

CENTRAL SECRETARIAT LIBRARY

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Introduction: Central Secretariat Library (CSL) under the Department of Culture is one of the largest tangible treasures of knowledge next to National Library, Kolkata for Indian and foreign document resources. That came into existence in 1891 during the period of Lord Curzon and validated by the Imperial Library Act of 1902. The Imperial Secretariat Library was transferred from Kolkata to Delhi in 1912 with the shifting of the Capital to Delhi and was housed in the old secretariat building, Civil Lines Delhi. In 1913, part of the collection was moved to Shimla Secretariat. With the inauguration of the new Secretariat in New Delhi on 10th February 1931, the Imperial Secretariat Library was moved into North Block, and the secretariat library which was functioning in Shimla was also amalgamated with the Imperial Secretariat Library. On 1st April 1948, the library was named as Central Secretariat Library. In 1969 the Library was shifted to the newly constructed Shastri Bhawan, housing the Ministry of Education, the 'G' wing of the building was allotted to CSL. Till 1971 the CSL was under the control of the Department of Education, Ministry of Education and in 1972 it was shifted to Department of Culture which was part of the Ministry of Education, then Ministry of Human Resource Development and now under the Ministry of Tourism and Culture.

Vision & Achievement:

Online Bibliographical Records: The catalogue of the library (i.e. holding data) is available in electronic form under Local Area Network (LAN). There is a plan to put this catalogue on the web through National Informatics Centre (NIC). The creation of catalogue database for the books acquired before 1996 was outsourced to an agency as a turn key project for retrospective conversion of bibliographical details.

Digital Records: CSL also undertook a project in which the full text of Government of India Gazette Notifications have been digitized. Other categories of Government publications i.e. Committee and Commission Reports as well as Performance Budget, Demand for Grants, Expenditure Budget, Annual Report of the Department of Culture are available in electronic form.

Sl. No.	Collection Name	No. of Titles / Years	URL Link / Status
1	Committee Commission Report	2827	http://10.21.84.139:8080/dspace/ It is on LAN and waiting for Web Server which will be provided by NIC data center.
	Gazetteer Report	551	
	Rare Books	672	
	Settlement Report	275	
	Statistical Report	255	
2	Annual Report of Ministry of Culture	From Year 1990 to 2000	It is on LAN and waiting for Web Server which will be provided by NIC data center.
	Performance Budget of Ministry of Culture		
	Demand for Grants of Ministry of Culture		
	Expenditure Budget of Ministry of Culture		
3	Gazette of India	From Year 1950 to 2001	Contents are ready and the Search Engine is being design by NIC on ISYS Content Management Software this will be uploaded on Web after Server will be provided by NIC data center.

Book Collection of CSL: CSL has a collection of about 5,50,000 volumes. This includes the collection of Regional Language Library, Tulsi Sadan, at Bhawalpur House; and RK Puram branch library.

The Reference Section: A strong reference collection of about 10,000 documents in all spheres of knowledge could be found. This ranges into dictionaries: general and subject oriented; encyclopedias in different topics of social science and humanities; Yearbooks; handbooks; compendiums; statistical documents; biographical sources; bibliographical sources; multi-volumes sets in different topics, atlases, almanacs. These sources are regularly being updated through standing orders. The General Collection: About 40,000 books in the discipline of social science and humanities providing depth theoretical knowledge are available in this division. Such as:

1. Encyclopedia Britannica
2. Encyclopedia of world History
3. Encyclopedia of Islamic Culture & Civilization
4. Great books of countries (60 Volume)

5. Lonely Planet Collection of Countries
6. Encyclopedia of cities and towns in India
7. Encyclopedia of Asian History
8. Encyclopedia of Indian Traditions & Culture Heritage
9. Encyclopedia of God & Goddess
10. Encyclopedia of Hinduism

The Area studies Section: Area Study Division of the CSL has a large research collection on different countries of the world and regions of India. This division houses about **1.25 lakh** strong collection concerning historical, social, political, economic, philosophical, cultural, regional studies of different states, districts, cities and towns of India. It also houses collection of different countries. The division also has a strong collection associated with biographies of different Indian and global personalities.

