that the books which are required by other readers may be removed from there and a slip may be left on the table for the information of the reader concerned. As soon as possible the books so removed should be replaced on the table from where they were removed. This is essential to infuse confidence in the readers that they will get the books back whenever they want. If this is not ensured then these readers will have a tendency to keep books with them for longer period and would not allow them to be taken away.

While planning a section for serious research workers it should be kept in mind that it is located in a corner of the library

or a bit away from the counter and general readers section so that the readers sitting in this section are not disturbed by noise and disturbance at the counter. If possible some arrangement may be made so that these serious readers may communicate with the counter and vice-versa so that they may not have to run every time they require a book. This will greatly save time and energy of the staff.

Needless to add that adequate arrangement for light and fans should be made at all these places. It is natural that fans are fitted in the reading hall but the stacks are generally without fans. This makes it difficult for the staff to shelve the books and do other sundry work in the stacks. Specially when we are making arrangements for the readers to browse in the stacks then we must provide fans there, otherwise it will be difficult to stand there even for five minutes. Due to low heights the stacks are generally very stuffy and unless proper ventilation is provided, it is horrible to work there in summers. It is, therefore, necessary that proper ventilation, light, and fans should be provided in the stacks. This will, apart from giving relief to the staff, ensure long life of books also.

Back room : In every law library, as in other libraries, some accomodation should be provided for those who are engaged in back-room duties, i.e. in processing books and periodicals for use in the library. This will include the technical section and the periodical section if it is fairly big. If it is a one man library then there will be no problem but, if the library is big enough to require a back-room then enough space should be provided for the staff and material. Every care should be taken to see that they get all the amenities which are necessary for the efficient working. Their furniture also should be made according to their needs. For example, the typist who types catalogue cards and other index cards would require a different type of table than an ordinary typist. Similarly, the ordering section would require place to keep bibliographies and indexes, trade catalogues and catalogues of other libraries; the

cataloguer would require place for keeping books which are under process. Then there should be enough place for the persons who do pasting and lettering on the books. The idea is that everybody should be provided with all the necessities so that there may be an alround efficiency and books may not be held up in the back room for days. They should be placed in the hands of the readers as soon as possible.

Similarly, in the periodical section enough place is required to keep the kardex or the three card system trays, or any other thing in which registration of the periodicals is done. And if the periodical section is also engaged in indexing then there should be some card trays either in a cabinet or separately. All these things will require place and effort should be made to see that no section is neglected.

It is always better that all these things should be given due consideration at the time of planning the building so that later on there is no problem of space. This is specially so when we all know that, generally it happens that no sooner a building is ready for use it falls short of accomodation. It is, therefore, desirable that planning should be done on atleast a twentyfive years basis both, the space for the staff and the space for the reading material. If both these things are not possible then atleast for reading material the space should be planned on atleast twentyfive years basis as reading material grows much faster than the staff.

Typing and smoking room : As said earlier a law library, by its nature, has to be a reference library. It means that books cannot go out of the library. If it is so then it becomes necessary that some arrangement should be made so that the materials may be made available to the needy persons if they so desire. The only way of doing it is to provide some typing facility in the library. The copying machine may also be a solution but, due to its cost, almost no library may be able to provide it. Thus, it becomes necessary to provide a room in the library where the students or the readers, if they so desire, may type out the material

which they want. This may be most useful in the colleges where many students may like to use this facility. In a research organization also it may be very useful.

Similarly, it may be better to provide a smoking room near the library. It is now a universally accepted rule that smoking is not allowed in the library, there may be very few exceptions to this rule. It is, therefore, necessary that some place near the library should be provided where the readers may smoke otherwise, if there is no such place, they will make the place around the library dirty by throwing cigarette stumps. Also, it is necessary that the smoking room should be nearer to the library so that the readers may easily walk into the room. If it is situated at some distance then it is very likely that the readers may not bother to go there and, instead, may search a place nearby.

This smoking room may also be used as a common room if necessary, where people may take tea and other soft drinks etc. Of course, these facilities may not be possible in every library but, an effort at the time of planning a library building should always be made to provide these facilities.

Arrangement of material in the library : A law library can be divided into three major divisions. The legislative material, the judicial material including periodicals, and text books. A further division can be made on the basis of jurisdictions, i. e. the civil law system, the common law system etc. as in many law libraries of the United States. But, it seems very improbable that in India we may have to divide the library material in such a way as, our collection is not so large. The librarian would do better if he divides on the first line suggested above.

Now, to facilitate maximum use at the least efforts it is always better to shelve such material which is often used by the readers, in the reading hall around the readers so that they may themselves pick the volumes without any help from the counter assistants. The Indian high courts and Supreme Court Reports,

the Indian legislative material, and of course the reference material of general nature like dictionaries, encyclopaedias, directories etc. may also be kept in the reading hall. As we all know that the All India Reporter is used very often by the readers, it is better to keep it in the hall. Same is the case with the sets of Civil Court Manuals and other codes. The Supreme Court Reports, the I. L. R. series and law reports and legislative materials of the U. S. A. and the U. K. may also be kept in the hall as, these are the two major systems which are often referred to.

Similarly, periodicals display section has to be in the reading hall. If possible, separate room should be provided for that but, as it may not be possible always, the best place for that would be the reading hall. At the same time it may be bifurcated from the reading hall so that the readers who browse through the periodicals may not disturb the other readers. Bound volumes of the periodicals may be stacked at a distance, either in the hall if it is very big, or on the first or second floor, or even on the basement.

It may be better if the text books are kept on the ground floor stack room. The reason is that, while in the case of law reports and the legislative materials we may have some choice in putting them wherever we like, it may not be so in the case of text material as, they have to be shelved according to some scheme of classification. As such, we cannot change the place of a book except according to the classification scheme itself.

In all these cases we have to keep one thing in mind that, while arranging the material of any kind we must keep a margin of at least ten years so that future volumes may be adjusted at the same place without having to shift the whole material again and again. As said earlier, the legal material grows much faster, at the same time the size of the volumes is bigger than any other type of material and we have to provide enough space for it. Below is given a chart showing the measurement of space which will be necessary for the various law reports, journals, and other

periodicals. This will help in planning space for the material in a library both, at the time of planning a building as well as at the time of arranging the material on the shelves. The measurements will be correct to a great extent yet some margin should be kept keeping in view the growing size of volumes every year in judicial material as well as in legislative materials. The measurement given below should be taken as approximate. The following list of material includes almost all the material which a good law library may plan to have and it is hoped that it will be a good help to the librarians.

CHART SHOWING MEASUREMENT OF SHELF SPACE FOR SOME LAW JOURNALS

Title	Vols. & Period	Space needed
1. Acts, Rules, & Notifications of the Central and Madras Govt.	1950-70	3' 9"
2. All England Law Reports	1538-1970	24'
3. All India Reporter	1914-70	54'
4. Allahabad Law Journal	1(1904)-68(1970)	15'
5. Allahabad Law Times	1937-Aug.1967	3' 8"
6. Andhra Law Times	1(1954)-26(1970)	4'
7. Australian Law Journal	1(1927-28)-44(1970)	7'
8. Bombay Law Reporter	1(1899)-72(1970) (including 4 vols. of Journal section and three indexes)	19' 9"
9. British Journal of Criminology	1(1960-61)-10(1970)	1' 4"
10. Calcutta Weekly Notes	1(1896-97)-74(1969-70)	16' 6"
11. Cambridge Law Journal	1(1921-23)-1970	2' 8"

12. Canadian Bar Journal	1(1958)-12(1969)	1' 5"
13. Canadian Bar Review	1(1923)-48(1970)	9'
14. Columbia Law Review	1(1901)-70(1970)	16' 2"
15. Company cases	1(1931)-37(1967)	6'
16. Company Law Journal	1(1963)-16(1970)	2' 2"
17. Cornell Law Quarterly (Now Cornell Law Rev.)	1(1915/16)-55(1970)	9' 8"
18. Corpus Juris Secundum	1(1936)-1969	30'
19. Criminal Appeal Reports	1(1909)-54(1970)	5' 3"
20. Criminal Law Journal	1(1904)-1970(2)	15' 10"
21. Criminal Law Review	1954-1970	2' 10"
22. Delhi Law Times	1(1965)-6(1970)	1' 4"
23. Federal Court Reports	1(1939)-11(1950)	9"
24. Gujarat Law Reporter	1(1960)-11(1970)	2' 6"
25. Harvard Law Review	1(1887)-83(1969-70)	23' 9"
26. Income Tax Journal	1963-1970	3' 7"
27. Income Tax Reports	1(1933)-76(1970)	15'
28. Indian Advocate	1(1961)-10(1970)	9"
29. Indian Factories Journal	1(1949)-38(1970)	6' 6"
30. Indian J. of Ind. Relations	1(1965)-6(1970)	1'
31. Indian J. of Int. Law	1(1960/61)-10 (1970)	1' 6"
32. Indian J. of Pub. Admn.	1(1955)-16(1970)	3'
33. Indian Law Reports (All Series)	All Series	180'
34. Indian Law Journal	1(1926)-45(1969/70)	7' 6"
35. Jaipur Law Journal	1(1961)-7(1967)	8"
36. Journal of the Business Law	1957-1970	1' 9"
37. Journal of the Constitutional & Parliamentary Studies	1(1967)-4(1970)	8"

38. Journal of Criminal Law, Criminology & Police Science	1(1910)-61(1970)	10' 6"
39. Journal of the Indian Law Institute	1(1958)-12(1970)	3'
40. Journal of the Int. Commi- ssion of Jurists (Now Review)	1(1959)-9(1968)	1'
41. Journal of Legal Education	1(1949)-22(1969-70)	3' 9"
42. Journal of Parliamentary Information	1(1955)-16(1970)	1' 4"
43. Journal of Public Law	1(1952)-19(1970)	2' 10"
44. Kerala Law Reporter	1(1959)-16(1969)	3' 6"
45. Kerala Law Times	1958-70	3' 9"
46. Labour Law Journal	1949-70	8"
47. Law & Contemporary Problems	1(1933)-35(1970)	7'
48. Law Library Journal	1(1908)-63(1970)	6' 3"
49. Law Quarterly Review	1(1885)-86(1970)	11' 10"
50. Law Reports (U.K.)	1865-1970	93'
51. Law Reports-Statutes	1(1866)-1970	21'
52. Law Weekly (Madras)	1(1914)-83(1970)	15' 10"
53. Lucknow Law Times	1(1960)-11(1970)	2' 6"
54. McGill Law Journal	1(1952)-12(1970)	1' 10"
55. Madhya Pradesh Law Times	1(1959)-12(1970)	2' 2"
56. Madras Law Journal	1(1891)-1970(2)	27'
57. Melbourne University Law Review	1(1957)-8(1969/70)	1' 3"
58. Michigan Law Review	1(1902/3)-68(1969/70)	19'
59. Modern Law Review	1(1937)-33(1970)	4' 10"
60. N.Y. Univ. Law Review	1(1924)-45(1970)	6' 9"

61. Public Law	1(1956)-1970	2'
62. Punjab Law Reporter	1(1900)-72(1970)	12' 6"
63. Sales Tax Cases	1(1938)-26(1970)	4' 6"
64. Stanford Law Review	1(1948)-22(1970)	6'
65. Supreme Court Cases	1(1969)-1970	1' 6"
66. Supreme Court Journal	1952-70	6' 4"
67. Supreme Court Reports	1(1950)-1967	11'
68. Tax Cases	1(1875/83)-42	6' 3"
69. U.S. Supreme Court Reports Law Ed.	124 books	22'
70. Univ. of Chicago Law Rev.	1(1933)-37(1969/70)	7'
71. Univ. of Pennsylvania Law Review	1(1852/53)-118 (1969/70)	27'
72. Univ. of Toronto Law J.	1(1935)-20(1970)	2' 7"
73. Wisconsin Law Review	1(1920/22)-1970	8'
74. Yale Law Journal	1(1891/92)-79 (1969/70)	18' 6"

CHAPTER—2

PLANNING A STAFF AND ITS DUTIES

Generally it is seen that in our country libraries are always understaffed. It may be true of some other countries also, even in the U.S.A. you may find this problem. If we look into the history of the libraries of any country we will find the same sorrow state of affairs as we are facing now. It is only through the decades of hard work on the part of law librarians in U.S.A. that they got what they are enjoying today. The history of the Harvard Law School library, which is the biggest law library of the world today, and the history of the Cornell Law School library, all tell the same story. But now they are enjoying all facilities and doing the wonderful task. Some people, who manage the affairs of law libraries can say on this basis that, we in India should also go through all the rigours which these big libraries of the world had to go. But why should the cause of law libraries suffer? Should we not learn from the experience of others? It is now well recognized that the law library is the part and parcel of the law college and any other institution where legal study and research is conducted and, it should be provided all good staff just as we should have good teaching staff or research workers. Is it not better that we give all consideration to the library staff also?

It may be difficult to set the rules for all the law libraries about the staff requirements. How many staff members are needed—will depend on the size and service of a library. A law library of a lawyer or law firm may do with only one trained law librarian or even an untrained person, whereas a big law college library may require a good number of law librarians. Yet, some number can be fixed for a good size law library, this may be called a skeleton staff which will be required by every moderate size law library.

For such a library we may require a librarian and atleast one technical assistant for processing and cataloguing the books. Apart from this, we may require some counter assistants, atleast two if the library works in one shift only and four if it works in two shifts. The idea is that there should always be atleast two persons at the counter. Then, we may require one typist, two or three attendants depending on the number of the persons the library has to serve. Apart from this, we may require one cleaner for dusting the books and furniture. If the number of books goes beyond twenty thousand then we may require atleast two cleaners. As said earlier, it is very difficult to protect the books from dust as our climate is very dusty, specially in the northern part of the country, cleaners have to be employed for dusting the books regularly.

We all know that periodicals are the backbone of a law library. Every effort, therefore, has to be made to keep this section complete and in perfect shape so that they may be used by the readers. It will, therefore, be not too much if a separate assistant is provided for periodical registration, binding, and keeping their complete record. In any law library of a moderate size it can be presumed that it will be getting atleast one hundred periodicals. Perhaps one man for this purpose only may appear to be rather too much, but it will ensure regular supply of periodicals and completeness of sets. If possible, this assistant may be allotted some other duties, but his main duty should be that of keeping the record of periodicals, this will include registration, sending reminders, paying subscription and getting the periodicals bound. It may not appear to be a big job but in practice it consumes a lot of time if done systematically. I think if a person does it single handed then he may hardly find few hours daily to spare for other type of work.

It will be better if some thing is said about the duties of the staff in detail. In the following lines an effort will be made to throw some light on this.

Librarian : A librarian is the head of the department and he has to supervise and coordinate the work of various other branches of the library. Thus, it may not be possible to expect any fixed work from him, *i.e.* he may not be made incharge of any one branch of the library. At the same time he is expected to know every thing about all the branches. He has to keep a close watch over the departments of his library and has to see that every department is working properly. Whereas he has to see to the convenience of his readers, he has also to see to the convenience of his staff. He has to allot duties, specially in the case of counter where all sorts of adjustments in duty hours have to be made from time to time and sometimes at the shortest possible notice.

Thus, no one branch can be entrusted to the librarian though he may help each and every branch if and when necessary. In practice it has been seen that this becomes necessary at times and, therefore, the librarian has to be well conversent in all the works of his library. Perhaps the only work which can be safely entrusted to him is that of cataloguing. This he may do as and when he finds time. But again, he has to see that the books do not lie in his room for days together. He should ensure the quick processing of the material so that the books reach the hands of the readers as soon as possible. Again, therefore, it may be a side business for him and not his sole responsibility. But, where there is no cataloguer, then it may be safely entrusted to him.

Apart from the overall supervision, the librarian has also to meet the serious students and research workers and to discuss various problems with them. At times he may be called by the head of the college/department or the head of the institution in which he is employed. He may also be asked to solve some problems and thus be busy with a reference question, involving serious research and intelligence. In a small library, and perhaps in all the law libraries of India of the present time, he may often be asked to do this job, as it is hardly possible to have a separate reference librarian for this purpose. Minor reference questions may

be attended to by junior staff also, though it is necessary that some one should be trained to do the job. But, if the problem requires careful study and searching of material then the librarian will have to do it himself. For example, the Dean or the Head of the Institution may be preparing to deliver a speech on some topic; he may be writing a paper or an article; or he may have to preside over a function where he may need some facts and the latest position about a particular problem. In all these matters the librarian has to help him as, only he will know his material well and will be able to extract the information required or provide material which will serve the purpose best. If a library is well equipped with material which is also well maintained then it may be the best place for anyone to prepare a speech on any topic connected with law. Those who would care to know as to how it can be so, may read Mr. Dahl's article in the Law Library Journal.*

Though it may not be necessary or desirable that the librarian should also take sole responsibility of the counter duties, yet it is better if he is at the counter for some time atleast during the day. There should be some other counter assistant or assistants at the counter. The librarian's presence at the counter will give to the counter assistants a sense of protection and guidance, at the same time he will also be conversent with the working of the counter and, if there are some shortcomings, he may always try to remove them. Thus, he will have the first hand information about this section which is the most important part of any library. This is the place which can mar or make the reputation of the library. Hence, the librarian has to be very careful about this point.

Counter Assistants : As said earlier, the counter is very important place in the whole setup of the library—it is our show piece. Therefore, every effort should be made to appoint good-natured and efficient men at the counter. Even otherwise it is essential that persons in the library should be very humble and of good

*The Law library : A speech writer's gold mine. Richard C. Dahl. *Law Lib. J.* Vol. 60 (1967) p. 239.

manners, this is more true of the counter people. Perhaps, it may be better to allot counter duties to ladies as, by nature, they are not querellous and are good mannered. Of course, it is necessary that there should be some attendants there to help carry books from one place to another and to do other such type of work.

About the work to be allotted to the counter assistants, it may be said that their main task should be to keep control over the persons and books. They may be allotted the work of issue and return of books, and keeping such records which may be necessary for better discharge of this duty; they may also be made responsible for inter-library loan records and lastly, it should be their duty to shelve books in the reading hall or to keep them regularly at their proper places so that they may be traceable whenever required.

Apart from this, they may be entrusted with other work also, such as checking of order cards with the general catalogue, preparation of book selection cards, etc. All these works can be done sitting at the counter and, therefore, the counter assistants have not to leave their seats. The counter assistants can also work as guide to the readers. They can help readers find their books; they can also tell them about the location of a particular citation or even help them in finding an old case and report in which it has been reported.

All these things require a great skill and desire on the part of the assistant to render help. Hence, it is necessary that the counter assistant should be a trained person and qualified in the field of his library. Only then he will be able to render some help. Other type of works also require a training in library science. For example, checking of order cards with the general catalogue does require an understanding of the system of letter by letter and word by word filing of cards. Unless the person is familiar with this arrangement he will not be able to find the card even if it may be

there in the catalogue tray and thus, the whole purpose of checking will be defeated.

Therefore, it can be safely said that we should always keep at the counter a trained person. Then he should be assisted by atleast one or two attendants, depending on the size of the library, so that they may supply the books to the readers in the hall or in their rooms. In a law library, this will have to be done as, readers will require many books and it may not be possible for them to run every time they want a book. Perhaps, this may not be necessary in small libraries owned by lawyers and small law firms but, in other law libraries it is a must. These attendants should also, as far as possible, be well acquainted with the legal material so that better and quick service may be given. If such persons are not available then fresh persons, atleast matriculates, should be appointed. These persons, after having worked in the library for about one or two years, will pick up the titles and will be able to serve the purpose. Though, it will largely depend on the method and the way they are trained in the library by senior staff, it is true that they will learn a lot only when they themselves are willing to learn. If the library works in shifts then we will need more persons. The idea is that we should have atleast one trained assistant and one or two attendants at the counter at a given time. Therefore, if the library runs in two shifts then we will require the staff at the counter at this ratio. At the most, if funds do not permit, then we may have only one attendant but in no case he should be eliminated altogether. There should always be two persons at the counter so that if the attendant or the assistant has to leave the counter for some work then the counter is not left unattended. The counter assistant should be instructed clearly that, in no case the counter is to be left unattended even for a short time. The assistant in a particular case may have to leave the counter for some time and may have to do some searching in the hall for some material then he should always keep an eye at the counter. He should never lose the sight of the counter and, if it is not possible, then he should wait till the attendant returns.

It is to be noted that the counter assistant has to be very vigilant, very helpful, and very busy; at the same time he has to be very well behaved. It is rather a difficult task. He has to come across all sorts of persons and has to tackle various problems. Therefore, he should be selected with great care keeping all these points in view, otherwise an ill-mannered and ill-equipped counter may spoil the image of the library.

Back room staff: As said earlier, there should be atleast one technical assistant. His main task is to process the books and other reading materials except the periodicals. He has to maintain record of orders, arrivals, and accession the books and do classification and cataloguing. This seems to be quite a job and it is really so. But, as it may not be possible in each library to have two persons for these jobs, the technical assistant has to do all this work. He may take help from the clerk-typist and the counter assistants as and when necessary and if these people may find some time after doing their own job. For example, accessioning can be entrusted to the clerk and the order card checking and order selection card preparation may be entrusted to the counter people. But, ultimately the technical assistant has to be responsible for the work connected with the technical section.

Although it is true that he has to see that the books and other reading material do not lie in his room for long, yet, it can be said that he can do his job without a sense of hurry as is the case with counter people who have to do the job then and there. But, this man has to be very systematic in his work. He has to be very careful in filing the order cards, in passing the bills, checking the prices, editions, etc. If the system of taking books on approval is followed then he has to keep these safely. It is not unlikely that some books which have come on approval may be taken away by readers, specially the staff members. Normally this should not be allowed but, at times, it may become quite difficult to check.

After so much of work it is not possible that the technical assistant may be expected to devote some hours at the counter

also. But, it will be better if he takes some time off from his routine and mechanical work and faces people at the counter. This will relieve him of the arduous duty of classification and cataloguing, and give him some time to know the readers of his library. He will also be acquainted with the method and working of his library and will know the problems of the readers as well as defects of his own work. He will have first hand knowledge of his classification and cataloguing shortcomings; he will know what his readers want as regards the subject headings and other guides in the card catalogue. Perhaps, a reader may help him in classifying a particular book in another way than he had done as it would be more useful that way. Therefore, it may be desirable that he should also be put on the counter duty.

Similarly, it is essential that the technical assistant should be made responsible for shelving the books also. Everyday he should devote atleast half an hour for this job. If he does this work then he may find some discrepancies in his classification and cataloguing. For example, he may find two editions of the same book classified differently, or he may find that books of same subject have been classified at two different class numbers. There may be some mistakes in author entries also. All these things may be corrected when he himself does the shelving. Of course, the other persons who will be engaged in shelving, may also point out these things but, his first hand information will always be more useful and it will remain in his mind for ever.

It would be better if the shelving work is divided among the whole staff. Shelving of serial publications may be entrusted to attendants but, shelving of the text books should always be done by trained persons including the librarian. The whole of the collection of the text books should be divided and allotted to all and it should be changed every week. This way each person will have knowledge of every section of the text books. Each will know as to how to shelve the books according to the scheme being followed in the library. It is not easy to know arrangement of various signs which are followed in a classification scheme and

their order of arrangement. Perhaps, it will be easier if the library is following Dewey system but, if the library is following the U.D.C. or the Colon classification scheme then it is rather difficult. Of course, practice will make everybody perfect, and that is why it is suggested that shelving should be done by each and every member of the staff daily and by rotation. For this work, morning time is the best but, if this is not possible due to some reasons, then it may be done any time during the day. But it must be done every day otherwise it will be difficult to locate the books.

Clerk-typist : The clerk-typist should be entrusted with the task of typing the catalogue cards, order lists, letters, etc. He may also be asked to handle the files and, as said earlier, he may also be given accessioning work if he finds time. It should be clearly understood that he is not merely a typist and that we should never commit a mistake of appointing a mere typist. He should be designated as clerk-typist. This is emphasized as, in some offices there may be a watertight demarcation of duties and the person who is appointed as 'typist' alone may refuse to handle files, or do some other work which may be entrusted to him from time to time. He may even be asked to supply books to persons at times, or have to even sit at the counter if a situation so arises. Therefore, we should always have a man who can be used in any way and any where. In fact this is true of every person who works in the library. Work of the library should be distributed to facilitate the working, it should not be taken as rigid division of work. Every body should be able to do other job as far as possible and persons may be changed and used on various duties. This will make them alrounder—master of one and jackal of none.

If possible and if the workload so demands two clerk-typists should be appointed. If a library is bringing out monthly lists and is also engaged in indexing of periodicals then surely it will require atleast two typists. And, if a library is indexing gazette also then additional hand will be required.

It is always better to appoint a trained person on this post, even if he is a matriculate only. But, he should be atleast a certificate holder. This is desirable as a trained person will be sincere to his work and will not look forward to other job. And, if he can be given some incentive and hope for future rise then he may stick to his job and learn the work quickly; though it is very difficult to give any hope of future promotion as, there is very little chance of so much expansion in the staff. But, if a person is trained in the library then he may have better chance elsewhere also. Thus, he should be trained properly and should be made to realise the importance of work which he is doing. Of course, every thing would depend on the person himself.

Unfortunately, it is very difficult to get better and sincere persons. In American law libraries also they are facing a shortage of trained persons. But, in India, we neither have trained persons nor sincere persons. Perhaps, the solution lies in the law librarians themselves, only they will have to do a lot to improve the situation. They will have to show to the society and other clients that they could do a lot. Only then they will earn a good name and position which will attract better persons in the profession, technical as well as non-technical, or professional and semi-professional.

CHAPTER—3

ACQUISITION AND MAINTENANCE OF MATERIAL

I. Primary source material

The Constitution : In India we have a written constitution which is supreme. All the Acts passed by the Parliament or the state legislatures are tested in the light of the provisions of the Constitution. If the Act or a particular section of the Act is against the spirit of the Constitution then courts can declare it void and it cannot be enforced. Thus, it is very necessary that every library must have the Constitution in its collection. Also, it is necessary that it must be kept upto-date. As we know, the Constitution can be changed by the Parliament in accordance with the provisions of the Constitution itself. And Parliament does so from time to time as and when it becomes necessary. It is, therefore, necessary that the library should keep track of this process of constitutional change and all the amendments should be incorporated in the main text.

It is always better if only an official publication of the Constitution is purchased for the library. This official publication can be purchased from the Kitab Mahal, a Government of India Sales Dept. in New Delhi or from any other sales depot in any other city, or from the authorised agents of the government publications.

As said earlier, the Constitution is changed from time to time. But, a fresh copy incorporating all these changes, is not published everytime an amendment is made. Hence, the problem is as to how to keep the Constitution up-to-date. There can be two methods. One, as and when an amendment is passed it should be

incorporated in the copy of the Constitution which the library has. This may not be difficult as, not many amendments to the Constitution are passed, and whatever there are, they can be easily hand written on the pages, or they can be typed on a separate sheet of paper and pasted on the page where the change has been made.

The other method may be to subscribe to the Gazette of India. By doing so the library will get the legislative material passed by the Parliament. Amendments to the Constitution are published in section 1 of Part I. But, the difficulty would be that the readers would have to consult the material at two places—the Constitution itself and the Gazette. It is quite likely that a reader may not know as to whether any change has been made in the Constitution. Thus, it is better if a note is made in the copy of the Constitution itself at the particular article or the section of the Constitution that it has been replaced or amended and the reader should refer to the Gazette of India for the latest amendment. If the library is preparing an index to the Gazette of India on the cards and has maintained a separate catalogue for this purpose then it will be most useful. The readers, by consulting the catalogue, can always find out what are the changes in the Constitution. The readers must be told that, to bring their research up-to-date, they have to consult the index to the Gazette of India.* The idea is that a reader should be informed that the copy of the Constitution which he is consulting may not give him the latest position and he has to consult the latest material, and for the latest position he has to consult the index. His attention has to be drawn to this fact, either through a note on the copy of the Constitution itself or through some other means. This will serve two purposes. One, that the readers' attention will be drawn to the latest amendments and two, that they will know that the library is maintaining a Gazette of India index.

So much about the bringing the Constitution up-to-date as far as the legislative amendments are concerned. But, the reader

*See below for the indexing of the Gazette of India.

will also like to know the latest case law on the Constitution. For this, the digests will be the best guide which have been discussed later in this book.

As said earlier, an effort should be made to keep the latest copy of the Constitution in the library. Generally, the Manager of Publications, Government of India, issues amended copy of the Constitution every after two or three years. Therefore, as soon as these are available in the market, a few copies should be purchased. Some publishers also publish Constitution with short notes. These are also useful and may be kept in the library if necessary but, they should be used with care. Here it may not be out of place to mention that a mistake of a coma or semicolon may be disastrous and it may change the meaning of the provisions of the Constitution. To avoid this, it is always better that only official version should be relied upon.

When a new edition of the Constitution has been received, old edition should not be thrown away. It is better to preserve the old edition as, sometime researchers may like to see the old provisions. In a law library it is very difficult to weed out the material as it is never useless. The old edition may be removed from shelves and kept away in some other rooms at some other place but, they should not be destroyed. They may be preserved in such a way that they may be taken out easily as and when required.

Similarly, effort should be made to keep the first edition of the Constitution in the library. And also the calligraphy copy which is available with the Lok Sabha Sales Section, New Delhi at a price of Rs. 100.00. This copy bears the signatures of all the members of the Constituent Assembly. Therefore, it may be useful to know the names of the members of the Assembly also. Apart from this, it will give the original and authenticated provisions of the Constitution.

Draft Constitution: The Constituent Assembly had prepared a draft constitution which was also published. That may be still available with some booksellers, though with some difficulty. It

is worth trying to locate a copy any how, It is very useful in comparing old and new provisions of the Constitution. It will give an idea as to what were the earlier provisions and how they were changed. It may provide very good points for researchers.

Similarly, it is essential that every library has a copy of the Government of India Act, 1935 on the basis of which many articles of the Constitution were framed. The Constitution is mainly based on this Act. If possible, a commentary on this should also be acquired. Again, all this material is very useful in comparing the provisions of the two documents. Sometime a researcher may have to look into all the earlier Acts also to find out any solution to his problems and hence, it is desirable that all the major Acts which affected the constitutional aspects of the country, from the very beginning, should be available in the library. Some of these major Acts are those of 1858, 1919, and 1935.

Constituent Assembly Debates: These debates are of much importance as, if we want to know the intentions of the framers of the Constitution then we will have to refer to these debates. It is very likely that some provision of the Constitution may not be clear to the researchers or to the bench and bar, then the only solution lies in the discussions held in the assembly. by reading the debates one can find out the clear intention of the provisions. Hence, it is very necessary that the law library acquires a set of these debates. It is after a long time that the Lok Sabha Sales Section has reprinted the set and now is freely available. The set includes an useful index and a table showing parallel provisions of the draft and the revised Constitution.

Legislative material - Central : Legislative material of the centre is published in the Gazette of India. This material can be divided into two parts. One, which contains the main legislative material *i.e.*, the bills, select committee reports on bills, Acts and Ordinance; the other, which contains all the subordinate or delegated legislative material issued by various ministries and departments of the Government. Subordinate legislation which is

also known as delegated legislation, is a recent necessity and it has come to stay now. Due to numerous legislative activity of the Parliament it is not possible for it to pass rules and regulations relating to one Act. Hence, almost in every Act, which the Parliament passes, there is a provision which authorises the ministries and government departments to issue and frame rules and regulations which may be necessary for the execution of the Act. Most of these rules, regulations, and other notifications etc. are required to be published in the Gazette of India and they become effective only after they have been notified to the public.

There are different parts of the Gazette of India which contain these materials and some more material. Bills, select committee reports on bills, and the Acts are published in Part II Section 1 and 2, while the other material is published in Part I and Part II section 3 and 4. The following table will show the details of the publication of the material in the Gazette:

As will be seen all the parts of the Gazette of India are not necessary for a law library. It will be sufficient if a library subscribes to Part I sections 1 & 4 and Part II sections 1 to 4. These parts will contain all kinds of legislative material which a law library will require.

CONTENTS OF THE GAZETTE OF INDIA

PART I — Section. 1 = Notifications relating to non-statutory rules, regulations, orders, and resolutions issued by the ministries of the Government of India (Other than the Ministry of Defence) and by the Supreme Court.

PART I — Section 2 = Notifications regarding appointments, promotions, leave etc. of Government officers issued by the ministries of the Government of India (Other than the Ministry of Defence) and by the Supreme Court.

PART I — Section 3 = Notifications relating to non-statutory rules, regulations, orders, and resolutions issued by the ministry of Defence.

- PART I — Section. 4 = Notifications regarding appointments, promotions, leave etc. of officers issued by the Ministry of Defence.
- PART II — Section. 1 = Acts, ordinances and regulations.
- PART II — Section. 2 = Bills and reports of select committee on bills.
- PART II — Section. 3 -Sub-Sec. (i) = General statutory rules (including orders, byelaws etc. of general character) issued by the ministries of the Government of India (Other than the ministry of Defence) and by central authorities (other than the administrations of Union territories).
- PART II — Section. 3 -Sub-Sec. (ii) = Statutory orders and notifications issued by the Ministries of the Government of India (Other than the Ministry of Defence) and by the central authorities (Other than the administrations of Union territories).
- PART II — Section. 4 = Statutory rules and orders notified by the Ministry of Defence.
- PART III — Section. 1 = Notifications issued by the Auditor General, Union Public Service Commission, Railway Administration, high courts and the attached and subordinate offices of the Government of India.
- PART III — Section. 2 = Notifications and notices issued by the Patent Offices, Calcutta.
- PART III — Section. 3 = Notifications issued by or under the authority of Chief Commissioners.
- PART III — Section. 4 = Miscellaneous notifications including notifications, orders, advertisements, and notices issued by statutory bodies.
- PART IV — Advertisements and notices by private individuals and private bodies.

As will be seen all the parts of the Gazette of India are not necessary for a law library. It will be sufficient if a library

subscribes to Part I sections 1 & 4 and Part II sections 1 to 4. These parts will contain all kinds of legislative material which a law library will require.

How to subscribe and maintain the Gazette : As in any other kind of government publication, subscription is always to be sent in advance for the Gazette also. The amount of subscription varies from year to year. Therefore, it is always better that a standing order is placed with the Manager of Publications, Government of India, Civil Lines, Delhi, or with any agent of the government publications. The Manager of Publications, generally sends an intimation by December each year to the regular subscribers informing them the rates of subscriptions to various sections of the Gazette and they give sufficient time to pay the amount. This rate is always provisional and subsequently, after about six to eight months, they send another letter giving the final rate of subscription which is always more than the previous one. Hence, provision should always be made in the budget for this increase. The subscription is accepted for a period of one year (From April to March) or for a quarter or quarters of a year. As said earlier, subscription is payable strictly in advance, therefore, it should be paid at the earliest when the notice is received, otherwise, they will stop the supply. Once the supply is stopped it takes some time before it is resumed and it is possible that they may not be able to supply some issues and thus, there will be a gap in the collection.

Even if their notice does not arrive by the second week of December every year, it is necessary that the librarian himself writes to the Manager of Publications and asks the rate of subscription so that it may be paid well in advance. We all know the condition of the publication branch and the sorry state of affairs of government publications. This makes it all the more essential that we should be careful when we deal with this branch. If you are slightly negligent then, perhaps, you will never be able to fill the gap. Even otherwise, it is quite likely that the fault will always lie with the librarian and not with the Manager of Publications Office.

Registration of Gazette : After the subscription has been paid parts will start pouring in in due course. The best method for receiving the parts and entering them is to maintain a register. It has been seen from the practical experience that a register of even one quire will be enough to adjust entries of the Gazette for a period of one year. Entries in the register should be made in the following manner after the pages have been divided into columns as indicated below. Each part should be allotted as many pages as are required according to the entries in a year to be made as shown in the following table.

Sample entries
GAZETTE PART—PART II—SEC. I

Date	Issue No.	Date of pubn.
21.1.71	1	1.1.71
5.2.71	2-5	—
10.2.71	6	12-1-71
10.2.71	8,9	—

As will be seen one line has been left over for issue No. 7 as it has not been received. If we enter Nos. 6, 8, and 9 in the same line then it may not be easy to locate the gap later on. If the issues are entered in the manner given above then the gap is immediately clear and we need not search the missing numbers. This is important as, issues are not received according to serial numbers regularly, sometime we may receive consequent numbers and sometime broken numbers. There may be a gap of weeks together or even of months in between the supply. Therefore, it is always better to enter the issues in this manner so that sending of reminders becomes easy. The missing issues should be entered at their proper places only as and when they are received.

If we make provisions for entries in the manner suggested above then each part would require space as follows. This has

been calculated on the basis of experience and it is hoped it will be more or less correct.

APPROXIMATE NUMBER OF PARTS OF THE GAZETTE OF INDIA IN A YEAR

(Sample year - 1970)

Part No.	Section	Number of Issues	Remarks
I	1	52	Weekly
I	1 Exty.	218	
I	3	25	
II	1	57	
II	2	61	
II	3 (i)	52	Weekly
II	3 (i) Exty.	216	
II	3 (ii)	52	Weekly
II	3 (ii) Exty.	471	
II	4	47	
II	4 Exty.	25	

Although not much should be expected, yet it is better if reminders for the parts not received are sent regularly. Perhaps it may be done after a month—a consolidated list of parts not received may be sent to the Manager of Publications. It is seen that very rarely they send the missing parts, their stock reply in all the cases is that parts were sent to you in the course of regular supply, duplicate issues cannot be supplied free. If one requires these issues then he has to pay for these parts and that too at casual rates. It is also very likely that, by the time we are told by the Manager of Publication as to how much money, calculated at the rate of casual rates, should be sent for the missing parts, the parts in question may go out of print, and we may receive their another stock reply that the parts were no longer available as, they had

gone out of print. It is generally true that one cannot get parts of last year. For example, if you ask parts of September 1969 in December 1970, you will be told that they were out of print. Therefore, we have to be quick in sending our list of missing parts. Though, as said earlier, it is very difficult to get those parts. A subscriber does not have means to check as to what parts were sent to him in a bundle as no list of parts is attached. The supply is also very irregular. It may not be an exaggeration to say that, in India perhaps, there will be very few libraries which will have a complete set of the Gazette of India.

How to keep the Gazette in the library : This is another problem which will take most of the time of the library staff. Most of the parts come in sheets, sometime it is only one sheet. It is very difficult to keep them intact. The readers will naturally like to use it and, if it is given in their hands as it is, then it is likely to be lost. They cannot be displayed either. Perhaps, the best way to keep them is that, they should be kept in one file-board neatly tied over. There should be a file-board for each section and, if necessary, two or three file-boards may be used for one section. Secondly, in no case the readers should be allowed to take out any part from the file, nor the parts should be allowed to go out of the library. They must be consulted in the library only.

When the year is over and it is no more expected that some more parts would be received, then the whole collection for one year should be checked and prepared for binding. If some issues are missing then, efforts should be made to get those parts. If there is no hope of getting those parts then all the parts should be bound, otherwise they are likely to be misplaced. It is important to note that, while subscription to the Gazette is accepted on the financial year basis, *i.e.*, from April to March, they are published on a calendar year basis, *i.e.*, from January to December. It is not necessary that all the parts pertaining to a year, must be received by the end of December, sometime parts may come even in the month of June next year. Therefore, it is necessary that,

atleast six to seven months after the year is over, the parts should be sent for binding,

It is a problem as to how to be sure whether all the parts have been received or not. This will be clear if it is understood that there are two categories of the Gazette. One which is extraordinary and is published almost daily ; and the other which is ordinary and is published almost every week. Therefore, in the latter category there will be about fifty two issues in a year, while in the first category they will be as noted earlier. Thus, when we have received so many issues then we can be sure that there will not be any more issues. The date of publication is another guide in this respect. Generally, the position will also be clear after a lapse of six or seven months in the next year. Therefore, it is safer to wait for this period, then send it for binding. Binding of the Gazette should always be done in half leather as, it will be more durable.

While sending the parts for binding we should make out a list of all the missing parts. One copy should be given to the binder so that he may have no difficulty in arranging pages. It will be better if the library staff himself arranges the pages and it is not left on the binder. But, if the binder is intelligent and reliable, then it may be left to him. When it comes after binding, collation should be done on the basis of this list. Missing pages should be noted on the front page of the volume which is generally a plain paper. This is very essential as, it will help the readers and they will not bother the counter assistant for the same thing, *i.e.* the readers can themselves find out what pages are missing. Secondly, if it is done at the time when it is being processed after the binding, then it is certain to be done. But, if it is left for some other time and for somebody else to do, then it may never be done. Also, if it is checked just after it comes after binding, then we can be sure that the binder has also not lost some more pages and if he has, then an effort can be made to recover those pages from the binder. It is not unlikely that these pages were misplaced at the binder's shop.

The problem of missing pages can be solved in another way also, though it is a very remote possibility. If an effort is made by two or three librarians themselves then it may be possible to get the missing pages. It is like this. During the course of the year one library might have not received some issues while these issues might have been received in duplicate by another library, or they can be spared by some other libraries in some other way. On the other hand this other library may need issues which may be available in duplicate in the former library. If these two libraries mutually change these parts then, perhaps, the problem may be solved. But, I have no knowledge whether it has been tried by any library so far. If not then, perhaps, a beginning can be made.

Whatever has been said about the Central Gazette, is true of the state gazette also. The same process has to be followed in respect of the state legislative materials also. This is so because the pattern of the publication of the gazette, throughout the country, is the same and hence, there would be no difficulty if one has been doing Central Gazette properly.

Parliamentary Debates : Day-to-day proceedings of the Parliament are published by the Manager of Publications, Delhi. These proceedings are very important for research purposes as, they provide a background to all the legislation in our country. Just as it is necessary to refer to the Constituent Assembly Debates to ascertain the intentions of the Constitution framers about a particular article of the Constitution, in the same way it is necessary and helpful to refer to the Parliamentary debates to know the intention behind a particular legislation.

There are no fixed subscription rates for these debates. The practice is to open a deposit account with the Manager of Publications, Government of India, Civil Lines, Delhi, by depositing some amount with them. After the amount has been deposited the Manager of Publications goes on sending all the parts published. Along with the supply they also send a pre-paid

voucher so that one can always check whether all the parts mentioned in the voucher have been received or not. The deposit account has to be recouped by the amount of supply made, i.e., when the supply is received along with the pre-paid voucher, payment should be made of the amount mentioned in the voucher. In other words, the pre-paid vouchers may be treated as bills and amount should be paid. In this way the deposit account will always be recouped and the library will always be receiving the latest supply without any hindrance.

As in the case of the Gazette of India, in the case of the debates also, it is not necessary that the parts may be received consequitively. It is quite likely that sometime there is a gap in the supply. Therefore, a check must be kept over the supply and reminders must be sent well in time. The gap may not be filled up, sometimes, for a long period. It is, therefore, very essential that proper record is kept of all the reminders sent so that they may be referred to later whenever necessary. From experience it has been observed that the supply of the Rajya Sabha Debates is more irregular than that of Lok Sabha Debates.

It is also possible that sometime, two copies of the same part are supplied and, accordingly they may be charged to your deposit account. In such cases a check must be kept and, if two copies of any part are received then, one must be returned to the Manager of Publications and they may be requested to credit the deposit account by that amount.

How to maintain the deposit account : Apart from the kardex or any other system of periodicals registration, the library should also maintain a deposit account register. This register will show at any time the position of the deposit account with the Manager of Publications. It will show as to how much money is left with them and how many vouchers are in hand to be paid. The Manager of Publications sends a quarterly statement of account showing all the supplies made and payment received by them. If the library has been maintaining the deposit account register

properly then this statement can be tallied with the register and, if there is any mistake then it may be brought to the notice of the Manager of Publications Office. The following columns are suggested in the register :

I. Amount deposited	1. Amount 2. Cheque No. and date 3. Total
II. Material received	1. Voucher No. 2. Date 3. Amount 4. Total
III. Remarks	

If we deduct the total amount of supply side from the total amount of paid side then we will know the balance. From this may be deducted such bills or amount of such vouchers which are in hand or are in the process of payment.

It is necessary that this position of balance may be reviewed from time to time so that, if any time there is less balance, then the deposit account may be recouped. If this is not done and, if there remains no amount, in the deposit account then, the Manager of Publications will not send parts and there will be hindrance in the supply which may be difficult to complete later. Also, some margin should be given if the amount is sent by cheque as, it takes some time in encashing the cheque. If possible, the amount should be sent by draft. At least fifteen days time may be allowed before a cheque is likely to be encashed and, this time should be taken into consideration when checking the deposit account balance.

How to maintain the debates : Lok Sabha Debates : As said earlier, the parts of Lok Sabha Debates are received serially, there are very little gaps. On each part of the debate is mentioned as to how many parts will constitute a volume, e.g., "Vol. 10 consists

of parts 1-10". Therefore, when all the parts of a particular volume have been received, the volume should be sent for binding. The debates are generally referred to by date and hence, the binder should be asked to print on the spine of the volume 'Name of the Debates', 'Series Number', 'Volume No.', 'parts', and 'dates'. 'Series number' is necessary as the volume number changes with the Lok Sabha. This needs a little explanation. After each general election a new Lok Sabha comes into existence. Thus, so far five general elections have been held and, accordingly, the present Lok Sabha is called the Fifth Lok Sabha. In each Lok Sabha the number of volumes runs consecutively but, as soon as a Lok Sabha is dissolved, the number also stops and, with the coming of the new Lok Sabha, its debates are also numbered afresh. Thus, a volume of Lok Sabha will be cited by series, volumes and dates. On the other hand, if a person wants debates of a particular day, then it will be the duty of the library to know as to in which series that date falls and then to search for that date in that series alone. Thus, it is necessary for the staff to remember the dates of the general elections of the country, otherwise he will be fumbling around the many volumes without any result.

As said earlier, the volumes should be bound as soon as possible. Apart from the parts of the debates, we receive the index also to the various volumes. Generally, one index covers two, three, or more volumes. Therefore, it is always good if the index is bound separately. These indexes should be kept on the shelf, preferably before all the volumes. These indexes are very helpful and must be consulted if a person does not know anything but simply wants to read debates on a particular point or bill; or he wants to know as to what was said by a particular member of the Lok Sabha on a particular point; or if he wants to refer to some questions and replies thereto.

Generally, Lok Sabha Debates are divided into volumes of ten parts each, *i.e.*, one volume is to consist of ten parts. Therefore, all these parts can be easily bound in one book. But,

the binding should always be in half leather as, the debates are to be a long needed material and, no other binding can stand the rough weather condition of our country as well as the use to which they are put.

Rajya Sabha Debates : Rajya Sabha Debates are also published in parts. But, unlike the Lok Sabha Debates, the volume number is not changed, it runs consequitively. This is so because Rajya Sabha is never dissolved, only some members retire after a fixed period and new members are appointed. Therefore, the volume numbers of the debates also run consequitively.