Rare Documents: A unique collection of about **6000 rare documents** is also placed in this division. Rare books ranges in different subjects and as old as 1702. Rare book collection of this division has more than 6,000 titles received from the Imperial Secretariat Library. Mainly rare books are based on Indian History of 18th, 19th and early 20th century. The book which was published in 1702 is **Voyages of East India Company**.

Biography: The Library has about 8000 biography collection of Indian and foreign persons, such as:

1. Encyclopedia of Great Men in India
2. Great Indian Economist
3. Indian National Biographies
4. Encyclopedia of Muslim Biographies etc.

Women Studies: Area Study Division has a large collection on women studies the subjected to India and abroad. This division houses about 5000 collection on women studies related to history, politics, social, religion, science & technology and other subject of the world.

The Indian Official Document Section: The division has about 80,000 volumes of union and state government documents which in the form of annual administrative reports of different ministries, departments of the Central Government, statistical documents, budget documents, commission and committee reports, estimates and standing committee reports, settlement commission reports, gazette and gazetteers, various other adhoc reports brought out by central government.

The Foreign Official Document Section: This division has about 60,000 official documents of different countries and international organizations. The major country, which has large collection, is United States, United Kingdom, Canada, and Australia. The major international organizations are United Nations, UNESCO, OECD, IMF, ADB etc. The CSL has also entered with an agreement with World Bank to become a regional depository centre of all its collection on Asian region especially on India. Its on-line products, e-library, indicators, global development finance web sites could be accessed by the users. The accessibility of such web sites is available in LAN environment within the premises of CSL.

1. A History of the Committee on the Judiciary ,1813-2006 (U.S. House of Representative)
2. Demographic Yearbook (U.N.)
3. Documents on British Foreign Policy (1919-)
4. Economic and Social Commission for Asia and the far East
5. General Reports on the Activities of the European Communities, U.N. (E.C.S.C)
6. Government Reports Annual Index
7. Hansard Command Papers (House of Common), (1924-)
8. Handbook of National Commission
9. Parliamentary Debates – Representative (Commonwealth of Australia), (1958-)
10. Treaties and other International Agreement of the United States of America
11. U.N. Economic and Social Council Official Records
12. United States Treaties and Other International Agreement
13. Yearbook of the International Law Commission
14. Yearbook of the United Nation
15. Yearbook on Human rights (U.N.)

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

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

Budget: The library has a budgetary allocation of Rs. 395 lacs under Plan and Non-Plan budget of CSL 2011-12 (Plan Rs. 240 lacs and non plan Rs. 155 lacs).

Microfilm Collection: CSL also has a collection of microfilms of official publications released during the British period. It has about 40,000 collections of books in different vernacular languages of India microfilmed by Library of Congress under its MIPP project. It also houses about 5,000 document collection in microfilms bought from British Library, London concerning pre-independent Indian Official documents available in British Library under its V series. The Library is constantly updating itself with the procurement of microfilms under this series. In addition to this CSL have microfilm rolls of Times of India and Navbharat Times (1950 to 1998)

Reader Services: All the units of Central Secretariat Library provide reader's service to its users.

The Online Public Access Catalogue (OPAC): OPAC is being activated through Local Area Network (LAN) service for its entire collection. Such OPAC services have been decentralized on the basis of the location of the library. OPAC is being activated for those collections which in the main branch of CSL and are mainly for English and Hindi language documents. The process for OPAC services via Internet will be shortly available in the Web-Site of CSL. CSL also venturing in the field of digitization by creating the database of all gazette notifications issued by the Government of India and wish to make it available through web based services. The job for uploading the data base of Gazette documents will be given to the NIC.

E-mail Service: If members like to communicate through e-mail they may request through mail to us on mailfromcsl@gmail.com. There is a facility to purchase the book on user demand. The Library is a member of Developing Library Network: DELNET so the books which are available in other libraries of DELNET members can be provided on demand to CSL's members through Inter Library Loan.