Also, unlike the Lok Sabha Debates, there is no indication on the parts of these debates as to how many parts will constitute a volume. The only method of knowing whether a volume has been completed or not, is to see each issue. At the end of each issue two sentences are printed, one saying that the 'House then adjourned to meet again on a certain day at a certain time, and the other, saying 'the House then adjourned *sine die*'. If the latter is printed on some issue then it should be taken as an indication that the volume is now complete and it should be sent for binding. The first sentence printed on each issue is helpful in checking whether any number is missing as, from the date mentioned at the end of the part on which the House is to meet, we can check whether the library has received debates for that date also or not.

As in the case of Lok Sabha Debates, the Rajya Sabha Debates should also be bound in half leather. But, one volume of Rajya Sabha Debates will consist of many parts and hence, it may be necessary to get it bound in more than one book. Sometime it may be necessary to get it bound even in four books. Those very things are to be printed here also as, are necessary for the Lok Sabha Debates except the series number as there is no such number in this case. Thus, it will be necessary to print on the spine 'Rajya Sabha Debates', 'volume number', 'number of parts', and 'dates'.

For Rajya Sabha Debates also there are indexes. These also should be bound separately and be kept at the beginning of the set or before the main volumes.

In addition to the above sections of the Rajya Sabha Debates they also have another section called Appendix to the Rajya Sabha Debates. They contain very useful material. The Manager of publications sends these parts automatically if one has a deposit account with them. They should be bound separately and kept along with the volumes.

Apart from this, correction slips are also issued for the debates which are sent automatically along with the parts. But, they are received much after the parts and it is not possible to get them bound along with the parts. Perhaps the only way to make use of them is to make corrections by hand wherever asked for, or to cut it in pieces and paste the corrections at the appropriate places.

As in the case of the Gazette of India, parts should be entered in the kardex or in the register or on any other system of registering periodicals, serially, *i.e.* if any part has not been received, its place should be left vacant so that it will always show clearly as to what parts have not been received at any given time and it will be easy to send reminders and keep track of the supply.

Parliamentary Committees—Reports : There are a number of Parliamentary committees in both the houses, *i.e.* in the Lok Sabha

and in the Rajya Sabha. Matters of great public interest are referred to these committees for expert advice. In some cases, before a legislation is passed, the bill may be referred to the Select Committee on bills for expert advice. The members of these committees are supposed to be persons of expert knowledge in the field and represent various political parties having different views on the matter. A reference to some of these committees, however, is not automatic. As said earlier, only those matters which are of great public interest, are referred to them. The Speaker of the Lok Sabha or the Chairman of the Rajya Sabha has to decide as to which matter is to be referred to them.

After the Committee has considered the matter in all its aspects, it submits its report to the House concerned. This report is laid down on the table of the House and discussed by the members of the House. Mostly, the recommendations of the committee are accepted by the House and necessary action is taken to implement its decisions.

Report of these committees are available from the Lok Sabha Sales Section on payment. A good law library should try to procure all these reports as they are not very expensive. On the other hand they are very useful.

How to get the reports : The best way to have all or any of the reports is to open a deposit account with the Lok Sabha Sales Section. Under this procedure some amount is deposited with the Sales Section and they are told as to what reports are required. The Sales Section will go on sending the required reports to you along with the debit vouchers of your account. As soon as the supplies are received these vouchers should be treated as bills and the money should be repaid to them. This way we will receive regular supply and, if we recoup our deposit account as suggested above, we will always have enough funds with the Sales Section for future supplies. Thus, it will be seen that the system here also is the same as in the case of deposit account for Lok Sabha and Rajya Sabha Debates. The difference

is only this that, whereas in the case of committee reports we have to open a deposit account with the Lok Sabha Sales Section, in the case of debates we have to open a deposit account with the Manager of Publications. Another difference in the two publications is that the debates are sent by post without any postage charge, whereas the Lok Sabha Sales Section charges postage also if the reports are sent by post. Therefore, if the library is located in Delhi or in New Delhi then it may be better if the reports are collected from the Sales Section through a messenger. This will also ensure quick and regular supply.

Registration and maintenance of the Reports : The system of registering the reports should be the same as in the case of debates. As in other cases, here also it is not necessary that the reports may come in successive numbers consequitively, sometime there may be gaps. Therefore, it will be better if space or column is left for the parts not received. These reports are numbered serially in each Lok Sabha. In some cases, however, the number runs regularly and it does not change with the change in Lok Sabha.

As said earlier, these reports deal with different matters and thus, can be classified according to their subject matter. But, it will be better if they are kept at one place. As they are not very bulky a number of reports can be bound together. This will save the problem of space and minimise expenditure. But, each report should have a catalogue card separately in the card cabinet which should be merged at its proper place in subject as well as in alphabetical portion. The location symbol can be given on the card itself. Generally these reports are asked by subject and number, i. e. 5th report of the Committee on Subordinate Legislation of the fourth Lok Sabha. Therefore, it is necessary that the catalogue should have all this information.

The bound volumes should have on the spine the name of the committee and the number. It may be better if a list of reports in a particular volume is bound along with the reports so that it may serve as a content page.

From experience it has been observed that classification of these reports is easy at the time when they are received in the library. The person incharge of registering them should atleast prepare a rough card giving all details, i.e. name of the report or title, year, pages etc. If the person is also responsible for classifying the material then he should do it then and there, otherwise the classifier and cataloguer should do the job. This may be done along with the other work as daily routine. The only point is that they should not be kept aside for some future date or until after they have been bound. In that case they may never be attended to.

A brief account of these committees is given below so that the working and purpose of these committees may be understood clearly.

Parliamentary Committees

The work done by the Parliament in modern times is not only varied in nature, but considerable in volume. The time at its disposal is limited. It cannot, therefore, give close consideration to all the legislative and other matters that come up before it. A good deal of its business is, therefore, transacted by what are called the Parliamentary Committees.

Ad Hoc and Standing committees : Parliamentary committees are of two kinds—Ad Hoc committees and the Standing committees. Ad Hoc committees are appointed for a specific purpose and they cease to exist when they finish the task assigned to them and submit a report. The principal Ad Hoc committees are the Select and Joint Committees on Bills, Others like the Railway convention committee, the committees on the Draft Second Five Year Plan and the Draft Third Five Year Plan and the Hindi Equivalents Committee were appointed for specific purposes.

Apart from the Ad Hoc Committees, each House of Parliament has standing committees like the Business Advisory Committee, the Committee on Petitions, the Committee of Privileges, and the Rules Committee.

Other Committees : Of special importance is yet another class of committees which act as Parliament's 'Watch Dogs' over the executive. These are the Committee on Subordinate Legislation, the Committee on Government Assurances, the Estimates Committee, the Public Accounts Committee, and Committee on Public Undertakings. The Estimates Committee, the Public Accounts Committee, and the Committee on Public Undertakings play an important role in exercising a check over government expenditure.

Composition and functions of the Committees :

Select and Joint Committees: When a bill comes up before House for general discussion, it is open to that House to refer it to a Select Committee of the House or a Joint Committee of the two Houses. A motion has to be moved and adopted to this effect in the House in which the bill comes up for consideration. In case the motion adopted is for reference of the bill to a Joint Committee, the decision is conveyed to the other House for requesting them to nominate members of the other House to serve on the Committee.

The Select or Joint Committee considers the bill clause by clause just as the two Houses do. Amendment can be moved to various clauses by members of the Committee. The Committee can also take evidence of associations, public bodies, or experts who are interested in the bill. After the bill has thus been considered, the Committee submits its report to the House. Members who do not agree with the majority report append their minutes of dissent to the report.

Estimates Committee: This committee consists of thirty members who are elected by the Lok Sabha every year from amongst its members. A minister is not eligible for election to this Committee. The life of the Committee is one year.

The Committee examines the estimates of the various ministries, departments and projects, of the government of India

and suggests any economies, improvements in organisation efficiency or administrative reforms which can be effected consistent with the policy underlying the estimates.

Committee on public Undertakings : The Committee on Public Undertakings consists of 15 members—ten elected by the Lok Sabha and five elected by the Rajya Sabha from amongst their members. The members of the Committee will hold the office for the duration of the particular Lok Sabha.

The functions of the Committee on Public Undertakings are: - (a) To examine the reports and accounts of Public Undertakings; (b) to examine the reports, if any, of the Comptroller and Auditor General on the public undertakings; (c) To examine, in the context of the autonomy and efficiency of the public undertakings, whether the affairs of the public undertakings are being managed in accordance with sound business principles and prudent commercial practices; and (d) Such other functions vested in the Public Accounts Committee and the Estimates Committee in relation to the public undertakings as are not covered by clauses (a), (b), and (c) above and as may be allotted to the Committee by the Speaker from time to time.

Public Accounts Committee: This Committee consists of 15 members elected by the Lok Sabha, and 7 members of the Rajya Sabha are associated with it. A minister is not eligible for election.

The main duty of the Committee is to ascertain whether the money granted by Parliament has been spent by the government "Within the scope of the demand". The Appropriation Accounts of the government of India and audit report presented by the Comptroller and Auditor General form, mostly, the basis for the examination of the Committee. Cases involving losses, nugatory expenditure, and financial irregularities come in for severe criticism by the Committee. The Committee is not concerned with questions of policy. It is concerned only with the execution of the policy laid down by Parliament and its results. The life of the Committee is one year.

Business Advisory Committee (Lok Sabha) : The Business Advisory Committee of the Lok Sabha consists of 15 members including the Speaker. Almost all sections of the House are represented on the Committee. The function of the Committee is to recommend the time that should be allotted for the discussion of such government, legislative, and other business as Speaker, in consultation with leader of the House, may direct to be referred to the Committee. The Committee, on its own initiative, may also recommend to the government to bring forward particular subjects for discussion in the House and recommend allocation of time for such discussions. The decisions reached by the Committee are always unanimous in character and representative of the collective view of the House. The Committee generally meets at the beginning of each session and thereafter as and when necessary.

Committee on Private Members' Bills and Resolutions (Lok Sabha) : This Committee consists of 15 members and the Deputy Speaker is its Chairman. The Committee is nominated by the Speaker. The functions of the Committee are to allot time to private members' bills and resolutions, to examine private members' bills seeking to amend the Constitution before their introduction in Lok Sabha, and also to examine such private members' bills where the legislative competence of the House is challenged.

The Committee, thus, performs the same functions in relation to private members' bills and resolutions as the Business Advisory Committee does in regard to government business. The Committee holds office for a term not exceeding one year.

Rules Committee (Lok Sabha) : The Rules Committee consists of 15 members nominated by the Speaker. The Speaker is the *ex-officio* Chairman of the Committee. The committee considers matters of procedure and conduct of business in the House and recommends any amendments or additions to the Rules of

Procedure and Conduct of Business in Lok Sabha that are considered necessary.

Committee of Privileges (Lok Sabha) : This Committee consists of not more than 15 members and is nominated by the Speaker. Its function is to examine every question involving breach of privilege of the House or of the members of any committee thereof referred to it by the House or by the Speaker. It determines with reference to the facts of each case whether a breach of privilege is involved and makes suitable recommendations in its report.

Committee on Petitions (Lok Sabha) : The Committee consists not less than of 15 members who are nominated by the Speaker. The right of submitting petition to the Lok Sabha is an inherent right of the people, which enables them to ventilate their grievances and put forth suggestions before the supreme body elected by them whether relating to any bill or any other matter. This Committee examines the merits of these petitions and recommend action thereon.

Committee on Subordinate Legislation (Lok Sabha) : The Committee consists of not more than 15 members who are nominated by the Speaker. A minister is not nominated to this Committee.

The Committee scrutinizes and reports to the House whether the powers to make regulations, rules, sub-rules, bye-laws, etc. conferred by the Constitution or delegated by the Parliament are being properly exercised by the executive within the scope of such delegation.

Committee on Government Assurances (Lok Sabha) : This Committee consists of 15 members who are nominated by the Speaker. A minister is not nominated to this Committee. While replying to questions in the House or during discussions on bills, resolutions, motions, etc. ministers, at times, give assurances

or undertakings either to consider a matter or to take action or to furnish the House further information later. The functions of this Committee are to scrutinize the assurances, promises, undertakings, etc. given by ministers from time to time and to report on the extent to which such assurances etc. have been implemented and to see whether such implementation has taken place within the minimum time necessary for the purpose.

Committee on Absence of members from the Sitzings of the House (Lok Sabha) : The Committee consists of 15 members who hold office for one year. The members are nominated by the Speaker. This Committee considers all applications from members for leave of absence from the sittings of the House and examines every case where a member has been absent for a period of sixty days or more, without permission, from the sittings of the House. In its report it makes recommendations with respect to each case as to whether the absence should be condoned or leave applied for granted or whether the circumstances of the case justify that the House should declare the seat of the member vacant.

Joint Committee on Offices of Profit : This Committee consists of fifteen members. Ten members are elected from Lok Sabha and five from Rajya Sabha. The Committee is constituted for the duration of each Lok Sabha.

The main functions of the Committee are to examine the composition and character of the Committee appointed by the Central and state governments and to recommend what offices should disqualify and what offices should not disqualify a person for being chosen as, and for being, a member of either House of Parliament under Article 102 of the Constitution.

Other Committees: Besides these, there are the House Committee, the Library Committee, and the Joint Committee on Salaries and Allowances of Members of Parliament which deal with facilities to members or other matters of interest to them.

The House Committee is concerned with the question of residential accommodation of members of the Lok Sabha while the Library Committee advises the Speaker on matters pertaining to the maintenance and upkeep of the library. The Joint Committee on Salaries and Allowances of Members of Parliament consisting of five members from Rajya Sabha and ten members from Lok Sabha, is for regulating the payment of daily and travelling allowances under the relevant Act of 1954, and also for providing medical, telephone, and postal facilities to members of Parliament.

How Committees function

Unless the Speaker is himself the Chairman, he nominates from amongst the members of the Committee a Chairman to conduct the proceedings of the Committee. Members take part in the discussion with the permission of the Chairman. Decisions are taken by majority votes. A committee may hear expert advice and call for papers and persons it thinks necessary for proper and expeditious disposal of its work. This is called recording evidence. The conclusions of a committee are embodied in the form of a report which is presented to the House.

The Rajya Sabha has its own Committee on Subordinate Legislation which has started recently.

Apart from these, there are a number of other publications of Parliament. For a full list of publications the Lok Sabha Sales Section may be requested to send their latest catalogue. This catalogue is available free of cost.

Law Reports

The importance of law reports increases much more when we lay emphasis on precedents as is the case in our country. The decisions of the Supreme Court and high courts and judicial commissioners' courts are reported in various official and nonofficial publications. No library can afford to do without them. In practice it will be necessary that each library should have

atleast one official and one private law report. Of course, it will depend on the size of the library and availability of funds, yet the Supreme Court decisions are a must for every law library. In the following pages we will discuss about these reports, their names, frequency, and publisher; how to get them and how to maintain them so as to be of the greatest help. Also will be discussed some side material which is of great help.

Supreme Court cases : The Supreme Court is the final court of appeal as well as the highest court having original jurisdiction in our country. The decisions of the Supreme Court are binding on all the high courts and lower courts.

The official publication containing decisions of the Supreme Court is the Supreme Court Reports, which is a monthly publication published by the Manager of Publications, Government of India, Delhi. Its subscription varies from year to year. Orders can be placed either direct with the Manager of Publications or through some bookseller. The subscription is always to be paid in advance. It may be better if the parts are received by registered post so that there is no chance of losing them. Generally, there are now three volumes in a year and they should be bound accordingly. After the volume is complete, indexes to the three parts are received which may serve as a guide for binding. These indexes should be bound along with the parts. The binding should always be in half leather so that it may last long.

It has been seen that this publication is lagging much behind in giving the information as well as in releasing the parts for sale. Therefore, the parts should be preserved carefully. It is not unlikely that parts of one year may be ready for binding only after the next year or two. Even when the volume is complete we do not receive index to that volume until after a lapse of about one or two years.

As said above a general complaint against the Supreme Court Reports is that it is very late in reporting cases. For example, a case may be reported in these Reports only after one

year or so of the date of its decision. This is a long period and the readers find it difficult to wait for such a long time. It is, therefore, advisable that the library should subscribe to the All India Reporter, a private publication which is very quick in reporting cases. This publication is also very reliable.

Another advantage of subscribing to this publication is that it covers, apart from the Supreme Court cases, the high courts and the judicial commissioners' courts also. In addition, it has sections on Central Acts and journal where good articles and book reviews are published.

This is also a monthly publication and by the first week or so of the month the parts reach the hands of subscribers. It has very good indexing service also. The subscription rate is a bit higher than the Supreme Court Reports but, looking to the additional advantages it has, the cost is nothing.

There are eight volumes in a year. When all the parts have been published, we receive a comprehensive index volume covering the Supreme Court as well as all the high courts and judicial commissioners' courts, Acts section, and journal section. Along with the index we receive the binding instructions so that it becomes very easy to get the volumes bound as instructed.

For a small library these two publications are more than enough as the entire case law is available in these publications. The All India Reporter, though not an official publication, is most reliable and even the courts refer to it. Apart from this, there are many more publications reporting cases decided by the Supreme Court and the high courts. If the library can afford then these should be subscribed. In almost each state there is a periodical reporting cases of that high court and of the Supreme Court. It may also have some other sections like Acts, rules, and notifications etc.*

Blue Prints : The Supreme Court publishes all its judgments which are generally known as 'blue prints'. These are given to

* For details about these publications see author's **INDIAN LEGAL MATERIALS — A bibliographical guide**. Bombay, Tripathi : N.York, Oceove. 1990.

libraries on request. An advantage of these blue prints is that we get the judgment much in advance, before it has been published in the official reports or All India Reporter. This is an official publication and can be relied upon. There are two categories of the judgments, one reportable and the other unreportable. Both these are printed in blue print form, but the unreportable judgments are not reported in the Supreme Court Reports. Thus, it may be very useful if these are kept up-to-date and in order. They may even be bound after the year is over.

The reportable judgments can be discarded if there is space problem. But, till the time they are reported they should be kept properly and should be easily accessible to the readers. If they are kept properly arranged then it will be easy to check from the Supreme Court Reports or from the All India Reporter, or from any other publication if a particular judgment has been reported in some publication. This will facilitate weeding out the unwanted blue prints. But, for this work a constant watch is necessary. Every month when the parts of the S.C.R. or the A. I. R. are received, the list of the blue prints is to be checked with these parts. These lists are to be prepared as soon as the blue prints are received in the library and kept properly. The judgments are to be listed according to date, *i. e.* chronologically and the lists are to be filed in the same manner. The blue prints should not be allowed to accumulate, checking with the S. C. R. or the A. I. R. must be done regularly otherwise as the number grows it will be difficult to weed out the unwanted judgments, atleast it will take much time.

The unreported judgments should be bound yearly. A proper index to cases by name should be prepared. Also a chronological table of cases should be prepared. Both these lists should be bound along with the judgments. Thus, the library will have all the unreportable cases. At times people do refer to these cases and it will be very useful if they are in the library.

It is not known whether the high courts also issue such blueprints. If they do then one may try to be on their mailing list, atleast of one's own high court where the library is situated.

High Court Cases : Judgments of the high courts are reported in the official publications called Indian Law Reports. These reports are known by the names of the high courts, *i.e.* I.L.R. (Allahabad); I.L.R. (Bombay) and so on.

But, the state of affairs with these publications is also not satisfactory except in few cases like Kerala, Madras, Punjab & Haryana, who are very prompt in reporting cases. Others are lagging much behind. But, since they are official reports, libraries may have to obtain them. If it is not considered necessary then only All India Reporter will serve the purpose as it reports judgments of all the high courts.

As said above, in each state there is one private publication reporting judgments of the high court and also of the Supreme Court. If funds permit then libraries should acquire these publications, specially of one's own state. It is likely that these periodicals may report a case of their own high court earlier than any other publication as, they will be in a better position to do so.

But, it is very doubtful that many libraries can afford these publications also. Looking at the present condition of the libraries most of them will have to satisfy themselves by only two publications—the Supreme Court Reports and the All India Reporter. Many of them may have only one of them.

The registration method for all these will be the same as in the case of other periodicals. There will not be much difficulty in the case of A.I.R. as its supply is very regular. But, the S.C.R. and the I.L.R. may require special attention.

Apart from these, there are some specially constituted tribunals, *i.e.* the Labour Appellate Tribunal and the Income

Tax Tribunal. Judgments of these bodies are also reported in some periodicals like the Labour Law Journal, The Taxation, and the Industrial Court Reporter. If possible, these publications may also be acquired as, this material is not available anywhere else.

II. Secondary source material—Books and Commentaries :

Acquisition of text books, commentaries etc. will largely depend on the nature of the library and the amount of funds. In different libraries priorities will differ. While in a college or faculty library, as a matter of necessity, emphasis may be on the text books prescribed in the syllabus and a number of copies of the same book may be purchased, it may not be so in the case of a research library or private law library owned by lawyers. On the other hand the court libraries may acquire more commentaries on various Acts, and many copies of the same book may be purchased to serve all the judges. This does not mean that the college and the faculty libraries should neglect commentaries and the court libraries should neglect text books. But certainly, due to limited funds, priorities will have to be fixed and in doing so text books will get first priority in college and faculty libraries and commentaries in the case of court and bar libraries.

Now, the peculiar quality of law books is that they should always be kept up-to-date. The textbooks may not present much difficulty as far as this aspect is concerned but, the commentaries do. In India, it is not a practice to keep the commentaries upto-date by issuing the pocket parts as in the case of American or British books. At the most some publishers may issue supplements after two or three years. Even this is not done by all. A rather much prevalent practice is to bring out a new edition incorporating all the legislative changes if any, and the case law. Thus, it becomes necessary to acquire the new edition of the commentary. If a new edition of a particular book is not in a library then it is deemed to be a disgrace. The old edition may be useful but, we cannot ignore the new edition even if there are very little changes.

Therefore, effort should always be made to acquire new editions of the Indian books and supplements if any.

So far as the foreign books are concerned, most of the publishers issue pocket parts or supplements. Whether a publisher has an idea of issuing a pocket part or not will be clear if we look the book itself as, in that case there will always be a provision for pocket part at the back of the book. If this provision is there then standing order must be placed for pocket parts. Also it is necessary that the librarian should see in the legal periodicals whether any pocket part or supplement has been issued. Similarly, new edition of foreign books should also be acquired.

As pointed out earlier, when new edition is acquired, the old edition should not be discarded. At times it may be necessary to refer to old provisions and, therefore, it may be desirable to have old editions also. This will largely depend on the problem of space also.

Old edition may also be preferred as somebody might like to refer to the original text or commentary which may have the original ideas of the author. The subsequent editions of a particular book might have been edited by a different person and in this process the original ideas might have been completely replaced.

BOOK SELECTION

Book selection tools: Every trained librarian might have learnt about so many book selection tools and it is, therefore, not necessary to list them all here. But, for a law library there are some special tools which are very useful and, if possible, they should be subscribed. It is not useful to subscribe a general book selection tool like any bibliography which has books on all subjects as, most of the items listed in such bibliographies will be useless for a law library. The price paid for such a bibliography will be a waste. It is, therefore, better to subscribe some special book selection tool meant for law libraries. In such a tool we will find books which are useful for law libraries.

I have not come across any such bibliography or other publication in India which lists only books of legal nature. Of course, there are some trade catalogues which the law publishers and booksellers bring out from time to time but, they are not published at regular intervals. There are two foreign publications which I have found most useful in selecting law books. These are "Current publications in the legal and related field"¹ and the "Current legal bibliography"². The first publication is compiled and edited by Betty Wilkins, University of Washington Law Library, and is an organ of the American Association of the law libraries, and the second one is a select list of books and articles received in the Harvard Law School Library, which is perhaps the best law library of the world. Both these publications list legal books very promptly and selection can be made from them.

Book Reviews : Apart from the above, the legal periodicals also serve as a good source for selecting books. For this purpose, Indian as well as foreign periodicals, both are good. Therefore, it is necessary that the librarian should always see the book review section of all legal periodicals being received in his library. It is not always true that books listed in the book review section are the latest books, on the contrary, they may be one or two years old, specially, in the case of foreign periodicals. This is so because it takes time to publish a book review, and secondly, the foreign journals take time to reach India. Hence, by the time these foreign periodicals containing book reviews are in the hands of the librarian, they are pretty old. But, there is also a separate section in foreign periodicals called 'books received' or 'book notices'. This section contains all the information about the book, in some cases we may even find a short paragraph telling about the contents of the book. This section contains latest books and is very useful for selecting books. Hence, more emphasis should be given on this section for latest books.

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1. Current Publications in legal and related fields, N.J., South Hackensack, Fred B. Rothman & Co.
 2. Harvard Law School Library-Current Legal Bibliography. Camb., Mass.. Harvard Law School Library.

A regular glance through the book review section in the periodicals, specially foreign, serves one more purpose even though the books listed there are old. It is quite likely that your library may have not received some very useful titles as, the booksellers might have not thought it profitable to procure those titles, and hence, they could never reach your library. If the librarian is regularly looking into all the book reviews then he is most likely to come across some titles which may be very useful for his library. These titles may be ordered and hence the library may be enriched.

Trade catalogues : As said earlier, in India the law publishers and law booksellers bring out their catalogues from time to time. It may be an yearly affair or it may be after two or three years. These catalogues are also useful aid. Similarly, we may try to get trade catalogues of foreign publishers. In foreign countries it is a practice to issue advance notices, some publishers in India also are doing it. It is better if we try to be on the mailing list of all the law publishers so that we may receive their catalogues and advance notices regularly. This can be done by simply writing to the publishers and they will flood your library.

These are the three methods of selecting books. They are not the substitute for one another but are complimentary to each other. All the methods must be tried simultaneously.

Books on approval : A familiar method of acquiring books is that local booksellers go on sending books on approval and when they are approved they send their bills. If they are rejected they take back the books. This is the easiest and most helpful method. This ensures sure supply of latest books and at no extra cost or labour. The only care that we have to take is that the books may not be lost while they are still on approval.

But, this system can work satisfactorily only in a big town where there are good stockists of law books. This facility is, therefore, available only in a few big towns like Bombay, Delhi, Calcutta, Madras etc. Since it is a very costly proposition to

maintain a good stock of law books, very few booksellers keep a ready stock of these books. They may supply law books on firm orders but may not be in a position to supply them from ready stock and, therefore, quickly. Therefore, this system can be of help in limited big towns, that too in the case of those books which the bookseller has in stock.

Also, as said above, this system will help in getting those books only which the booksellers have got or which the booksellers have procured from abroad thinking that they will be good. What about hundreds of other books which the booksellers have not ordered from abroad as they thought they may not be good or, perhaps they thought they might not be able to sell well. In such cases only librarian's selection from book reviews and legal bibliographies will help.

Another source of selection may be monthly lists of big law libraries just like the Harvard Law School law library list mentioned above. The Indian Law Institute library has been bringing out such lists since 1968 regularly and it may be useful to be on their mailing list. Already many law colleges and law libraries are getting this list free of cost. There may be other libraries in India as well as in foreign countries which will willingly send you their lists. One has to simply write them.

Rules of procedure in Lok Sabha and Rajya Sabha: The Lok Sabha and Rajya Sabha frame their own rules for the conduct of business in the respective houses. These are published in a book form from time to time in a revised form. These publications are an authoritative and exhaustive guide on the procedure of legislative activities of both the houses. Hence, it is advisable that they be acquired. They are available at the Lok Sabha Sales Section or from some authorised agent of the Parliamentary publications.

Selection tools for the Government of India and Parliamentary publications: The Manager of Publications, Government of India, Civil Lines, Delhi, is almost the sole selling authority for the

central government publications in the country. They bring out their catalogue from time to time. Supplements are issued to the main volumes so as to bring the information to date. It is true that they are very late in giving the information, yet help can be taken from these catalogues as, they are the only source for selection of government publications. Apart from this, M/s. Jain Book Agency, Connaught Place, New Delhi, also bring out their monthly lists in which they give information about government publications as well as publications of the British Government and some important publications on allied subjects. It may be better if these lists are subscribed so that they reach the library as soon as they are published. These lists are quicker in listing the material than the government catalogues.

For Parliamentary publications, specially for the Lok Sabha publications, there is a catalogue issued by the Lok Sabha Secretariat which is revised from time to time. In this catalogue are listed all the publications of the Lok Sabha which are available at the Sales Section. By the use of an asterick they show what publications have gone out of print. Hence, the catalogue is very useful. The catalogue can be had from the Sales Section free of cost.

Apart from being a good guide for selection of the publications, these two catalogues mentioned above can also be very useful in knowing as to what are the publications issued from various departments of the government, what are these departments, and what are the various committees of the Lok Sabha.

There is one more department issuing publications for sale. Although these are also government of India publications, they are not handled by the Manager of Publications but by a separate organization which is known as the Publication Division of the Ministry of Information and Broadcasting. All the Publications issued by this Ministry are handled by the Publications Division which has its own sales section. They bring out their own catalogue listing all the publications available with them. This

catalogue is free of cost and interested libraries should try to get it.

One thing which is to be remembered about these publications is that they are available only on cash payment at the counter or on advance payment. Therefore, one has to be careful. It may be better if some bookseller is prepared to handle them. But, due to its peculiar nature and conditions of sale, very few booksellers would be ready to deal with these departments to handle their publications.

Selection cum order cards : When the selection is made from the various sources listed above, selection card should be prepared which will serve as order card and will be useful till the processing of the books is complete, and finally when the catalogue card has been prepared this may be destroyed. As this is the common practice with all sorts of libraries much need not be said about this system. In the Institute library the selection card with the following columns have been in use for the last many years and it has been found very satisfactory. These cards are destroyed when the final catalogue card has been prepared :

Sample Book-selection card

Order No.	Date	Acc. No.
Author.....		
Title.....		
.....		
Publisher	Price	Year
Reference	Suggested by	

If, however, some libraries plan to issue annual catalogues of their collection then it may be useful to preserve these cards also. For a detailed exposition on this point see below, chapter on reader's services—monthly lists.

Processing of selection cards and placing orders : Before the order is placed for the selected books, the selection cards should be checked from the library collection so as to be sure that there is no duplication. In addition, these cards have to be checked from many other sources. For example, from the catalogue of the library, orders already placed, standing orders, books received but not yet processed though their cards have been taken out of the order tray, cards for typing (there may be some books which have been received and processed but catalogue cards have not been prepared for them till then) and, finally from the books which have been received on approval. All these places have to be checked otherwise there is every likelihood that duplicate orders may be placed for the same titles. Apart from these places, there may be some other places in a particular library where the cards have to be checked from. The only idea is that no duplicate order should be placed for the same book unless more copies are required of that book.

If a librarian is very much habituated of selecting books from various sources then it may happen that the selected book cards may pile up on his table or with the assistant concerned and he may not be able to place orders as quickly as he is selecting books. In such case it is likely that many books might have been selected twice. How to check this duplication ? Or how to check preparation of duplicate cards for the same book so as to check wastage of cards ? The only possibility seems to be that, if already some cards have been prepared then, further cards should not be prepared unless the selected items have been checked from these already prepared selection cards. For this it is necessary that these prepared cards should be filed immediately in proper order so that checking from them may be easy and complete.

While preparing the selection cards from the various selection tools listed above, it is necessary that the source must be mentioned on the card correctly so that in future if some reference to these cards becomes necessary, the source may be traced easily. It may be necessary to refer to the source to check the price charged by the supplier or the edition and year of the publication and so on. In all these cases it will be useful and time saving if the original source is mentioned on the card. Of course, the price may not be taken as final as it might have changed but, other things can be changed. Even the price can be checked so as to be sure that there was no mistake on the part of the person who prepared the card.

So far as the orders are concerned it is always better to place orders with a local bookseller. But, the difficulty with the local bookseller, even in big cities, is that there are no good stockists of law books. They may have to procure the books from abroad or from Tripathi of Bombay who are the largest stockists of law books in India. The advantage of placing orders with local booksellers is still there as they can be contacted off and on and be reminded to complete the supply of books. Whereas, if the order is placed with some outside firm then it may involve some delay in correspondence. On the whole it may be better if the efforts are made to get all the available books from the local booksellers and then try the remaining items from the Tripathi of Bombay. The Metropolitan Book Co., Delhi may also be tried as they also stock a number of good items. It is very likely that a number of items are available from the two firms from their ready stock.

Acquisition of government publications: There are many publications issued by the various ministries and departments of the government of India and state governments. It is not easy to have information about these publications as very little publicity is given to them. Librarians will have to depend on the newspapers and the catalogues of the government mentioned earlier. Or it will be through some reader that he will come to know about some publication when such a reader will demand such a publication. For

those who are situated in Delhi it is easy to know about the central government publications as they may go and see these publications and the latest arrivals list at the Government of India Kitab Mahal. But, for others it is not so easy.

Apart from the casual publications there are some publications of regular nature which are published at regular intervals. It is better if one tries to be on the mailing list of these publications if they are available free of cost, otherwise standing orders should be placed for them with some booksellers or with the sales Manager. Some of these publications are Five Year Plans, Annual Plans, Plan Progress Reports issued by the Planning Commission of India, India—a reference annual, Press in India, Reports of General elections in India, and so on. Any bookseller may be ready to handle these publications if a firm order is placed with them.

Then there are some regular publications which are available free of cost. In this category fall annual reports of the ministries/departments of the Government of India, annual reports of the Union Public Service Commission, and other statutory bodies. If one writes to these authorities for these reports his name may be added to the mailing list of these publications and he may receive them regularly. The annual reports of these ministries and departments contain very useful material which are not available anywhere else.

Similarly, there may be so many publications issued by the state ministries/departments, public service commissions and other statutory bodies. An effort may be made to be on the mailing list of all these publications. At least one should try to have the publications of one's own state as well as those of the central Government.

Reports of international bodies connected with law and related fields should also be acquired. Generally, they are

available on request free of cost but, even if one has to pay, they are worth the price. These publications may not be of immediate use and may not be used frequently but, they provide very useful and authentic information which may not be available at other places.

Periodicals

As said earlier, periodicals and law reports constitute a major portion of any law library. In some libraries almost half of the money allotted for books is spent on these items alone. Therefore, efforts should be made to get and maintain these publications properly. In the following lines will be discussed as to how to select and get periodicals and how to maintain them. In India by periodicals we mean all the journals which are published at regular intervals and contain court decisions, articles, and legislative material also.

Selection tools: The only selection tool in India for periodicals is the 'Press in India'-annual report of the registrar of the Newspapers in India. This is a government publication and contains all the journals and newspapers which are published in India and which have been registered with the Registrar of Newspapers. It is very comprehensive as, under law, one copy of each journal and newspaper has to be deposited with the Registrar of Newspapers. The information contained in this annual is based on the entries received in the office of the Registrar. It is likely that some entries may not be found there. In such cases the search may be made in some other corners. This report gives information about the name of the periodical, place of publication, date of commencement, periodicity, and subscription rate, apart from other information. Thus, it is very useful.

Another useful publication about Indian legal periodicals may be 'Index to Indian Legal Periodicals' prepared by the

¹ Index to Indian Legal Periodicals. New Delhi, Indian Law Institute. 1963—. (Half Yearly)

Indian Law Institute in which all the periodicals of legal interest are indexed. The list of periodicals include only those periodicals which are being received in the Institute library but, there will be very few legal periodicals which are not being received in the Institute library. In this index one can find names of all the periodicals indexed along with their addresses.

About the foreign legal periodicals a rather good selection tool is the 'Index to Legal periodicals'¹, which is published from U.S.A. In this monthly publication we find listed almost all the good law journals published from U.S.A., Canada, Great Britain, Northern Ireland, Australia, and New Zealand. Information given includes names, address, frequency, and rate of subscription. Similarly, there is another publication issued from the U.K. 'Index to Foreign Legal Periodicals'², which lists almost all the periodicals published from any part of the world except the U.S.A., British Isles, and countries of British commonwealth whose system of law have a common law basis. It is quite comprehensive. Selection can be made from these two sources for foreign periodicals.

If one wants to have much wider field then the usual 'Ulrich's International Periodicals Directory' may be referred to. The information given there also is quite comprehensive. But, many law libraries in India will not need this directory if they take help from the other two foreign sources listed above. This is so, because funds are very limited with these libraries and the most important periodicals will find place in the library. These periodicals are listed in the two sources.

There may be some new periodicals which do not find place anywhere in any of these tools. It is likely that such periodicals, specially the first issue, have been reviewed

¹ Index to Legal Periodicals. Monthly. N. York, The H. W. Wilson Company in cooperation with The American Association of Law Libraries.

² Index to Foreign Legal Periodicals. Quarterly. London, Institute of Advanced Legal Studies. 1960.

some where in some periodical. It is always likely that the first issue of a journal is sent for favour of review in the leading journals of the world to get wide publicity. Therefore, if a librarian is engaged in selecting books from reviews or from book notices then he will surely come across such new journals and thus will be able to select the new journals also without any extra efforts. Thus, the drawback of the indexes or the selection tools referred to above will be overcome. If the funds permit and, if the new journal is of any interest to the library, then orders must be placed immediately so that the library has the complete set from the very beginning.

Ordering the periodicals : When it is decided to subscribe to any periodical then order must be placed with some good firm who may be able to give satisfactory service. There may not be any difficulty as regards the Indian periodicals but, foreign journals do present great difficulty which only reputed firms can solve. Therefore, orders must be placed with them only.

While placing the orders the firm must be told that you are placing a standing order and the publisher should go on supplying the parts regularly. The firm should be asked to send bills every year unless they are asked to discontinue the subscription. This will ensure the uninterrupted supply and there is very little chance that your collection may have any gap.

Secondly, orders should always be placed with the first issue of each volume. It is useless to have an incomplete volume. Similarly, if funds permit and it is decided to acquire the back volumes, which should always be an endeavour, then only a complete set should be acquired. An incomplete set is of little use. In any case a broken set should never be acquired as, there are very little chances to make it complete at a later date. No publisher or bookseller, ordinarily, may be ready to supply the stray volume or volumes. If, by chance, some body does supply then he may charge very high rates.

Cumulative indexes : Many foreign periodicals have published cumulative indexes. These indexes are very useful and time saving. Efforts should be made to acquire such indexes of the sets which your library has. This will help locating the material without going through the various volumes. In one or two volumes the whole material is indexed. In India there is hardly any index published by the publishers, though some persons might have done it privately like the one of the All India Reporter-Journal section prepared by Mr. B.S. Mongia¹. But, foreign periodicals do have such indexes like those of Harvard Law Review, Michigan Law Review, Law Quarterly Review, Modern Law Review, etc. These publications must be acquired whatever the cost.

Registration of periodicals : There are many systems of registering the periodicals and any of them may be followed. In the Institute library the kardex system has been found very satisfactory. But, there cannot be any hard and fast rule that only this system may be followed.

The cards which we have in our kardex has the following columns. The card is divided into two lower and upper portions. In the upper portion periodicals are registered as and when they are received. This portion can be divided into four columns, i.e. 'date received', 'volume', 'number', and 'date of publication'. The whole of this portion may be further divided into sections horizontally. Entries are made on this chart. If a particular issue has not been received but a subsequent one has reached the library then, one column is left blank for that issue. This will help knowing at once the missing part. Reminders are sent immediately as soon as this is detected. When the missing part is received at a later date, it is entered in the same column which has been left blank though the date received will be the same on which it has actually been received. This system is quite easy to follow and also more or less perfect.

¹ Mongia, B.S. : Index to articles published in A.I.R., 1914-1967.

The only defect which has come to light is that it does not show us at some given time as to what journals have not been received unless all the cards are checked thoroughly one by one. There can be two ways of overcoming this difficulty. One, that a day in a month may be fixed for thorough checking of all the cards so that all the missing parts are traced and reminders are sent. This will involve some time but it is worth it. Secondly, an additional card may be prepared as in the 'three cards system' and that method may be followed for this purpose. Any of the two things will serve the purpose. If we follow the three card system in so far as the checking of missing parts is concerned then the third card may be kept separately in some tray and checking may be done according to that system. So much for the first portion or the upper portion of the card and registering of the periodicals.

The lower portion is meant for keeping the record of the stock or for showing the holdings of the library and the source of supply as well as the mode of acquisition. Accordingly, there are the following columns. 'Library has', 'Sub./Exch./Comp.', and 'source'. Thus, this information chart serves as a guide of the holdings as well as the name of the party from where the periodical is coming. The only thing is that information on these columns must be filed in as soon as possible and at the time of starting the periodical so that the information may serve the purpose. If it is delayed or postponed then it may never be completed. The best time for all other information except the registering portion is when the new periodical is started and a card is prepared and inserted in the kardex cabinet. When this card or chart is full then another card should be inserted but, all the other information of the previous card, except the registering portion, should be entered on this card also so that it may not be necessary to refer to the previous card off and on.

It may be better if the upper portion of the card is ruled so that the entries may be separated and the whole card may appear more clear and the entries may be made in a symmetry.

While entering the parts in the Kardex on the chart a ballpen should be used so that the ink may not spoil the upper card. The other way to avoid this could be to have a blotting paper so that it soaks the ink of the entries are made in ink. But, this will take longer time. From experience it has been found that use of a ball-pen for this purpose is the best remedy.

Maintaining the subscription account: If the library is receiving a good number of periodicals on subscription then it is quite a problem to keep an account of their subscription. There is every likelihood that a periodical is paid twice for the same year/volume. It is, therefore, necessary that proper account should be kept of these subscriptions. There should be a subscription card for each periodical having the following columns, 'Bill number', 'period/volume covered', 'Order number' and 'date', and 'date paid'. Before the bill for any periodical is sent for payment entries must be filled on this card. If this practice is followed rigorously then there is no chance of making duplicate payment.

On the other hand there may be some periodicals for which payment might not have been made for a year or even for the last two three years as, the publisher never sent a bill. It is, therefore, necessary that all the periodical cards should be checked periodically to see whether all the periodicals have been paid for and if not then the publishers or the agent of such periodicals should be requested to send their bills. This will ensure regular payment and supply.

A better method of overcoming this difficulty may be if the library maintains a subscription chart. It is possible that subscription of all the periodicals may not fall due on the same dates. Generally it falls due in January but, in the case of foreign journals it may not be so always. In such cases, specially in the case of American periodicals, it may run from volume to volume which may not coincide with the calendar year. Therefore, a chart showing when the subscription falls due, of various periodicals, will be very useful.

In this chart all the periodicals being received on subscription should be entered by title, alphabetically. The page should be divided in ten to twelve yearly columns. On page should be allotted to one year. Further, each periodical should have two columns running parallel to the months as shown below. One of these columns should show date due and the lower columns should show the date paid. Thus, if there is any periodical which has not been paid for a particular year then the lower column will at once show it and action may be taken on that. A simple glance through the chart will show the error and the person concerned need not go through all the subscription cards meticulously. If it has to be made more distinctive then entries in the lower column may be made in red ink. The idea is to make this column distinct from other entries so that very little effort may be necessary to locate the unpaid subscriptions. It will require some additional labour at the time of preparing the chart in loose form or in register form at the time of making entries for payments made but, will save a lot of labour and botheration. Any time it will be easy to tell what periodicals remain to be paid in a given year and how much money will be needed so that allocation of funds may be made accordingly.

The subscription card in the kardex serves another purpose. It will also show whether there is any increase in the amount of subscription from last year and if so, then it may be checked whether the publishers had announced this increase. If no such notice was received then a letter may be written to the publishers or the agent to ascertain whether there has been any increase or the increased amount has been billed by an oversight.

Binding record : The lower portion of card in the kardex is meant for binding record. It has three columns, *i.e.* 'date sent', 'volume', and 'date returned'. The first two columns must be completed after the material has been sent for binding, the third column must be filled in when the material has been received back. This chart will at once show as to how many volumes of a particular journal have been bound and what have gone for

binding. It will also show whether a volume is lying in the library unbound.

On all these cards entries must be made in the ruled columns and, as in the case of registration of periodicals, lines should be skipped over if there is a gap. For example, if subscription has not been paid for a particular period then one column should be left over so that at any time it will be clear that that period is little to be paid. Similarly, on the binding chart columns should be left blank if there is a gap in the volumes bound. If entries are made according to this system then checking would be very easy.

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SAMPLES OF KARDEX CARDS

1. For registration

Date	Vol.	No.	Pubn. Date	Date	Vol.	No.	Pubn. Date	Date	Vol.	No.	Pubn. Date
Publisher				Library has				Sub/Exchange/Complimentary			
Source				Rate of Subscription							
Title				Frequency							

Periodical Subscription Chart

Title		1971	1972	1973	1974	1975	Remarks
All India Reporter	Due	January		Jan.			
	Paid	Dec. 1970		Mar.			
Calcutta Weekly Notes	Due	Nov.					
	Paid	March '72					
Madras Law Journal	Due	January					
	Paid	Nov. 1970					
Supreme Court Journal	Due	January	Jan.				
	Paid	February	June				
Modern Law Review	Due	January					
	Paid	May					
Public Law	Due	January					
	Paid	July					
Australian Law Journal	Due	January					
	Paid	Dec. 1970					
Univ. Western Aust. Law Rev.	Due						
	Paid						

Canadian Bar Rev.	Due	January					
	Paid	Dec. 70					
McGill Law Journal	Due	Jan.					
	Paid	April					
Harvard Law Review	Due	Nov.					
	Paid	June 72					
Michigan Law Review	Due	Nov.					
	Paid	Jan. 72					
Wisconsin Law Review	Due	Nov.					
	Paid	Jan. 72					
Yale Law Journal	Due	Nov.					
	Paid	Feb. 72					

Exchange arrangement : A very good and advantageous method of getting periodicals, specially foreign, is to establish an exchange arrangement between journals. This is possible only in a research organization or in law colleges and law faculties as they might be publishing some journals in exchange of which they may get other journals. The bar association libraries also may have this advantage if their bar association is bringing out a journal. But, at present in India many of these organizations do not have their journal and hence, it is not possible to enjoy this arrangement.

It has been observed that, foreign journals which are published by some law faculty or some law school, or by any lawyers organization, accept exchange arrangement easily. This is specially true of the American journals. But, the journals which are published by the commercial firms, even though on behalf of some law college and law faculty, show reluctance to an exchange proposal. On the other hand there are some journals who do have exchange provision yet they may not be willing to accept the proposal as the journal may not be of interest to them. But, wherever possible, this system should be tried as, by exchanging periodicals we can save enough money which may be utilised for books. As the foreign journals are very costly, some times it may cost even Rs. 100/- for one part, considerable amount can be saved by having an exchange arrangement.