Reprographic service: The CSL has reprographic unit comprising of photocopying machines, electronic duplicator, collator, and microfiche/ film reader. CSL provides a whole range of services to its users and to the Ministry of Culture. The user of the library may obtain photocopying services on payment basis. Minimum charges per exposure is Rs.1/- only.

Reading Room Service: Any user may consult the resources of the library and read the books during the library hour but books/documents will not be loaned who is not a member of library.

Membership of the Library:

The membership of Central Secretariat Library is decentralized. Memberships of the Library are categorized into following:

- 1. Central Government Employees:** A Central Government employee, whose office is located in Delhi/New Delhi, may become a member of the library. His/her application should be recommended and duly forwarded by the administration wing of the Ministry/ Department/Office, where the applicant is employed.
- 2. Special Members:** Special Membership of the library can be given to eminent scholars, researchers, academicians and any other individual by the Director, CSL by submitting the required membership form with refundable security deposit of Rs. 500/- and non-refundable annual membership fee of Rs. 500/- p. a. for borrowing three library books as per the rules of the library.
- 3. Casual Members:** This category covers consultation members those who want to consult the library resources, however, they can use a photocopying facility available in the library on payment basis as per the library rules. For the purpose one has to enroll himself a casual member of the library by giving the address proof such as voter ID Card, Ration Card etc. or a letter from the institution with which they are affiliated. No books will be loaned to Casual Member. They are also requested to adhere to the norms of the library.
- 4. Corporate Members:** Any organization in Delhi can become a member of this library by depositing an annual membership fee of Rs.1500/- per year (non-refundable) regulated through their library. They will be entitled to six library tickets for borrowing out of the lending collection. This facility is extended to the employees of the organization who has taken the membership of the CSL and shall be entitled for all the facility and services as given to its regular members. The organization will furnish all the details in the form which should be duly signed by the administrative head of the organisation and will take all the responsibility for the books borrowed against Corporate Membership by their representative.

Library Hours : Opening Hours:

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

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

The library will remain closed on all public holidays notified by Government of India.

Loan Period: One month from the date of issue.

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

Renewal: Loaned book(s) can be renewed at the library or by email mailfromcsl@gmail.com. within two days of the due date. The renewal of books is only for 15 days from the due date. Renewal is not done if any other member of the library already reserves the book.

Reservations:

1. It is possible to make a reservation of books through e-mail mailfromcsl@gmail.com.
2. The arrival of reserved materials will be duly notified to the member;
3. Materials ready for pickup will be kept for 7 days from the date of notification;
4. Each member can reserve two books at a time. All materials on hold must be collected personally.

TULSI SADAN LIBRARY

The Regional Language Library, commonly known as Tulsi Sadan Library was established in 1974 to commemorate the quadri-centenary of Goswami Tulsidas. The library is located in the premises of National School of Drama, Mandi House, New Delhi. The library was inaugurated by the then Hon'ble Education Minister of India, Dr. P.C. Chunder in 1978 and is housed in the Bahawalpur House annexe at the National Cultural Centre located near Mandi House. It is a branch of Central Secretariat Library under the present Department of Culture, Ministry of Tourism and Culture. Its collection of reading materials are in 14 constitutionally approved Indian languages namely: a. Hindi; b. Sanskrit; c. Assamese; d. Bengali; e. Oriya; f. Marathi; g. Gujarati; h. Tamil; i. Telegu; j. Malayalam; k. Sindhi; l. Punjabi; m. Urdu; and n Kannad and About 1,90,000 books are available contains of reference books, literature, drama, poetry, literary criticism, biographies, folk arts, Indian culture and traditions, education, Indian history, mythological epics and other subjects as well as vernacular newspapers and periodicals.

R. K. PURAM LIBRARY

The Library at R.K. Puram caters to the needs of undergraduate students who are wards of the government employees. Core Books are available on all subjects which are being taught in University of Delhi except the Medical and Engineering Books. Apart from this CSL is opening a children books section in the branch library. Multiple copies of a book have been procured. The Branch is being strengthened more with books on the subjects which were not procured in the last financial year. R.K. Puram Library has a collection of 50,000 documents.