Procedures for receiving and registering the foreign periodicals is the same as discussed above. But, while sending reminders for foreign periodicals, it must always be remembered that they take too much time in reaching the library and enough margin should be given for them. Sometimes it may happen that the parts may not be received in successive orders, specially so in the case of weeklies and fortnightlies. Sometimes it may happen in the case of monthlies also. On the other hand one should always be alert and careful. Too much margin may be disastrous as the foreign periodicals go out of print very soon and sometime the publishers may not be inclined to send a replacement copy without a charge. Therefore, reminders must be sent after lapse of a reasonable time and track should be kept of them otherwise the library may never be able to get the missing parts.

In the case of the Indian periodicals also margin should be given for weeklies, fortnightlies, and monthlies according to their nature. By practice it will be clear as to how much time does a particular periodical take in reaching the library and reminders should be sent accordingly. Most of the Indian periodicals are weeklies or monthlies, there are very few which are quarterly. It

is, therefore, necessary that a regular check must be kept on their receipt. One has to be very careful about the weeklies.

Almost all of these weeklies report cases decided by the high court of their state and the Supreme Court. As, there are many decisions of these courts, these journals are issued weekly, even then they are not able to cope with the rush of judgments. The Indian periodicals, which are mostly reporting cases, have to be frequent, and the fact that we do not have many quarterlies is due to the lack of academic journals here which have legal articles and other such other material as in foreign journals.

Newspapers and newspaper clippings : If a library is subscribing to many newspapers then they should be subscribed through some established newspaper vendor. In India there are very few vendors who supply newspapers and whose service can be regarded as up to the mark. While local newspapers can be supplied by a local vendor, for those newspapers which are published from other cities and from other countries one will have to depend on the big established vendors who specialise in newspapers and magazines only.

How to receive the newspapers : By the very nature of newspapers they present a great deal of difficulty and, if proper record is not kept of their receipt then their supply may never be complete. Therefore, a newspapers register should be kept and two pages facing each other should be allotted to one newspaper. This will accommodate entries for one newspaper for one complete year. The two pages should be divided horizontally in twelve columns and vertically in thirtyone columns for months and days respectively. While registering the newspapers a column should be left blank if the newspaper for that date has not been received. This will clearly show out the missing issue. Entries should be made as shown below. If a newspaper of say 23rd has been received on the 25th then, although the entry will be made in the 23rd day column only, the date of receipt should be shown as 25th. This will, at any time in future, show as to when a particular part was

received. If the newspaper is received the same day then the date of receipt should also be shown as 23rd. Thus, each day entry will be divided into two parts-on the upper portion simply 'R' has to be mentioned meaning thereby 'received', but on the lower portion the date of receipt has to be mentioned. In the case of daily newspapers which are published from the same city in which the library is located, the date of receipt may always be the same as the date of publication. But, in the case of those newspapers which are published from outside the city and from foreign countries, the date may not be the same. Similar will be the case of magazines.

Subscription to the newspapers should be paid only after the month is over. This will help in keeping a check over the supplier and the supply will be more regular. If there is any part missing then the supplier can always be asked to supply it. If he fails to do so then the amount may be deducted from his bill. If possible, the supplier should be insisted to supply the newspapers under signatures so that it is easy to check whether a particular part was received or not. The delivery slips should be maintained properly so that the bill, when received after a month, may be checked from these slips. While it may be a bit difficult to make supplies of daily newspapers which are of local nature, on slips, it may not be difficult to do so in the case of other newspapers and magazines.

So far as the magazines are concerned it may be better if the subscription is paid in advance on yearly basis. This will save some money as, generally, each part is charged separately and, if there is a special number of a magazine, which is quite likely, then the supplier will charge special price printed on this special issue. But, if the subscription has been paid in advance then no extra money has to be paid for special numbers. Therefore, advance payment to these magazines on yearly basis saves some money.

Display and maintenance of newspapers: There are many ways in which libraries display the newspapers. But, a law

librarian must keep in mind that, his library is not a public library and hence the purpose of receiving the newspapers in his library is totally different from a public library. In his library newspapers may be necessary to keep track of the recent judicial pronouncements, legislative enactments, and executive orders affecting the rights of the people in any way. They may also be necessary to know the law and order situation in the country. All these things may be of immediate use for the research worker or lawyer, which may not be available in any other form in the library.

Therefore, a conspicuous display of newspapers in a law library may not be desirable, although they may be kept at a place where people may use them easily. Their use may also be restricted for a limited period only. The only thing to be kept in mind is that they may not become a nuisance to the readers in the library. At the same time it is necessary that proper control should be kept on their movement and they must be kept at such place where the library staff may have proper watch over them, otherwise some readers may cut a particular news item and thus spoil the newspaper.

If the newspapers are being subscribed for the purpose of research then it is necessary that they be kept properly in the library. This may be done in two ways. Either all the newspapers can be bound and kept in the library or, only that portion can be taken out of the newspapers which is relevant and the rest is thrown away. While, in the first case we may face the problem of space, in the second case we may face the problem of staff to look after the press clipping work at least, if not marking the news items which requires a great deal of time and imagination.

Different libraries may decide according to their position and nature. If a library decides to keep the newspaper clippings then, the usual method of clipping service may be followed. Some libraries may decide to keep only one newspaper in bound form and no clippings may be allowed to be taken out of it. From other

papers clippings may be taken out, and the rest of them may be thrown away. This will ensure that library will have a complete file of one newspaper atleast.

If the library decides to keep all or atleast one newspaper in bound form, then it is necessary that proper indexing should be done of the news items appearing in these newspapers. Indexing can be done on the catalogue cards which should be merged in the card cabinet according to subjects. These index cards should clearly indicate the reference to the newspapers so that the news items may be located easily. The system of these cards would be just as the cards for books and they will be placed in the card cabinet just like other catalogue cards. If necessary, an annual index may be prepared for guidance of the people. In other words, the procedure of documentation is to be followed. The documentation service can be provided to the readers weekly, fortnightly, or monthly as the situation arises. But, for newspaper items it is better if it is done weekly.

Micro material : In the recent times the micro material has gained a great importance. This is so because libraries grow very fast and they always experience a problem of space. Therefore, many journals and newspapers have been microfilmed or they have been reproduced on micro-cards. These films and cards occupy much less space and contain a lot of material. In foreign libraries this has become a regular practice that they acquire this material and make use of the microfilm reader and microcard readers for reading the material.

But, one thing should be kept in mind that, whereas the micro material may not be very costly, the machines to read this material are very costly. It is, therefore, necessary that the micro material may be acquired only if it is a must, i.e., if the library is facing the space problem or if the material required is not available in book form. Secondly, the cost of machines should also be considered before purchasing the micro material. For a law library only two things may be of interest. One, the

law journals and the other law reports. On a limited scale only these two types of materials are available on microfilm or on micro cards.

Another thing which needs consideration is that the readers are very averse to use this material as, it strains the eyes and is not so easy going as the books are. Hence, this material will be used only when it is unavoidable, and the material is not available in book form. Therefore, it will be better if only that material is acquired in micro form which is not available in book form and which is very essential for the library. Simply for the sake of having the micro machines and micro literature in the library for the sake of having, is no good. If it is only due to space problem then also a second thought should be given before acquiring the material.

While there may not be difficulty so far as the micro cards are concerned, the microfilms will require careful handling. Special type of cabinet is required to keep these films and they have to be protected from severe heat and moisture. Therefore, the person handling these films will have to acquire some knowledge of all these technicalities.

CHAPTER FOUR

BINDING OF MATERIALS

As in any other type of library, in law library also binding has its own problems. But, there are some things which are peculiar to a law library alone. By its very nature the legal material is completely different from all other material and extra care has to be taken to get it bound. In the following pages an effort will be made to deal with the problem of binding the legal materials.

So far as the law books (texts, commentaries) are concerned they are not different from other books. As and when they are torn or damaged otherwise, they may be sent for binding. The best way to detect the damaged books is when they are returned or shelved. But, there may be some books which are very old and need rebinding. Such books also should be taken out and sent for binding. On the other hand there may be some new books in paperback which may need binding. It may be better if these paperbacks are purchased as they are priced very low in comparison to the hard bound ones. But, it is advisable that they may be bound before they are kept on the shelves. Then, there may be some supplements to the main book. These need not be bound as a subsequent supplement will make them useless.

Other material which will need binding is reports of various commissions, committees, and reports issued by the government ministries and departments. All this material has to be bound as, it is of perpetual importance and, if it is not bound then it is likely to be lost. In the case of these reports if they are of regular nature, as in the case of government ministries and departments, then reports of two or three or more years may be bound together depending on the size of reports. But, commission reports should

be, or rather they have to be, bound separately as, they will deal with different subjects and they will be kept separately on the shelves according to their subject matter.

Then, in a law library there may be reports of the various Parliamentary committees or the state legislature committees. All these reports should be bound, sometimes more than one reports can be bound together. The reports of the Estimates Committee of the Parliament, though may be bound together, should be classified according to their subject. These reports deal with different subject matter and hence, proper cataloguing is necessary so that readers may find them in the catalogue. They may be kept at one place and the location must be indicated on the catalogue cards. Thus, even though more than one reports dealing with different subjects may be bound together, their subject matter will be clearly shown in the catalogue. It is not advisable that reports should be bound separately as it will be a very costly affair. Other parliamentary committee reports may not present much difficulty as, they will mostly deal with one subject except a few like those of select/joint committees and public undertakings. In the case of these reports also the same procedure should be followed as in the case of Estimates Committee reports.

Legal periodicals — Indian : In India we have a number of periodicals which report cases decided by the Supreme Court and the various high courts. Of course, one periodical will have reports of cases decided by only one high court in addition to the reports of the cases decided by the Supreme Court. An exception is the All India Reporter which includes the Supreme Court as well as all the high courts. These periodicals also have some more sections like journal section in which are published articles, notes, book reviews etc. They may also contain a section giving rules and notifications of the state as well as those of the centre, notifications and rules of the high court, and so on. Thus, all these sections have to be arranged properly before they are bound. As each issue of these periodicals will have some thing of every section, the pages of each issue have to be brought together. This

can be done by the binder himself provided he knows the work. Otherwise the library staff has to do it. An ordinary binder may not be able to understand the complications and he has to be well trained in this job. The main thing is that material belonging to one section should be brought together and also it should be seen that no page gets lost in this process.

Almost all these periodicals will have an annual index or an index to the whole volume. Much help can be taken from this index as, it will show clearly as to how many pages are there in one section and how the different sections should be bound. Generally, the index is issued after the completion of the volume, in some cases much after the completion of the volume. But, the volume should not be sent for binding unless the index is received. By experience one can know if there are some periodicals which do not issue index at all. Then, in that case, the content page of each issue has to be bound along with the volume, i.e., all the content pages should be brought together and bound in the beginning of the volume. This will greatly facilitate location of the material in the different sections.

For legal periodicals, index is generally issued in two parts. One contains list of cases, articles etc. like a content page and the other portion is a subject index. Generally the subject index is to be bound at the end of the volume and the other part of the index in the beginning of the volume. But, no hard and fast rule can be laid down about it as, it will depend on the publisher as to how does he want the volume to be bound. It will be clear if we see the index carefully, specially the pagination on the index pages. If the pagination is in continuation to the last page of the report or any other section then the index will go in the end, if the pagination starts from the beginning then it will go in the beginning of the volume. It is also possible that index to various parts may be placed at one place only, say in the beginning of the volume, or it may be bound along with the particular portion just before the portion. For example, the index to a particular

high court is placed just before that section as in the case of the All India Reporter.

Instructions to the binder : The binder has to be told about many things. For example, he has to be told about the nature of binding, *i.e.*, whether it will be in half leather or in cloth. Again, whether it will be ink printing or gold printing on the spine. Then, he is to be told the colour in which it has to be bound, what would be written on the spine and how, *i.e.*, in how many lines the printing should be done on the spine. All these things have to be told so that the binder may not use his discretion everytime differently and thus, may spoil the set. It will also be difficult or atleast time consuming for the library staff to tell, every time a volume is sent for binding, all these things about it. Therefore, it will be better if a permanent record of all these things is kept in the library at the desk of the periodicals assistant and the binder. This can be done either in the book form using a register after making out a sample for every journal or, the information can be noted down on the cards. In other words a sample card giving nature of binding, colour, printing, all these things can be noted on the cards. One card for each journal may be given to the binder and the other be kept in the library. This will ensure uniformity of binding, and also would save a lot of time of library staff as well as that of the binder. The sample of card given below may be adopted as guide :

Title.....	
Nature of binding.....	Nature of printing.....
what and how to be printed	<p>JOURNAL OF THE INDIAN LAW INSTITUTE</p> <p>Vol. 12 1970</p> <p>INDIAN LAW INSTITUTE</p>

Choosing the colour of binding is again a difficult problem. Specially in India it is so as, the manufacturers of the leather and binding cloth go on changing colour and, it becomes very difficult to get completely matching colours. Therefore, it is always better if, from the very beginning, only fast colours are chosen, *i.e.*, white, black, red and brown. These colours do not change and it is very easy to get uniform colours always. It may be very good if one could have a matching colour to the old set for the future volumes also but, the difficulty in getting the material is a great hindrance.

Leather binding must always have gold printing. Generally, on law reports labels are used where only gold printing is done but, there may be some periodicals where labels are not used. Even in such cases gold printing should be preferred as, it is more lasting.

The information on the spine should be as complete as possible so that it may give the clear idea as to what the book is. Apart from the information about the book the name of the library should always be printed on the bottom of the spine. Wherever the labels are used for giving the information about the book, the library name should also be given on the labels. But, it must be seen that all the labels are properly fixed so that they may not come out after some time.

Lastly, the periodicals are to be bound in one, two, or three volumes for a year. This can be ascertained from the index. But, there may be some periodicals where no indication is given in the index that the volume should be bound in two volumes, though the volume will be very heavy if it is bound in one book only. In such cases it may be better to get the volumes bound in two parts. A bulky volume is very inconvenient to use. Moreover, the binding will not be able to stand the weight and hence, it may be damaged soon. Thus, although it is necessary to follow the instructions given by the publisher, sometime it may become necessary to use one's discretion in these matters. If and when

it becomes necessary to get the parts of one year bound in two volumes, in spite of no clear instructions from the publisher, then the index should be bound along with the first part if it is to be bound in the beginning of the volume. But, if it is to be bound at both the places, *i.e.*, some pages in the beginning and some, like the subject index, in the end, then the first part should be bound in the first volume in the beginning of the volume and the second part in the end of the second part. In such cases it is also necessary to mention on the spine the year and part one and two on both the volumes respectively.

Foreign periodicals : Foreign periodicals do not present much problems. There are two separate categories of foreign periodicals. One reporting only cases and the other publishing legal articles, book reviews, and case comments. In other words there are periodicals which are wholly devoted to the reporting of cases and the other which are devoted to academic writing only. Periodicals which fall under the first category are either weekly or fortnightly, some may be even monthly. But, periodicals which fall in the second category are, mostly, quarterly or bi-monthly, some may be even half yearly. On the extreme some may be monthly. The same is true of the Indian periodicals also.

As there is too much case law now a days the periodicals of the first category are, generally, bound in more than one volume, *i.e.*, in one year there will be more than one volume. But, in the case of academic journals there will be only one volume in a year.

All these periodicals issue their indexes and, as in the case of Indian periodicals, much help can be taken from the index in matters of binding the periodicals. The process of binding the academic journals is quite simple as, there is only one section and it has to be bound after removing the advertisement pages. The position of the index in the volume will be clear if we see the pagination system of the index as in the case of Indian periodicals. But, in the periodicals which report cases only, one has to be

careful as, there may be matter relating to different jurisdictions as in the case of Law Reports. Or there may be only small notes on cases which may be required to be put separately. But, since there are no other sections like journal section, book review section, foreign law reports do not present much difficulties.

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READERS' SERVICES

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CHAPTER 5

LENDING SERVICES

Lending of books : As said earlier, a law library has to be a reference library by its very nature. Hence, there will not be many problems as regards the lending of books. Yet, some books will have to be lent out and proper record will have to be kept of them. The position may differ from library to library. For example, in a law college library books may not be issued to the students but, they will be issued to the teachers. Similarly, in a private law library books will have to be issued to the lawyers who own the library or in business firms law library to the executives concerned. In the libraries maintained by and for the use of the bench in the high courts and the Supreme Court the books will have to be issued to the judges and they have to be sent to the courts on demand by lawyers and judges. If no proper record is maintained of the movement of these books then they are likely to be lost. The number of books issued daily in each library will also differ. In the Supreme Court Library, on an average, hundreds of books are taken out and sent to the courts daily. Law libraries owned by the law ministries may not have to supply so many books but they have to supply books to the department people.

On the other hand there may be libraries like that of the Indian Law Institute, which do not issue books to anybody except to its research staff members. There is no limit as regards number of books or the number of days for which the books can be issued. It becomes, therefore, a great problem to have trace of books as, for days and months together the books go on lying in the rooms. The problem arises when the same book is required by some other member of the staff. As is common with every library each book has one card and when a book is taken out on loan that card is taken out of the book and is kept with the counter.

There are a number of methods of charging and discharging of books and a library may follow any of them. The general practice, now a days, specially in college libraries, is to arrange the cards in the classified order behind the due date card. This system works all right in college or department libraries because there, if a book is not on the shelf and if it is issued then a librarian or the staff has not to bother much. He has to simply tell the reader that the book is out. But, the position is quite different in a research or private library. There the librarian or the staff will have to search the book, *i.e.*, he has to find out as to who has the book. It is quite necessary for him to answer this question and to see if the book can be called back from the person who is having it.

Therefore, the librarian in these two types of libraries has to perform dual duties. His problem is as to how to keep the record of the books which are out, secondly, how to find out quickly as to where the books are. He has to find out an answer to both these problems.

There is another problem which he has to face. When there is no restriction on the number of books and number of days the books can be kept then, it is very likely that tens of books may be lying with one research staff member and, after some time he may not even know as to whether all the books are in his possession or he has passed on some books to his colleagues. It may happen that, when he is asked to return a particular book it is not with him. Then the library staff and the person concerned both, will have to search the book. Therefore, it becomes necessary that the members of the staff to whom the books are issued should be reminded from time to time at regular intervals, of the books lying with them. This will be beneficial for the research staff members as well as to the library staff. This problem may not arise with each person as there may be some persons who may not like to keep the books for long and as soon as their work is over they may return the books to the library. But, there may be some persons who do not care for this and

go on piling books on their table or shelf unmindful of the problems involved. It may not be a deleberate thing but simply an indifferent attitude. But, the problem is there and it has to be solved.

So far as the first two problems are concerned, *i.e.*, keeping the record of all the books which are out, and to find out quickly as to who has a particular book, these can be answered by having two book cards for each book instead of one. The problem will be solved like this. As and when a book is issued both the cards will be taken out of the book. One card will be filed in the charging tray according to the subject, *i.e.*, in classified order. If there is some restriction on the number of days a book can be kept then these cards may be filed behind the due date card in the classified order. The second card will be filed in the charging tray according to the name of the person borrowing the book in an alphabetical order. Thus, there will be two charging trays.

This will solve both the problems. The tray in which the cards are filed in a classified order, will tell what book is out and the tray in which the cards are filed in an alphabetical order by the name of the staff, will tell how many books are issued against his name.

The main purpose of a charging system is to keep the record of the books which are issued out. Secondly, to find out whether a book is issued if it is not on the shelf. These two purposes are common in any type of law library also. In a college/department library this purpose is served by issuing borrowers tickets to the persons who are entitled to borrow the books. When the book is taken on loan the borrowers ticket is surrendered. The book card is kept along with the borrowers ticket in the charging tray in classified order. Hence, any time the charging tray will tell as to whether a particular book is out and who has got it. It will also tell the date on which it will come back, or when it is due. In a college/department library perhaps not much information is needed to be given to the readers. But,

in a research and private law library the library staff will have to find out whether that particular book can be spared so that it may be given to the other staff member.

Apart from this, in a research library the library staff should also be able to tell at a given time as to how many books are issued against the name of a particular person so that if he is leaving for good, then he may clear his account. As said above, it is also in the interest of both that the staff should be reminded of the books issued against his name from time to time. For this it is necessary that all the book cards of a particular staff member must be renewed at a regular interval, say each month if not after each fifteen days.

Now, if there is only one card to a book then it can be filed only in one way. Either it can be filed according to the call number of the book or according to the names of the persons. Some libraries may even file the cards by the name of author and title instead of in a classified order. whatever the method of filing the cards may be, it cannot serve both the purposes, *i.e.*, to tell at once as to whether a particular book is out and at the same time to say as to how many books are issued to a person. If the cards are filed according to the names of the persons then it is very difficult to find out as to whether a particular book is issued and if so to whom it has been issued. This is so because the library staff will have to look all the cards to find out about a book.

On the other hand if the cards are arranged according to the author and title or in classified order then it may be difficult to say at once as to how many books are with a particular person. Secondly, if this method is followed it may not be easy to get all the cards renewed at a regular interval as desired. As, in that case the library staff will have to sort the cards according to the names of the staff members and then send them for renewal.

Thus, the best way out of all these problems is that each book should have two book cards and these two cards should be filed in two different charging trays, one according to the names of the persons and the other according to the names of the author and title or in classified order. This will, no doubt, involve some more money and time but it is the only fool proof method. When the book is returned both the cards should be taken out of the two trays and put in the book. Thus, it also involves great care at the time of issuing and returning of books. If both the cards are not attended to properly then they may create problems.

The system of having double cards for each book can work only when it is started from the very beginning, i.e., when the library is just starting building up collection. But, if it is to be done in the middle after it has already acquired some thousand of books then it may be difficult to do unless some extra staff is employed for this purpose which seems to be an impossibility. If this is the case then there is only one possibility which can be followed and which is as follows.

The book cards may be arranged in the charging tray according to the author or title or in classified order. This will facilitate locating a book quickly. Generally, this will be a daily problem that a book is not on the shelf and the library staff has to see whether it has been issued out. If the cards are arranged according to the call number or according to author and title then it will be easy to locate the book.

So far as the problem of knowing as to how many books are issued to a particular person at a given time and for renewing the cards, this may be done as and when required. For example, if we have to give the number of books issued to a person then it can be done by sorting out the cards which bear signature of that person. Here it may not be out of place to mention that it is presumed that in such libraries where this type of problem will arise the persons taking out the books are supposed to sign on the book cards so that their name will always be on the book card.

and the cards can be sorted out. This will not be a frequent problem.

The second problem is of regular nature, *i.e.*, to get the cards renewed after a fixed interval. At such time the cards may be sorted out and arranged according to the names of the persons and sent to the persons concerned. An effort should be made to get the renewals soon so that cards are again merged according to the call number or according to the authors and titles. If this is not done immediately the library staff will have to face the ordeal of searching a book from all the cards which will take a lot of time. It will also waste the time of research staff or readers. Therefore, the persons who take books on loan should also be told the importance of renewing the cards as and when they are presented to them.

There is another advantage of regular renewal of cards. The members to whom the books have been issued will always be fresh and uptodate in their account, and they may be, indirectly, reminded of the books which they no longer want but, which have been lying in their room inadvertantly. Such books can be returned to the library. Thus, at the time of renewal many books will come back to the library which may be required by other members of staff or some other readers.

Issue of periodicals : So far we have discussed about the issue of books and reports, or bound volumes of the library. What about the loose parts of the journals. About fifty percent of a good law library will constitute the law journals and law reports. These are received in loose parts. Some are weekly, some fortnightly, and some monthly and quarterly. By its very nature the legal research has to be uptodate and hence, all the readers in a law library may like to know the latest development on a point. Hence, everybody may like to have and read the journals which were received recently. Due to this race and due to the fact that it is very difficult to keep track of the loose parts,

some libraries may even ban issue of loose parts. But, it is very difficult to enforce it.

The problem, therefore, arises as to how to control the circulation of these materials. They do not have a book card. There may be two methods for controlling the issue of journals. One, that a register may be maintained and a few pages should be allotted to each member of the staff who are eligible to take journals. When somebody takes a particular part of a journal that should be entered in his column. When it is returned then it should be struck off. But, this system has its own defects. And it is that the entries cannot be arranged alphabetically or in any other order. Therefore, it will be difficult to locate a particular journal from the many entries in the name of one staff member.

The second method may be that we have a plain card just like a book card. When a journal is taken out its title and issue number should be entered on this card and signatures of the person concerned should be obtained on it. These cards can also be filed according to the system followed in the case of books. When the part comes back the card may be taken out, entries may be erased and the card may be used again. But, this is possible only when the entries are made in pencil. This will help in keeping proper record of the periodicals. These cards should also be renewed at the time of renewing the other book cards.

The advantages of this system are that it is quite easy, fool proof, and it is easy to locate the parts of the journals as the cards are arranged in some order. The only thing against it is that the library staff has to enter the title of the journals and issue number at the time of issue which may take some time. But, such cases will be very few, specially in the law libraries of today where there will be hardly a few journals in many of them. Even where the number of periodicals received is large enough it will not create any problem and it can be worked easily.

One more thing to be remembered in this connection is that, while writing the name and number of the journal on the card one

must not forget to write the copy number, if any, on the card. It is very likely that a library is receiving more than one copy of one journal, specially it may happen in the case of All India Reporter. In such cases each part should have a copy number and this number should be entered on the card meant for loose parts. This will help in returning the parts correctly and there will not be any mistake. Otherwise, if the copy number is not mentioned on the card then somebody may return another copy which was issued to somebody else. Thus, it is essential that both, the part itself and the card, should have the copy number.

Inter-library loan service : It is universally accepted principle that no library is self-sufficient and librarian has to depend on other libraries. For this, the system of inter-library loan has to be adopted. It is not necessary for me to elucidate the system of inter-library loan as it can be read in any book of library administration. Any of the methods may be followed. The only thing is that in the process of inter-library loan the books may not get lost. Hence, proper record and a regular checking system is a must. Reminders should be sent in time and the books which are received on loan from other libraries must be properly accounted for.

But, although a law library will also have to depend on this system, it is desirable that the serial publications should not be lent out. As the law books are very costly, specially the foreign law journals and it is difficult or rather impossible to get a replacement for a foreign law journal, any risk in the case of these periodicals should be avoided. It may be painful at times though, for a librarian to refuse the use of books but, he has to perform this painful duty in order to assure better use of his collection. He has to refuse loan of particular volume of a set of law journal as, if that particular volume is lost by mistake then his whole set is useless and it is impossible to replace it. Similarly, a single volume of multi-volume book should not be issued out.

In the last pages we have discussed as to which system of charging and discharging the books should be followed in different kinds of law libraries. This has been done keeping in view a sufficiently good library catering to the needs of a large number of people. But, there may be some law libraries, in colleges/ departments and those owned by private persons or bar associations where no system may be necessary. Even for issue of books they may maintain a simple register or in some cases even that may not be necessary. This may be due to the fact that either there are not many readers or users of the library or there are very few books, not even hundred, or there is no trained staff to handle the books. Nevertheless, it may be better if these libraries also adopt some method so that the books are safe and are properly maintained even after a good use is made of them.

Working hours of the library : Since the law library is basically a reference library and the books are not issued out, there must be some way out to help the users of the library to make greater use of the library. But, if we look to the nature of various types of law libraries we will find that many of them need not bother about this as they are meant for a limited number of persons. For example, the libraries owned by the high courts and the Supreme Court are meant to provide books to the court concerned for references and to the judges for study. Therefore, these libraries are to be kept open only for those hours when the court is open. If the judges want any materials they will tell the librarian in advance and the books would be supplied to them at their residence or at their chambers. Any judge will hardly come to library. Therefore, it is not necessary that the court libraries should be kept open for longer hours.

On the other hand there may be some libraries owned by individual advocates who may use the library only either in the morning or in the evening after the court hours. There may be some libraries owned by the bar associations and lawyers' firms

which may function throughout the day. The latter, perhaps, will function for longer hours. But, in all these cases the librarian need not worry about the public or the users of the law library who may be other than those for whom the library is meant. These libraries, in a way, are wholly private and they need not take into consideration the needs of other people. So is the case with the law libraries owned by law ministries and legal rememberancers offices in the state.

The real problem arises in the case of college/department libraries and research libraries. In India, perhaps, the only research library for law at present, is that of the Indian Law Institute. There may be a third category also where such problem will arise. And that is in the case of Parliament library at the Centre and the State Legislatures libraries in the States. Here also the librarian has to keep in mind the needs of the members of the Parliament and of state legislatures who may like to use the library after their business is over in the Parliament or state legislatures. It is very likely that in all these libraries the practice of not issuing the books is followed and hence the librarian will face the difficulty of providing the best use of the material.

The only way out of this seems to be that the library should be kept open on all days throughout the year except the five days and, for longer hours. This will give enough time to the users of the library to make use of the books. The five days on which the library may be closed are 26th Jan., 15th Aug., 2nd. Oct., and two days at the time of Holi. On all other days, the library should be kept open and it should run in two shifts so that the working hours on each day may be from 8 A.M. to 8 P.M. or from 9 A.M. to 9 P.M. The idea is to provide maximum time to the readers. If the library is open for longer hours in a day then people can come before and after the office hours, classes, and other business hours. In the college/department libraries enough seats should be provided to accommodate enough numbers. It may be possible that on

Sundays and holidays the attendance in the library may be very thin, even then the library must be open. In fact, even if one reader makes use of the library it is worth opening it.

Providing typing facilities : On the other hand when the books are not to be allowed to be taken home, the library may provide a room where people may type out the material which they want. This will mean that the library will have to have a separate room and a typewriter, if possible. This seems to be an impossibility in the present circumstances, though some colleges may afford to provide it. It is very likely that there may be some students who may bring their own typewriter but a separate room must be provided to them otherwise they will disturb the other readers. In the new colleges which are coming up, this does not seem to be an impossibility as, space for such rooms can be planned at the initial stage.

Providing typed or photostat copies of the material desired may also be useful proposition but this seems to be an impossibility in India at present. If some libraries can afford them they should do it. But, while providing such copies the person taking such material should always be told about the copyright problems of the material so that he may not make unauthorised use of the material.

As discussed in the chapter on the building, provision for a typewriter room should be made in the very beginning when the building is planned. But, this can be arranged even at a later stage, the only thing required is a desire to provide it. In almost all the foreign law libraries this facility is provided. May be that it is due to the fact that students use typewriter very often and the typewriters are very cheap so that any student can purchase it. But, here also we can atleast provide the facility. If some students can manage their own typewriters then it is well and good, otherwise only one typewriter can serve the purpose. If there is a great rush for the work, then it can

be regulated and managed on the basis of first come first served.

In the Indian Law Institute we have some arrangement where the readers are provided a room and if necessary a typewriter also. Otherwise, they can bring their own typewriter and do the job.

Monthly acquisitions lists : Many libraries in India and foreign countries issue their monthly acquisitions lists. In this list are included all the books, reports, and monographs. Some may even include the articles — Indian as well as foreign. These lists are very useful in so far as they tell other libraries what material you have in your library. Similarly, you know of the material which is available in other libraries. The importance of such lists increases in the case of a law library specially because the books are not issued out in a law library and hence it becomes all the more necessary to tell others and to know as to what material is available in your as well as in other libraries. When we know these things then only it will be possible to either approach the other library for some material which you want, or tell your staff that they should go to such and such libraries where the material which they require is available.

This way there is a great possibility of library cooperation and better service to the readers. If this information is not available then, perhaps, the time in going over to the other library may be wasted as the material may not be available there also. On the other hand there may be some very useful material in some libraries which may not be known to the readers. If these lists are prepared in libraries and are circulated on a mutual basis then the readers may know of so much material.

We can very well say that this information can be gathered on telephone also. But, this will be true of local libraries alone. What about the libraries which are located outside the city? The automatic distribution of such lists by the libraries will solve this problem.

Apart from knowing the material for reading purposes these lists can also serve the purpose of book selection tools for, these lists will include many new books which your library might not have acquired. Or, specially in the case of foreign libraries' lists, they may list new books more quickly than in any other journal. Thus, information about new books and reports will reach you more quickly. In the same way foreigners will know about your books quickly than they would know otherwise. But, for this it is necessary that the monthly lists should be brought out soon after the month and regularly. Secondly, these lists should be sent to the foreign countries by air mail. If the lists are sent by sea mail then they will take more time in reaching there and no purpose will be served. It may be a bit costly affair but it is worth it.

As said earlier, the list can be made comprehensive by including books, articles, and monographs. Even the legislative material can be included. This section will be very useful as there are hardly any journals giving information about this material and, if it is indexed properly then much labour can be saved. But, if it is found that it is difficult to make the list so comprehensive then other things may be left out.

These monthly lists may be very useful even to the booksellers who may select good books out of it and order them for their shop. The monthly lists issued by the Indian Law Institute library have been very popular and they are, at present sent to many people in India and abroad. The lists include books, articles published in foreign journals and received in the library during the month, and the central legislative index. From experience it has been found that it does not involve much labour, nor does it require much time. The only thing is that it has to be done from the very beginning of the month. The process starts the moment you accession a book or receive a journal.

How to prepare monthly lists : It is done like this. When the books are accessioned all the selection cards are kept

together, for the whole month. Similarly, when the journals are received those articles which are thought fit to be indexed are marked. There may not be many journals daily and a person may finish the work every day if he devotes only few minutes daily. The typist goes on typing out these articles on cards and they are also kept together for the whole month. Thirdly, the parts of the Gazette of India which are received during the month are kept together and at the end of the month all the entries relating to the Bills, Acts, and Select Committee reports on Bills are also typed on the cards. Now, all the cards belonging to the three types of materials are ready. The cards relating to the books and those relating to the articles are merged together and are arranged according to the subject matter in a tray. The cards relating to the legislative matter are kept separately after the former two types of cards. These cards are arranged alphabetically by the titles of the Bills, Acts, and reports of the Select Committees. The cards are sorted out separately according to these categories.

The typist now goes on typing the list. In the first portion of the list which contains books and articles both, some attention is to be paid. To differentiate the two things the typist is to type the first word of the 'book entry', which will generally be a surname of the author, in capital letters, while in the case of the articles the words will be typed out according to normal procedure. This will at once show out the 'book entries' in the list and the article entries would be separated. Another difference between the 'book entry' and the 'article entry' is that the former will also have a call number while the latter will not have such a number.

Entries in the legislative portion give information about the name of the Bill or Act, and the Select Committee reports, part of the Gazette of India and its number, and page. This will help in locating the gazette at a latter stage when required.

After the list has been prepared the cards relating to the first portion are again separated. Cards relating to the articles

are destroyed as they will no longer be useful in our library. It is so because, if we are receiving the indexes to foreign periodicals and other indexes which include all these articles, there is no point in preserving them. But, libraries can preserve them in their card cabinet if they are not receiving any of the indexes. Cards relating to the books are merged in the tray which has all the cards for typing. The cards relating to the legislative index may be maintained in the card cabinet so that they may be referred to even at a latter stage. If possible, a consolidated index to legislative material may be brought out later.

The whole process may appear very difficult and time consuming but, once started, it will not take much time and will be very easy. Of course, a typist is a must for this work.

CHAPTER SIX

LEGAL MATERIALS

Working in a law library requires that the staff should have some knowledge about the legal materials of India as well as that of some other countries. Specially, some knowledge about the legal publications of those countries whose systems are more like ours, is quite essential. In the following pages an effort is made to list some of the materials of Australia, Canada, U.K. and U.S.A. These countries have been chosen as, their cases and statutory material is often referred to in our country and a knowledge of these materials would go a long way in helping the readers in a law library.

The material has been divided in categories, *i.e.*, it will be listed under the headings 'Statutory material', 'Law Reports', 'Digests', and 'Legal Encyclopaedias'. It may not be possible for every library to acquire these sets but, if at all possible then they may be acquired. Before placing orders for any of them it should be ascertained, either from any bookseller or from the publishers direct, as to what is the latest position about a complete set and price etc. If there is some arrangement to keep the set upto date then subscription should be paid and order be placed on a standing basis. This will keep the sets upto date.

AUSTRALIA

Statutory material

Acts of Parliament of the Commonwealth of Australia, 1901-1950. 6v. (As amended of 1950). The sixth volume contains a subject index and alphabetical and chronological tables of statutes passed since 1901. After this there is an annual volume each year.

Cumulative supplements to the consolidated edition are published each year bringing the statutes contained in the consolidated edition to date.

Commonwealth Statutory Rules, 1901-1956. 5v. Sydney, Law Book Co.

After 1956 there is a volume every year which consists of 'Statutory rules made under Commonwealth Acts' during the year and 'also selected proclamations, orders, etc. with table and index'.

Law Reports

Australian Law Journal. The Australian Law Journal, started in 1927, has been reporting decisions of high court and Privy Council, but in 1958 they started giving these reports in a separate section under the title of Australian Law Journal Reports. This section has separate pagination.

Commonwealth Law Reports, 1903—. Sydney, Law Book Co. These are the authorised reports of the high court of Australia—the highest court of the country, and also of the decisions of the Privy Council on appeal from high court.

A cumulative index to volumes 1-111 has been published.

Federal Law Reports, Vol. 1 (1956)—. Sydney, Law Book Co. An authoritative series of Australian reports, being reports of cases decided by federal courts (other than the high court), state courts exercising federal jurisdiction, courts of territories and the Courts-martial Appeal Tribunal, the Trade Practices Tribunal, the Copy-right Tribunal, and decisions of the Commonwealth Industrial Courts.

It reports cases relating to matters of federal jurisdiction.

Digests

Australian Digest, 2d. ed. Sydney, Law Book Co. Each volume of this digest includes cases upto the end of December last.

The first edition consisted of 24 original volumes and covered cases from 1825 to 1933. Then there were some supplements bringing the set uptodate.

CANADA

Statutory material

The revised Statutes of Canada. Ottawa, Queens Printer. Rev. 1971. 8 v. plus 2 v. index. It includes all the Acts in force in Canada, including the British North America Act.

Acts of Parliament of Canada. These sessional laws are published annually and bring the Revised Statutes set uptodate.

Statutory Orders and Regulations, consolidated. Rev. 1955. Ottawa, Queen's Printer, 1955. 5v. All the orders and regulations issued under different Acts are collected in this work.

New orders and regulations are printed in the CANADA GAZETTE, Part II.

Law Reports

Canada Law Reports — Supreme Court. This is the official publication of the Canadian Court. It reports cases decided by the Supreme Court of Canada.

First series 1876-1922 (known as Reports of the Supreme Court of Canada)

Second Series 1923-to date

Canada Law Reports — Exchequer. This is also the official publication. Previously known as Reports of the Exchequer Courts of Canada (1891-1922), it is still continuing as above.

Dominion Law Reports. Toronto, Canada Law Book Co. This covers all the cases from all the courts in Canada and cases decided on appeal by the Privy Council. It was started in 1912 and is still continuing.

There are three series of this report — first covering the period from 1912-1922, the second series covers the period from 1923-1955, and the third from 1956 to date. Actually the volumes from 1956 to 1968 are marked as D.L.R. 2d. and volumes after 1968, *i.e.*, from 1969 are marked as D.L.R. 3d. The total number of volumes from 1956 to 1968 are 70 and from 1969 the volumes are again numbered as 1 onwards.

Thus, while the numbering of volumes in the first and third series is consecutive and the volumes are cited by numbers, in the second series they are cited by year and volume.

There is a consolidated table of cases to volumes 1-70 (1912-1922) and one to D. L. R. 2d. for volumes 1-70 (1956-1968).

Digests

Supreme Court Cases (1923-1950). Montreal, Wilson et Laffeur. 1951. 1v. It covers all the decisions of the Supreme Court of Canada published in Canada Law Reports.

Index to Supreme Court of Canada Reports, 2d. ed. 3 v. Toronto, Butt. 1969.

Canadian Abridgement. 2d. ed. 35v.

This digests cases decided by the Canadian courts from 1923 to the present. There is an annual volume also bringing the digest uptodate.

There is also a monthly digest of Canadian cases called **Canadian Current Law.**

U. K.

Statutory material

Statutes Revised (1235-1948). 3d.ed. London, H. M. S. O. All the statutes in force at the end of 1948 are contained in these volumes. However, it does not contain Acts of Parliaments of Scotland from 1424-1707 which are to be found in a separate publication called **The Acts of the Parliament of Scotland, 1424-1707**. This one volume edition has been revised upto 1964.

For any amendment to these Acts there is another annual publication which should be consulted. This is called **Annotations to Acts** and is very useful to keep the set upto date.

Public General Acts and Church Assembly Measures. London, H. M. S. O. This annual volume contains Acts passed by the British Parliament after 1948, and provides, along with index, alphabetical and chronological lists of the Acts and Measures of the year, the effects of these provisions on the previous ones.

Index to Statutes in force. London, H. M. S. O. This is an annual publication in which all the statutes in force at the end of the previous year are collected and arranged alphabetically under proper subject headings. If a reader consults this then he will find a reference to the particular provisions relating to his subject.

After having found the Acts on his topic he is also to ensure whether it is still in force or whether some amendments have been made to those provisions. For this he has to consult another publication called **Chronological Table of Statutes**. This is a cumulative annual publication giving information about repeal or amendments to all statutes made since 1235.

S.R. & O. and S.I. Revised. London, H.M.S.O. 25v. This contains subordinate legislation — orders in council and certain orders, rules, regulations, etc. made by ministers previously known

as Statutory Rules and Orders and now as Statutory Instruments in force at the end of 1948.

After 1948 there is a publication called **Annual Volumes of Statutory Instruments** giving the above information. Therefore, to keep the set of 25 volumes uptodate it is essential that these annual volumes should also be subscribed.

Index to Government Orders (Published in alternate years). London, H.M.S.O. This contains references to all the rules, orders, regulations, etc. and the information is arranged alphabetically under proper subject headings. It does not contain material of local nature.

Table of Government Orders. London. H.M.S.O. This is a cumulative annual publication and contains information of any changes in government orders after the Index to Government Orders was published. Since the index is published after two years this annual publication is of great help.

Apart from this, there are annual, monthly, and daily lists of Statutory Instruments which keep the information uptodate.

Law Reports — Statutes : London, Incorporated Council of Law Reporting 1866—. This is a regular publication. Some time there are two volumes in a year and some time only one.

Halsbury's Statutes of England : London. Butt. 3d. ed. This is perhaps the most useful publication for statutes in England, as it gives very useful annotations. Apart from the volumes in the set it is kept uptodate by loose leaf service.

Halsbury's Statutory Instruments, London, Butt. 1955. This is a non-official publication. It is kept uptodate by loose leaf service.

Law Reports

All England Law Reports. London, Butt. 1936—. Also there are reprinted volumes covering the period from 1558-1935 in

30v. This series contains cases which were previously reported in Law Times Reports.

The All England Law Reports has three volumes each year. This contains cases of superior courts and there may be some cases which are not found in the Law Reports series. Also it contains some annotations which are very useful.

Law Reports. London. The Incorporated Council of Law Reporting. 1866-. A complete set of law reports should consist of the following courts :

First series

Admiralty and Ecclesiastical cases	- 4v. - 1865-75
Crown cases reserved	- 2v. - 1865-75
Common Pleas cases	- 10v. - 1865-75
Chancery Appeal cases	- 10v. - 1865-75
English and Irish Appeals	- 7v. - 1866-75
Equity cases	- 20v. - 1866-75
Exchequer cases	- 10v. - 1865-75
Privy Council Appeals	- 6v. - 1865-75
Probate and Divorce cases	- 3v. - 1865-75
Queen's Bench	- 10v. - 1865-75
Scotch and Divorce Appeals	- 2v. - 1866-75

Second Series

Appeal cases	- 15v. - 1875-90
Chancery Division	- 45v. - 1875-90
Common Pleas Division	- 5v. - 1875-80
Exchequer Division	- 5v. - 1875-80
Probate Division	- 15v. - 1875-90
Queen's Bench Division	- 25v. - 1875-90

Third Series

Appeal cases	1891-
Chancery Division	1891-
King's (Queen's) Bench	1891-
Probate Division	1891-

The third series is the current one and, therefore, it will be seen that the current parts consist of four courts. Therefore, the monthly parts, when received in the library, should be examined as to whether they are complete.

Law Journal reports. 1822-1949. This consists of two series as follows :

Law journal reports, old series —1822—1831=9v.

Law journal reports, new series —1831—1949=118v.

This series contains decisions of various courts of England. But, it requires great labour to find out a case in this as, there is too much intermixing of reports.

This series was merged with the All England Law Reports from 1950.

Law Times Reports, 1859-1947. 177v. This series was also merged with the All England Law Reports from 1948.

Times Law Reports, 1884-1952. 66v. London, The Times.

Digests

English and Empire Digest. London. Butt. 1961—. This is the most comprehensive digest of English case law with very good analytical notes. It was first published in 1919 and was completed in 1930. Replacement volumes from 1-54 have now been published,

To bring the search of the cases upto date issues of **Current Law** must be consulted, This publication is published by Stevens & Sons, London. It is published in four parts- (1) Current Law, a monthly, (ii) Current Law Yearbook, (iii) Current Law Consolidation, and (iv) Current Law Citator.

Encyclopaedias

Halsbury's Laws of England. London. Butt. This is the most widely used legal encyclopaedia giving detailed and upto date description of Law on a particular subject.

There have been three editions of this work so far. The first was completed in 1917 under the editorship of Lord Halsbury, the second in 1942 under the editorship of Lord Hailsam, and the third in 1963 under the editorship of Lord Simonds. That is why sometimes these editions are called by the readers by the names of the editors.

To keep the set upto date **Cumulative Supplements** are issued every year.

U. S. A.

Statutory material

Statutes At Large. It contains federal statutes of the United States of America. They are published after each session of the Congress.

This set was revised and published in 1875 under the title of **UNITED STATES STATUTES REVISED**, deleting all the repealed Acts. A second edition was also published in 1878.

United States Code. This is the official publication containing all the Acts in force in the U. S. A. It consists of fifty titles, i.e., the Acts have been grouped together in fifty titles.

United States Code Annotated. St. Paul, Minn., West Pub. Co. This set is most useful. The whole set is divided in fifty titles as, in the former case and is kept upto date by issuing annual pocket parts. The index volumes are very comprehensive. Its annotations, including the historical background notes, are very useful for readers.

A complete set of this should (as of 1970) consist of 153 books.

Law Reports

American Law Reports. N. Y., Lawyers Cooperative Publishing Co. This is a very useful publication covering federal courts as well as the state courts. Though inclusion is very selective. It is specially useful in view of the very high cost of the state reports. Perhaps no library in India has so far been able to have a complete set of state reports.

A complete set of A.L.R. should consist of the following volumes :

ALR 1st.	1-175v.	
Quick index	1v.	
Permanent Digest	—	12 v.
Word Index	—	4 v.
Blue Book	—	4 v. and
Latest pamphlets		
ALR 2d.	—	100 v.
Digest	—	7 v.
Word Index for v. 1-75	—	2 v.
Word Index for v. 75-100	—	1 v.
Later case service	—	12 v.

(First three are numbered as vols. 1-3 and the rest are unnumbered)

Latest Supplement

ALR 3d. Vols. 1—
with latest supplement; quick index for ALR 2d-3d (with supplement) for vols. 1-29

ALR Federal 2 v.

Quick index with supplement to vols. 1-2

U. S. Supreme Court Reports, L. Ed. N. Y., Lawyers' Cooperative Pub. Co. This is a non-official publication covering Supreme Court decisions. The official supreme court report is also covered in this. In addition it provides very useful

annotations to some cases. It is now running in the second series. A complete set of this should consist of 100 volumes in the first series, one index to annotations covering volumes 1-4 of the second series, and 24 volumes upto the end of 1969.

Federal Reporter. St. Paul, Minn., West Pub. Co. 1880. This covers decisions of the lower federal courts. A complete set of this should have the following volumes (as of Jan. 1970) :

Federal Reporter	— 300 v.
Federal Reporter 2d	— 1—446 v.

Federal Rules Decisions. St. Paul, Minn., West Pub. Co. 1940 —. This series reports cases dealing with federal rules of civil as well as of criminal procedure. It is highly useful as these cases are not reported anywhere else.

As of Jan. 1970 there have been 47 volumes.

Federal Supplement. St. Paul., Minn., West Publishing Co. 1932 —. It reports cases of district courts on a selected basis. As of Jan. 1970, 304 volumes have been published.

Digests

American Digest System. St. Paul, Minn., West Pub. Co. This set should consist of the following series :

First	Decennial	Digest	1897 - 1906	25 v.
Second	"	"	1906 - 1916	25 v.
Third	"	"	1916 - 1926	29 v.
Fourth	"	"	1926 - 1936	36 v.
Fifth	"	"	1936 - 1946	52 v.
Sixth	"	"	1946 - 1956	36 books
Seventh	"	"	1956 - 1966	38 books App.

General Digest

U.S. Supreme Court Digest. N. Y., Lawyers Cooperative Publishing Co. 20v.

Encyclopaedias

American Jurisprudence. N.Y., Lawyers Coop. 2d ed. The first edition of this work was started in 1936. Now the second edition is being prepared and some volumes have been received.

The arrangement is subjectwise arranged alphabetically.

Corpus Juris and Corpus Juris Secundum. Brooklyn, the American Law Book Co. Corpus Juris was published in 72 volumes between 1914-1937. The Corpus Juris Secundum started in 1936 and is still continuing.

The volumes are kept uptodate by issuing the annual pocket parts. A complete set of C.J. S., as of January 1970, should consist of 135 books.

CHAPTER SEVEN

INDEXES AND INDEXING

Indexes play a very useful role in collecting material. Their utility is much increased when there are a number of periodicals publishing a lot of material in a field. An index which may bring together all such material under appropriate subject headings is bound to prove a boon to the researchers. We have very good indexes of this type but they are all published from foreign countries. In India there was no index of such type until recently when the Indian Law Institute started bringing out such an index from 1963. Although it is not comprehensive yet it covers almost all the legal periodicals of India.

Then there are indexes to a particular periodical only covering a number of volumes. These are published by the respective periodicals themselves. But, in this case also there are very few journals which have brought out such indexes. The utility of such indexes is that the reader does not have to see each and every volume of a particular journal. All the material published in a journal upto a particular volume is brought together under appropriate subject headings. These subject headings are very comprehensive and material can be searched under these headings. It becomes, at times, necessary to do so as some readers may like to see whether any article or case comment or notes have been published in a particular journal. The readers may like to see this journal because they may think that this journal is of reputation or it is of specialised nature in the field. Hence, if an index of cumulative nature is available then much time will be saved.

These cumulative indexes can serve another purpose also. In these indexes there are two more indexes apart from the subject

index. One lists all the authors alphabetically, who have contributed articles in all the previous volumes of the journal. Another lists all the articles by title arranged alphabetically published in all the volumes previously. Similarly there may be another list for case comments or comments and notes. These lists are very useful as they meet all the approaches of a reader. For example, if a reader knows the name of the person who has written some article in that journal but he does not know in which volume that article has been published. In such cases the index to authors will help him to find the relevant article. Similarly if he knows only the title of the article or the comments then the lists of articles and comments will help him find the desired article. Yet another advantage may be when a reader wants to know whether any case comments have been published on some important decision. The list of case comments may help him find it as under this list all the cases are arranged alphabetically.

Thus the cumulative indexes are very useful to the readers. They may also be useful to the library staff in preparing the bibliographies as will be discussed in the chapter on bibliographical services.

Useful indexes - Indian : There are very few cumulative indexes covering the whole set of a periodical in India. Those which have come to my knowledge are listed below.

The Bombay Law Reporter - Sixty five years Digest : This digest covers the period from 1899-1963 (Vol. I-LXV) and has been brought out in four volumes. It has been prepared by Shri P. Ramaswami and A. K. Sarkar. It has been published by Iyer & Iyer Private Ltd., Bombay.

Six years Gujarat Law Reporter Digest : This covers the first six volumes of the Gujarat Law Reporter from 1960-1965. It has been prepared by Shri B. A. Soni and J. B. Soni and has been published by the Gujarat Law Reporter Office, Ahmedabad.

Digest of Travancore-Cochin & Kerala case law : This has been prepared and published by the Kerala Law Times, Ernakulam.

The period covered is from 1954-1958. The publication is in two volumes.

Consolidated Index to Income Tax Reports : This covers volumes 1 to 50 of the Income Tax Reports. It has been prepared by Shri A. N. Aiyar and has been published by the Company Law Institute of India, Madras, in 1965.

One thing is to be noted that all these indexes are mainly a digest of cases appeared in the above journals. They do not consolidate the articles and other features of the journal which appear from time to time.

Useful indexes - foreign : There are some indexes to foreign journals which are of great importance. These journals issue such indexes from time to time, either to consolidate all the entries in one volume or to supplement the previous volumes. Thus, in the former case a fresh volume covering all the volumes from the very beginning, is issued and in the latter case a new volume is issued covering the volumes after the volume covered in the first index or the previous index. Therefore, in the case of first type of indexes the previous indexes will be useless after the new volume has come, in the second case all the previous volumes also will have to be maintained.

The following is the list of indexes to some important foreign legal periodicals :

American Journal of International Law- Cumulative analytical index to the journal, Supplements, and Proceedings of the American Journal of International Law. Three volumes covering the period from 1907-20; 1921-40; and 1941-60

Australian Law Journal : Cumulative index to volumes 1-38 (1927-65)

Canadian Bar Review : Cumulative index to volumes 1-38

Harvard Law Review : Cumulative index to volumes 1-50 and 51-55

Law Quarterly Review : Cumulative index to volumes 1-80

Michigan Law Review : Cumulative index to volumes 1-20; 21-35; and 36-61

Modern Law Review : Cumulative index to volumes 1-21

Stanford Law Review : Cumulative Index to volumes 1-15

As mentioned earlier these indexes are very useful and effort should be made to acquire them if the library has these journals. It will save a lot of time. There are many indexes of this type to other journals and are issued from time to time. The best way to know about these indexes is to see the particular journal itself in which the publishers announce the publication of a new index.

Indexes to all journals : Apart from these indexes of individual journals, there are indexes which cover many journals. Such indexes are much more useful if we want to collect material on a particular subject, or to see a case comment. Also, it will help us in locating a book review of a particular book. Thus, although the system of indexing is the same as in the case of individual indexes to periodicals, here the coverage is much wider. The two very useful indexes of this type which will serve the purpose to a great extent are the **INDEX TO LEGAL PERIODICALS** and **INDEX TO FOREIGN LEGAL PERIODICALS**. The difference between the two will be clear if we look to the preface of these two indexes. Also from there we can see the system or arrangement of indexing and guidelines for use of the index. The following note in the preface of the two publications will show the scope of the two publications :

"Legal periodicals published in the United States, Canada, Great Britain, Northern Ireland, Australia and New Zealand are indexed in the **Index to Legal Periodicals** if they regularly publish legal content of high quality and permanent reference value. Yearbooks, annual institutes, and annual reviews of the work in a given field or on a given topic are also included. Articles must be atleast five ordinary pages or

two folio pages, and book reviews atleast two ordinary pages or one folio page in order to qualify for inclusion. Case notes are indexed regardless of length".

Another important index - **INDEX TO FOREIGN LEGAL PERIODICALS** has the following scope :

"With this index, the American Association of Law Libraries is making available the contents of the main legal periodicals dealing with international law (Public and Private), comparative law and municipal law of all countries of the world other than the United States, the British Isles and countries of the British Commonwealth, whose systems of law have a Common Law basis. The Index to Foreign Legal Periodicals thus complements and, to a limited extent, duplicates the Index to Legal Periodicals which gives information of the contents of legal periodicals mainly in English. The contents of selected volumes of legal essays, Festschriften, Festgaben, Melanges etc., have been indexed since 1963."

* * *

"Legal articles (in periodicals or collections of essays) of atleast four pages in length are included. Book reviews are indexed if they are two and a half or more pages in length."

Thus, it can be seen that, although these indexes are, to some extent overlapping in coverage, they are very useful and libraries should try to have both of them.

In India we have only one such index as stated earlier and that is the **INDEX TO INDIAN LEGAL PERIODICALS** prepared by the Indian Law Institute Library. This is a half yearly publication and is very useful. Libraries should always try to get it.

Indexing your own periodicals : If one could index his own periodicals regularly it could be very useful for the readers of

his library. This is specially so when we do not have any such index of the Indian periodicals except that prepared by the Indian Law Institute Library. Even when a library is subscribing to this index it will be very useful to index one's own periodicals, i.e. the periodicals which his library is receiving. This is so because there will always be some time lag between the issues of this index received in the library and the periodicals themselves received in the library. The Index to Indian Legal periodicals, as said earlier is prepared from all the periodicals received in the library of the Indian Law Institute. These periodicals will, generally, be received in all the Indian libraries almost the same time. It may take atleast one year for the Index to Indian Legal Periodicals to index these periodicals as it is a half yearly publication. Therefore, this Index, though very useful, is very late in giving the information. On the other hand if the libraries are indexing their periodicals either on weekly basis or on monthly basis, then they will be able to provide the information to their readers more quickly. It may not be done on a permanent basis, i. e. when the issues of the Index to Indian Legal Periodicals are received these indexes prepared by the libraries may be destroyed. It will be useful to get these indexes and preserve them because they will cover more periodicals than the index prepared by the individual library.

The same is true of the foreign periodicals. As the subscription rates of the two foreign indexes mentioned above are very high, it may not be possible for many libraries to subscribe to these indexes. Therefore, it will be better if the libraries do indexing of their own of all the foreign periodicals which they are receiving. But, if the library is receiving these indexes then it may not be very useful to do indexing. The reason for this is that, by the time the foreign periodicals will be received in the library the indexes, specially the Index to Legal Periodicals, indexing those periodicals will also be received by the libraries. Therefore, there will not be any necessity of indexing the foreign periodicals. There may hardly be a gap of fifteen days or so

between the issues of periodicals and the Index being received in the library. This is so because it takes from four to five months for foreign periodicals to arrive in India. The Index to Foreign Legal Periodicals also takes almost the same time. The time taken by them in indexing and printing the parts is very little, therefore, they are able to index the periodicals so soon,

The Index to Foreign Periodicals takes some more time as it is a quarterly publication. But, there will be very few periodicals which are indexed in this publication and which any library is receiving. Therefore, it will not be necessary to index such periodicals. But, if some libraries are receiving some periodicals which are included in this Index then they should be indexed.

When a library takes up indexing the periodicals then they should be indexed in one list, i.e. the Indian and foreign periodicals should be included in the same list. The entries should be arranged according to subjects.

How to do indexing : Indexing of periodicals may appear to be a difficult task. But, once it is taken up, it will go on very smoothly and without much difficulty. The only thing required on the part of the librarian is an urge to do it.

First we have to decide as to whether we want to do it separately or we want to include it in the monthly lists. If we decide to follow the latter practice then the procedure laid down in the chapter on monthly lists may be followed. But, if we decide to do it separately then it is althemore easy.

The librarian or the person incharge of indexing the periodicals, has to do the job daily without fail as and when the periodicals are received. He has to mark the items which he wants to index and brought to the knowledge of the readers. This may become necessary to draw the attention of the readers on which they are doing some research. But, this may not be necessary in a college/department library where the readers may require articles on any subject. Therefore, he has to prepare the

cards, i.e. he has to note down all the entries of articles case comments, notes etc. on the cards. These cards are to be filed according to subject in a tray. The subjects may be arranged either in a simple way by the alphabets of the subject headings or according to some classification scheme. This process will go on till the period of indexing is over. For example, if the lists are to be issued every week then after the week is over the index or the documentation list will be typed, or cyclostyled. Similarly, if the list is to be prepared every fortnight or every month then after the fortnight or the month, this list has to be prepared.

The entries should include correctly all the information necessary to locate the material, i. e. the title, name of the author, name of the journal, issue number or the year, and the page. As far as possible the citation to the periodical should be that which is printed on the journal itself. This can be found out from the journal itself as, on the back of the title page is printed 'cite as.....'. This will facilitate understanding the name of the periodical. If the libraries abbreviate the name of the journal according to their own sweet will then it may not be possible for the readers to know the name of the periodicals.

It should be remembered that this index will be more useful if we satisfy the 'author' and 'subject' approach both, of the readers. Therefore, it is necessary that each entry of the article and the comments should have two cards. One card will be merged in the subject sequence, the other will be merged in the alphabet sequence according to the surname of the author. But, there has to be some difference between the two cards and hence the two entries. While the subject card will have full entry the author card will be only a reference entry. It will save some time and labour and avoid duplication. The author card will have 'name of the author in inverted form', the second line will have the name of the 'subject' under which his article or comments have been indexed, and in the same line after the subject and within the round brackets will be given the 'first letter' of the title of the article or the comments. This will facilitate locating the

article. As it may happen that there may be many entries under this subject heading then, if the first letter of the title is given under the name of author, it will help locating the title which this author has written. Therefore, it is very necessary to mention the first letter of the title.

This is all about the preparation of the index to periodicals or you may call it the documentation work. If the library is not receiving any of the three indexes mentioned earlier then it may well be desirable to maintain all these cards so that at the end of the year they may be cumulated in one index and be published or even cyclostyled. Even if it is not thought proper or even if the funds do not allow to print such a cumulative index, the cards may be stored in a card cabinet under different subject headings just as the cards for the books are kept. This will, at any time in the future, help locating any article published in the past. It will also help in the preparation of bibliographies on different topics. Therefore, these cards should not be destroyed. Even if a card cabinet is not available the cards must be maintained in some other form.

In addition to the articles, case comments, and notes, the libraries, if so desire, may also index the book reviews. This will help in finding out a book review of a particular book. It may be necessary to do so at times to judge the quality of a particular book and may help in the purchases.

Indexing the legislative material : Indexing of the legislative material - central and states - becomes necessary as the legal research has to be brought upto date. It is likely that many legislative measures escape notice of researchers and hence their study may be incomplete or out of date. Therefore, to bring to the notice of the readers the latest statutory position on a given subject it is necessary that indexing of the statutory material should be done. This can be done to cover the Central as well as state legislative materials, or can be restricted to the centre only. But, it would be better if the indexing is taken up of the central as well as of the state in which the library is situated.

Again, this can be done either separately or with the monthly acquisitions lists as suggested earlier. The process of indexing is as follows.

How to do it : It is presumed that the library which decides to take up the indexing work is receiving the Gazette of India and the gazette of the state in which it is situated. The latter would be necessary if the library wants to index the state material also. Now, as and when the parts of the gazette are received in the library, the typist or the person concerned has to prepare a card for each entry, *i. e.* for the Act, the Bill, and the Reports of the Select or Joint Committee. This card should have the following information - 'No. of the Act', 'date', 'Acts' or 'Bill' or 'Reports of the Select/Joint Committees', all these three in one line on the top; second line should consist of 'name of the ministry along with department if any' or 'Name of the House' in the case of Bills (here that House will be mentioned in which the Bill is introduced); third line will consist of the 'name of the Act' or the 'Name of the Bill' as mentioned in the gazette. Here one thing is to be remembered that in the case of Bills the name of the Bill is always given as Act, *i. e.* in the title of the Bill the word 'Bill' is not mentioned. But, while preparing card for Bills this 'Act' should be replaced by 'Bill' otherwise there will be some confusion. The last line will consist of the 'Part and number of the Gazette', along with the issue and page number. In other words this line will be the location line. The samples below will make the position clear :

Card for Acts

No. 1 of 1969

13 Jan. 1969

ACTS

India, Ministry of Law (Legislative Deptt.)

The Uttar Pradesh Universities
(Amendment), Act, 1969.

GOI : II-1-Ex. p. 13 (3)

Card for Bills

No. 9 of 1969

18 February 1969

BILLS

India, Lok Sabha

The Delhi Motor Vehicles
Taxation (Amendment) Act, 1969.

GOI: II-2 p.-43 (2)

After these cards have been prepared they should be merged in a tray arranged according to the title, alphabetically. The Acts, Bills, and the Reports should be kept separately. If it is decided to issue the lists of this material weekly then the list should be prepared after that time. In the same way fortnightly and monthly lists may be issued out. The lists can be easily typed out from the cards. All the information given on the cards has to be given on the list.

Even after the lists have been prepared and distributed these cards should not be destroyed. Instead they should be maintained in the card cabinet for future reference. This is necessary as, there is no publication which indexes these Acts and Bills. It may be found in some periodicals like the A.I.R. but that too is not so useful as your own cards. Mainly because these periodicals lists only Acts, they do not give any information about the Bills and Reports. Secondly, it will be only after some time that this information in a consolidated form will be available in these publications. It is, therefore, desirable and advantageous to maintain these cards properly in the library.

Another advantage of maintaining the cards is that references to the last many years will be available at one place in the card

cabinet. The periodicals will not give this information in a cumulative form. But, this will be possible only when the cards, after each list has been prepared, are merged properly in the card cabinet promptly. It will be an additional advantage to the readers, not only of the library which is doing the job but for others also if the library could prepare a consolidated index to the legislative material and distribute it or even put it on sale. As, there is no such index so far in India, it will be a great help to the legal mind.

Downloaded from www.dbraulibrary.org

CHAPTER--8

REFERENCE SERVICE

In a law library the reference service will be relating to, mainly two things. One, relating to the cases decided by the Supreme Court or the high courts or those of foreign countries, and the other relating to the Acts, notifications, rules etc. either of our country or of foreign countries. Therefore, it is most essential that a reference librarian of a law library or the person who is supposed to do some reference service should be familiar with the legal systems and legal literature of his own country as well as of various other countries. Amongst the foreign countries he should atleast be familiar with those systems which are very often quoted in our judgments and on which is based our judicial and legislative systems. Therefore, the legal systems of the U.S.A., U.K., Australia, Canada, and New Zealand should be very well known to the person. We have taken much from these legal systems and even today courts cite from the judgments of the U.S.A., U.K., and Canada. It is not possible for the librarians to be fully trained in these systems yet they may be expected to have sufficient workable knowledge about these systems and their legal literature. They may acquire this knowledge by reading some books or even by plunging into it direct by working on the reference questions relating to these countries. Therefore, one should not be disheartened, the only thing required is honest efforts.

The familiar questions regarding the cases may be as follows:

Locating a case : Some reader may come with the name and subject of a case but he may not be knowing the citation and, therefore, he is unable to find the case in the law reports. He is unable to locate it in any law report as he does not know the other part of the case, i. e. the year. If the year is known then it is very easy to locate in the corresponding volume or in the later year. For

example, if it is a Supreme Court judgment and the year is also known then it is easy to locate it in the volume relating to that year. But, if the year of the decision is also not known then he will not find it easy to locate it.

In such cases digests are very useful source to tackle the question. For example, if the subject of the case is also known then the YEARLY DIGEST will help as, under the particular subject we can find that case. But the difficulty would be that we will have to search all the yearly volumes, which may be very time consuming. The other way, and a better way can be to search the case in the FIFTY YEARS DIGEST, the FIFTEEN YEARS DIGEST, and the QUIQUENNIAL DIGEST volumes. And after that, if the case is still not found then search should continue in the annual volumes of the YEARLY DIGEST. So much search is necessary because the reader does not know any other thing about the case. For example, he does not know whether it is a supreme court case or a high court case, and if the high court case then of which high court, or when it was decided. He only knows the name of the case and the subject of the case.

But, suppose he does not know even the subject of the case, though this will be an extreme case of its kind. In such cases it will be very difficult to locate the case as, there is no consolidated index of cases or table of cases of the Supreme Court and all the high courts. There are some annual publications of the Supreme Court cases which may be helpful to start with. If the case is not found in these digests then, atleast, it will be certain that the case was not decided by the Supreme Court. Thus, only the high court cases will remain to be checked. This can be done either by the annual volumes of the All India Reporter or from any other state journal reporting cases decided by the high court, or from both.

Locating a case when the name and the year of decision is known :

It may happen that the desired case is not reported in the volume of law reports relating to that year. As it takes some time to

report the cases it is always better to check the subsequent volumes in such case. It is generally seen that the case is found in the volume relating to the next year. Therefore, it is always better to search some more volumes apart from that relating to that very year.

When the particular report is not in the library : As a case might have been reported in more than one report it is very likely that the particular report in which the case is reported and which the reader wants, is not in the library. Then, how to provide him with the case ? This problem can be solved by looking into the **COMPARATIVE TABLES***-a publication which gives information about the cases as to in what law reports they have been reported. In other words they give parallel citations. Thus, we can find the citation of that report which is available in the library. There have been some publications of this kind so far but, as they are not upto date we have to take help from the All India Reporter which also gives a parallel citation table. But, the All India Reporter will be helpful only in the case of those cases which have been reported in the All India Reporter itself. If a case has not been reported in it then this will not be helpful.

This means another thing and it is this that, if a reader wants to have the case in some other law report than the All India Reporter then the A. I. R. will be useful to give the parallel citation. But, as it is very unlikely that a law library may not have the A.I.R., it will not be helpful in this matter. The only thing then would be to search the case in other reports on the basis of information provided by the reader. For example, if he knows that it is a Supreme Court case, then we may search it in the **SUPREME COURT REPORTS***, and if he says it is a high court case then he should search it in the respective **INDIAN LAW REPORTS*** series or in some other private publication being published from that state. Alternatively, if the subject is known then we may search it in the special subject journals. For example, if it is a case relating to the company law then we may search it in the **COMPANY CASES*** and if it is a

case relating to income tax then we may search it in the **INCOME TAX REPORTS***, so on and so forth.

When the exact name of the case is not known : In such cases the reader knows all other details of the case i. e., that it was decided in a particular year, and it relates to a particular subject, and that it was decided by the Supreme Court or by the high court. He does not know the exact name of the case and, therefore, it is difficult to locate the case and know the citation. In this case it is easy to locate the case as we can see the subject index of that year and we will find out the name of the case. Of course, we will have to search a little and find out the facts of the case.

Collecting cases on a particular subject : Some reader may like to have a list of all cases decided on a particular subject during a particular period. There may be two things, one, either he wants to make his list of cases on that subject upto date and hence may require the latest judgments, or he may like to start afresh and want to have all cases on that subject during the last fifty years or so. In the latter case the two digests referred to above may be useful as all the cases on a particular subject are listed there. In the first case the monthly parts of the Yearly Digest listed earlier may be consulted. It will give all the latest cases on a particular subject. All other journals which publish reports of cases and are published at regular intervals, may give this information as, all of them carry a subject index in each issue which is consolidated at the end of the year. Therefore, the latest position can be known by the help of any journal. The only thing which we have to decide is whether we want to have the Supreme Court cases or the high court cases. If we want the Supreme Court cases then the All India Reporter or the **SUPREME COURT JOURNAL*** or the Supreme Court Reports may be consulted, and, if we want the high court cases then the journal of that particular state in which the high court is situated or the I.L.R. of that high court may be consulted.

The Yearly Digest is better because it covers the Supreme Court as well as the high court cases. But, it may be slightly late

in giving information as it indexes the cases after they have been reported in various journals. Therefore, it is better for collecting all the cases on a particular subject of a year. But, it will not be able to provide the upto date position. For that, it will be advisable to always consult the state journals for high court cases and the All India Reporter and the SUPREME COURT CASES* for the Supreme Court cases.

Foreign Cases

As our system is mainly based on English and American system, people mostly rely on cases decided by the courts of these two countries. Sometime a reference may be made to the Australian and Canadian cases also. But, mostly it will be either English or the American case that library staff will have to search in the library. In the following lines an effort is made to inform the librarians about the various aids which they can rely upon while searching the case. For full details of these publications the chapter on legal materials may be consulted.

English cases : At present there are two law reports which report cases decided by the various courts in England. In most of the libraries only these two or either of them will be found. These reports are the ALL ENGLAND LAW REPORTS and the LAW REPORTS. The latter has four sections - Queen's Bench, Chancery, Probate, and Exchequer. While the former is a weekly publication and is a private publication, the latter is a monthly and is an official publication.

The All England Law Reports has three volumes in a year. At the completion of the volumes we receive an index and table of cases. There is no consolidated index to All England Law Reports.

The Law Reports have five volumes in a year. The Queen's Bench has two volumes each year and the other three sections

* For these materials see author's book "Indian Legal Materials."

have one volume each year. The final index and table of cases is received at the end of the year. In between also we receive periodic indexes for all the parts. In the case of the All England Law Reports, indexes are received after the volume is complete, i. e. as soon as the first volume is complete we receive its index, and so on. Consolidated indexes have been published for the law reports right from the very beginning to the end of 1969.

Therefore, if we have to search a recent case we can take help from these indexes and the latest cases can be collected from them or most recent from the weekly and monthly parts of the two reports. The method of collecting the cases will be the same as in the case of Indian reports.

But, the difficulty may arise when a reader wants an old case which has not been reported in either of these two reports. In the beginning there were so many law reports being published in England by different barristers that it is very difficult to have all these reports in one library simply because they are no more available. All these cases or atleast most of them were reproduced in the ENGLISH REPORTS (reprint) or in the REVISED REPORTS in 172 and 187 volumes respectively. But, how to know as to which case has been reported in which report of these two. The English Reports (reprint) has two volume index also and we can see from that as to whether a particular case has been reported there or not, and if so, in which volume it has been reported. But, the Revised Reports does not have any index. Then there are other reports also like the TIMES LAW REPORTS, LAW TIMES REPORTS, and the LAW JOURNAL REPORTS. There will be some overlapping in all these reports and it is not possible also that a library may have or should have all of them. A library may have only one of them and it is more likely that a library will have the English Reports (reprint).

Now, the problem may be that the reader knows the name of the case and the year, or say he knows the complete citation of the case, but the report which has been cited in the citation is not available in the library. The library staff has to find out whether

the case is available in one of the reports available in his library. For this purpose there is a very good publication which the librarians should always keep handy. This is called **WHERE TO LOOK FOR YOUR LAW** published by the Sweet and Maxwell, London. In this publication, apart from the lists of the standard text books arranged subjectwise, a complete list of law reports of England has been given. Also, we find there a sort of comparative table which provides information about the small reports and mentions whether those reports can also be found in either the English Reports (reprints) set or in the Revised Reports set. Therefore, if the reader has the complete citation of an old report which is not available in the library then, from this book it can be checked whether that case has been reported in the two reports.

To explain further it is like this. Suppose the reader gives the citation as '1 J. P. Sm. 20', and this report is not available in the library. Now, if we see the 'Where to Look for your Law' we will find at p. 209 this report listed and in the last column we will find that this report has been reported in the Revised Reports set in volumes 7 and 8. Similarly, if a reader gives a citation as '2 J. & H. 10' and this report is not available in the library then we can find from the above mentioned book that this case has been reported in the English Reports (reprints) in volume 70.

Thus, it is essential that every law library should procure a copy of this publication of which the last edition was published in 1962.

The other problem regarding the case search may be tackled on the same pattern as the Indian cases as, the system of law reports in both the countries is almost the same.

American cases : The legal system of the United States of America is quite different from that of India as well as that of England in so far as it has two sets of courts to enforce the federal and state laws. In Indian libraries it is impossible to have reports of all the cases decided by the federal courts and the state courts. Mostly, the libraries will have the cases decided by the

Supreme Court. As the state courts reports are very costly, perhaps no library so far has acquired them.

As in every country, there are official reports of the cases decided by the federal courts as well as those published privately. In most of the libraries which have the American reports we will find that they have the privately published reports only known as the U.S. SUPREME COURT REPORTS (Lawyers edn.). Not many libraries will have reports of all the federal courts even, they will have reports of cases decided by the Supreme Court. The Law. Ed. is now running in the second series. There is no consolidated index of this publication but, there is a separate set of called U.S. SUPREME COURT DIGEST in 20 volumes which is kept up to date by issuing pocket parts each year. This index has a list of cases and a subject index. Hence, all the questions relating to a case can be answered by it.

The Law. Ed. is very well annotated and hence it is more useful than the official publication. Naturally, it is preferred to the latter. For the lower courts there is a private publication which is preferred. This is called the federal series. There are three reports in this as mentioned in the chapter on legal materials. But again, very few libraries can afford to have these sets as they are very costly. There is no consolidated index or table of cases for these series but after a few volumes there is a table of cases in one volume covering the previous volumes.

For those libraries who want to have the state reports also but do not have money to acquire complete sets of all the reports, either the official ones or those published privately, there is one publication which may be of use. This is called the AMERICAN LAW REPORTS. This publication reports cases decided by the federal as well as state courts but, it is very selective. Only important cases are reported in this. Therefore, the libraries may acquire this set if possible. Their indexing system is very good and it can answer any question relating to a case.

Explaining a citation : A citation consists of the volume number or the year or both, the name of the report, and the page

number. Generally, the name of the report is abbreviated and hence, at times, it may be difficult to know the full name of the report until after a long experience in a law library. Even after a long period of experience it may not be possible to know all the reports, though a fairly good knowledge might have been acquired by then. Sometime we may come across a citation which may be the abbreviation of two reports, i.e. the abbreviation of two reports may be the same while actually, their full name may be different. They may be explained as two reports of the same country and also of two different countries. This may happen in the case of one report also which may be an Indian or English Report.

In such cases generally, when it is not clear from the citation of the report as to whether it is an Indian or English or American report, then help can be taken from the names of the party. This will again require a fairly good knowledge of names of different countries so that it may be easy to say whether the names are Indian, English, or American, or even Australian. There may not be any difficulty so far as the Indian names are concerned but, foreign names may present a difficulty. The following publications may be very helpful in solving the problems about the citations.

English cases citations : As mentioned above there is a very good publication called the **WHERE TO LOOK FOR YOUR LAW** for English cases. Then there is another publication called **GUIDE TO LAW REPORTS AND STATUTES** published by the Sweet & Maxwell. It also explains the abbreviations used for law reports in England from the very beginning to the present time. Apart from these two, there is Sweet & Maxwell's **LEGAL BIBLIOGRAPHY** of commonwealth countries in which the volume relating to England and Wales may be very useful.

American citations : A very good booklet on the American citations is **A UNIFORM SYSTEM OF CITATIONS** prepared by the Harvard University Law School. This gives all the abbreviations used for the American law reports and journals, and also provides a sort of standard system for citing these reports. As in the case of English publications of this kind, this publication

also gives the date of beginning of the reports and journals and the current position. This is also known as 'Blue Book'.

Apart from this, there are other publications which give information about the American, English, and other countries' legal publications like reports and journals and are fairly good. For details of these publications please refer to 'Further Readings.'

These publications are very good as regards the American Law reports and journals. In addition they give information about other systems also. Therefore, much help can be taken from these books. They can also serve as good book selection tools.

Indian citations : There is no standard citation scheme so far for Indian law reports. But, there is fairly good system of citing the law reports which is quite satisfactory and there is little confusion about the citations. Yet, there may still be some reports which may create problem, specially the old reports. For this there are some publications which may be of help.

The three comparative tables referred to earlier may be of use in this matter as they give, in the beginning of the volume, a list of law reports covered and their citations or abbreviations with the full name of the reports. As they cover old period also the problem with regard to the old reports can be solved by the help of these publications. As regards the new reports help can be taken from the Index to Indian Legal Periodicals which started in 1963. But, this will cover only those reports where there is a journal section also as, this publication is mainly to index the articles published in these reports.

Sometime the year of the citation may also be helpful if the citation is confusing, i. e. it may stand for two reports. If the year of the citation is earlier than the starting date of one of the two reports then this report can be easily eliminated and it can be assumed that the citation stands for the other report. The same thing is true of the English and American reports if at all a confusion arises there.

Explaining the use of material : Many new-comers and even old timers will not know as to how to use some legal materials. It may be necessary for the library staff to explain to the readers the method of the use of the material. For example, many may not know as to how to use an index or a digest. Many people may not guess as to what information can a particular book provide on a particular subject. Specially there may be difficulty in the case of American material as, their system is quite different from English and Indian systems. For example, the American digests and encyclopaedias like the U. S. Supreme Court Digest and the Corpus Juris Secundum have pocket parts and search for the information on a particular topic in these publications is not complete unless the pocket parts are also consulted. This is true of many American publications including some of the text books which are supposed to be authority on the respective subjects.

Similarly, the page number of a particular citation, if that particular report is not available in the library, may be found in some other report in the middle of the page instead of on the top of the page. For example, in English Reports (reprints) a particular page number of Knapp's report may be found in the middle of the page in brackets written in bold letters, and in the U. S. Supreme Court Reports (Law. Ed.) the page number of the official U. S. Supreme Court Reports may be found in the middle of the page written in brackets in bold letters. All these things have to be explained to the readers as, he may not be aware of this and merely see the page numbers at the top of the page and, thus, may never find his case there. The library staff, therefore, has to learn that in these two publications page numbers of other reports are given in the middle of the page while on the top of the page are given page numbers of that report only. Therefore, if the report is cited as 'U. S. Supreme Court Report (Law. Ed.)' then the page number will be that which is printed at the top of the page but, if the citation is that of the official Supreme Court Report then the page number may appear in the middle of the page. Similarly, if the citation is of some old English report which has been reprinted in the English Reports (reprints), then the page

number may appear in the middle of the page but, if the citation is that of the English Reports (reprint), which is less likely, then it will appear at the top of the page.

About the Indian cases they have to be told as to how to consult the comparative tables, either in the books referred to earlier, or in the All India Reporter and other journals.

Australian cases : There are two main publications which may be sufficient to locate an Australian case. These two are the COMMONWEALTH LAW REPORTS and the AUSTRALIAN LAW JOURNAL. The former reports cases decided by all the courts in Australia, while the latter publishes legal articles and book reviews also apart from the case reports. The Commonwealth Law Reports has a cumulative index which is kept upto-date by issuing fresh indexes. It is now running in the third series. The Australian Law Journal also has a cumulative index, as mentioned in the chapter on legal material.

The system of locating a case or collecting cases on a particular topic is the same as in the case of other countries. For both these things the above mentioned publications may be useful. In addition another publication which will be more useful, specially for collecting cases on a particular topic, is the AUSTRALIAN DIGEST. In order to bring the search upto-date help may be taken from the two publications referred to above, after collecting the cases from the Australian Digest.

Canadian cases : There are two main publications for Canadian cases also. These are the DOMINION LAW REPORTS and the official publication called the CANADA LAW REPORTS which is published in two parts - the Supreme Court and the Exchequer. There are some state reports also but, neither it is possible to spend so much money on them nor it is desirable to subscribe to them as they are of very little utility in India. It will be enough if a library subscribes to only the Dominion Law Reports.

The system of case search in this case also is the same. The digest referred to in the chapter on legal publications may be of great help in searching or collecting cases.

REFERENCE SERVICE IN STATUTORY MATERIAL

Indian material : Legislative activities in India after the independence are carried out at the centre by the Parliament and in the states by the state legislatures. At the centre the legislative body consists of the Lok Sabha (Lower House) and Rajya Sabha (Upper House), and the President of India. It is essential that all enactments must have the approval of all these three organs before they become an Act. Except the finance bill and bills relating to the financial matters, all the bills can be introduced either in the Lok Sabha or in the Rajya Sabha. The finance bill and bills relating to the financial matters must be introduced in the Lok Sabha only. The same is the position in the states also. But, recently some states have either abolished the upper house i. e. the legislative council, or are in the process of doing so. Therefore, in these states there remain only two organs of the legislative activities i.e., the legislative assembly and the governor.

This is the position after the independence, i.e. after 1950. Prior to this the legislative activities were carried out by various bodies. For example, immediately before the first Parliament came into existence in 1952, there was the Governor-General and the legislative assembly from 1947 to 1952, even prior to this, there was the Governor-General and the assembly which were established by the 1935 Act. From 1876 to 1935 the legislative activities were carried out by the Governor-General in Council, and even prior to this the King of England used to issue Royal charters from time to time empowering the East India Company to make regulations for the better administration of India.

Therefore, the whole period of legislative activities can be divided into these sections. A research worker or a reader may ask question relating to these periods. He may ask a charter

of the Crown of England relating to the East India Company or he may ask for any Act passed by the Governor-General in Council. He may ask any Act passed by the legislative assembly of India after 1935, or he may ask an Act passed by the Central Parliament or the state legislatures after the year 1952. We have, therefore, before rendering any service relating to statutory material decide as to which period the question is related to and then search the material in the proper publications so that no time is wasted in useless search.

Apart from the Acts the readers may ask for rules and orders framed under the various Acts passed by these legislative bodies. As we know it has been a practice since the very beginning to allow the government to frame appropriate rules and issue necessary orders to execute the Acts. Various ministries and departments of the government issue, from time to time, such orders and frame rules. This practice has gained very much importance in the present time, specially for the last two three decades. Therefore, the readers are very likely to ask for these rules and orders. Their study is necessary as the power of government is tested in the light of the enabling provisions in the concerned Act. If we study the provision of the Act to issue such orders and frame rules and compare the rules and orders themselves thoroughly, we may come across some rules which violate the spirit of the Act and may be, therefore, void. It is, therefore, necessary that the libraries should have such publications which have these things. It may be difficult to locate the old material but they should try to procure them. It is very likely that the old libraries like those of the High courts and some of the law colleges may have these material.

As far as the Centre is concerned there is a compilation of such rules and orders which is called the **STATUTORY RULES AND ORDERS** in 9 volumes. This set is now being revised. The latest rules and orders are published in the Gazette of India Part II section 3.

The scheme of arrangement is that these rules and orders are given under the name of the Act so that it is easy to locate them.

Suppose some reader wants the All India Bar Council Rules then we have to search under the title of the Act, *i. e.*, All India Bar Council Rules. This is so because in most of the cases the first words are those of the Act, only in the end, instead of 'Act' they give 'Rules'. Therefore, it is very easy to search these material.

But, it may not be easy to locate the rules unless the librarian or his staff knows the classification of the Acts under various subjects. The various Acts are grouped under several subject headings and it is not necessary that the imagination of the library staff may tally with that of the persons who classify these Acts. Therefore, before searching the rules or orders in the set referred to above it is necessary that the librarian should first, acquaint himself with the subject headings scheme of the central Acts. For this there is a subject index called INDEX TO INDIA CODE. In this publication the Acts are grouped together under various subject headings. The scheme of arrangement in the set referred to above (of rules and orders) is the same as given in this index, *i. e.*, all the rules and orders have been classified according to the subject headings given in this index. Therefore, it becomes necessary to refer to this index as and when it is not possible to find out the rules and orders in the set simply because they have been grouped under some other subject heading than the one which the librarian thinks it should be.

The same is true of the orders, though it may not be so always that the title of the order may tally with the Act. It may be different. Even then it can be found out with the help of the index referred to above. Of course, it may be necessary some time to know the Act under which the order has been issued.

The difficulty of locating the material in this set arises as there is no cumulative index to this set. Therefore, it becomes necessary either to go through all the volumes one by one, or to look into the index to India Code first, ascertain the subject heading, then search in the appropriate volume.

There are some private publications also containing these rules and orders. But all these, including the official publications, become old very soon. New orders and rules are issued and the sets are of no use as regards these are concerned. Therefore, it becomes necessary to take help from the Gazette of India or from some private law journals which give the rules and orders also like the M. L. J. CENTRAL AND MADRAS ACTS, RULES, etc.

Reference service in statutory material - Foreign : The material listed in the chapter on legal materials will be useful in locating the statutory material of foreign countries. The system, almost in every country, will be the same with minor differences here and there. As in the case of Indian material, in the case of foreign material also, the question will, generally, be asked about some Act or rules framed under the Act. Some time readers may also ask the legislative history of a particular enactment. But, it may not be possible for the librarians to provide this material as it is rather impossible looking to the financial conditions, that the libraries will have such materials. In the case of the U. S. A. the U. S. Code Annotated will be highly useful in this regard as it gives a short legislative history also.

Similar is the case with the legislative debates of different countries. Very few libraries will have these debates.

In addition to the material listed in the chapter on legal materials on U. S. legal material, there are two more publications which may be very useful. These are the U. S. LAW WEEK*, a weekly publication giving important statutes of U.S.A. and also important Supreme Court judgments. The issues are received every week and at the regular interval, index to these parts are received. At the end of the year we receive the annual index. Also, the publishers supply a binder to keep these parts after the year. But, this binder is supplied to those subscribers only who ask for it.

* U.S. Law Week. The Bureau of National Affairs, Inc. 1231 25th Street, N.W., Washington, D.C. 20037

The second important publication is the CODE OF FEDERAL REGULATIONS* which "is an orderly arrangement of the general and permanent rules published in the Federal Register by the Executive Departments and agencies pursuant to the Administrative Procedure Act and other statutory requirements within the purview of the Federal Register Act".

As of January 1967 the Code consisted of 111 units. The revisions of these units take place every year as on January 1.

These two publications are very useful. The first one to know the latest position on a statute and the second one to know the rules framed under the federal Acts. Therefore, an effort should be made to acquire these publications.

* Code of Federal Regulations. The Superintendent of Documents, Government Printing Office, Washington, D.C., 20402, U.S.A.

CHAPTER NINE

BIBLIOGRAPHICAL SERVICES

Necessity : Bibliographies are required to help the readers find and select the material of their choice. It saves a lot of their time as all the material available on a particular topic is listed in an order and they are free to choose from it. If such help is not available then the readers will have to search the material themselves which may consume most of their time. Also, it may not be useful for others as the reference to material thus collected by him may be in his own way and he may not like to part from it. But, if the bibliographies are prepared by the library staff then they may be used by others also.

But, the bibliographies, generally, will be prepared by the library only when asked by the readers. It is very remotely possible that the libraries of their own may prepare such bibliographies.

There can be two things possible. The readers may ask as to what material is available in your library on a particular topic. Secondly, he may like to have a bibliography on a particular topic including books, articles, comments, irrespective of whether they are available in your library. In fact it will be better if the library staff prepares a bibliography including all the material whether it is available in the library or not. This will be helpful in locating the material in some other libraries. On the other hand if such material, which is not available in the library, is excluded then this material will be lost and if the reader wants to have some more references later on then the search will have to be made again. Therefore, to save this labour it is better that all the material which the librarian comes across while making the list should be included. The material which the library has should be marked on the list so that the reader would know as to

what he could get in the library. The rest he may search elsewhere.

The reader may require these bibliographies either when he has to write an article or when he is preparing for his doctoral theses, or when he has to make a speech somewhere. He may also require it when he is thinking to write a book. In this way there may be a number of reasons. But, the library will be able to provide such bibliographies only when they have the required material, i.e., those tools which will help in preparing the bibliographies.

How to prepare bibliographies : Before we start preparing the bibliographies we have to ascertain from the reader a few things. First, we have to ask him the specific topic. Then we have to ask him the period to be covered, i.e. whether he wants to cover five years or ten years or even more. Further, we have to ascertain from him whether he wants the articles only or the books also should be covered. Generally, a bibliography will cover both the things. And lastly, we have to ask him whether he wants to cover Indian material only, or foreign material also should be included. When these things have been ascertained then we have to start the work.

Sources to be consulted : The first thing to start with is to collect all the books from the general catalogue of the library on the topic. When these books have been taken out we may start looking in the back of these books where, generally, a bibliography is given. This will help in collecting further books on the topic and also will give information about the articles on the subject.

After this we should start looking the indexes to periodicals. If the bibliography is to be limited to the Indian material only then only Indian indexes should be consulted, otherwise all the indexes should be consulted. While doing this the period to be covered should always be kept in mind.

Another source for collecting books may be the national bibliographies — of India as well as of other countries. These will

give all the books published and the list will be more or less comprehensive.

Similarly, the catalogues of various big law schools of the U.S.A., and other countries will be highly useful.

But, as said earlier, for all this it is necessary that the library which is doing this job must be receiving all these publications. It is very doubtful that many libraries will be able to procure these publications. Therefore, they will have to depend mainly on the books which they have and, by the help of these books they may be able to collect some more titles or articles if these books have bibliographies.

All the entries should be written on the slips or cards. Only one entry should be written on one card or slip as it will help arranging them in a desired way. While typing out the list books should be separately listed from the articles. Or they may be combined but some distinction should be made between the two entries so that it may be clear to the readers. It will be better if four to five copies are typed so that the library may have some extra copies with it after giving one copy to the reader.

Article entries should be arranged by title, followed by the author and the name of the journal. Book entries should be arranged by author, followed by the title, and edition, place and name of the publisher, and the year. Complete and accurate details of the journals should be given so that there is no difficulty in tracing them. As far as possible only those abbreviations to the journals should be followed which are listed in the Index itself from which the entries have been collected. This will serve two purposes. Firstly, the abbreviations or the citations will be uniform secondly, it will be easy to know the full name of the journal in case any abbreviation is not clear to the reader or the library staff. In such cases they can always refer back to the source from where the entry has been taken.

These bibliographies should not be discarded after a particular reader has been given a copy. They should be properly maintained in a file. They may be filed according to the subjects, arranged alphabetically, so that at a future date, if some body else wants a bibliography on these topics they may be given. If the number of such bibliographies becomes too large then proper indexing should be done to their subjects so that the file itself may not have to be consulted. It may also be advisable that a separate master file may be maintained in which one copy of each bibliography prepared by the library, should be filed and kept in the safe custody. This will eliminate the chance of losing the bibliographies and save a lot of time of the staff.

One thing more may be mentioned here. While preparing the bibliographies the library should invariably mention its name on the top of the bibliography and also the date on which it was prepared. If the date is mentioned on the bibliography then, at any later date, it will help in bringing it upto date as, in that case the library has to see the indexes and other sources only after that date, or atleast from a few months before that date only. But, if the date has not been mentioned then the staff may have to search afresh from the very beginning and, thus, waste his time.

Similar is the case with the author bibliographies. Though, in a law library it will be very rarely that the staff would be asked to prepare an author bibliography, these bibliographies may be necessary in the case of big and controversial judges and members of the bar.

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