

READINGS  
IN  
LIBRARY SCIENCE

LIBRARY ESSAYS

# READINGS IN LIBRARY SCIENCE



*Edited by*  
BALWANT SINGH GUJRATI

*Complimentary Copy Courtesy of,  
Lyall Book Depot, Ludhiana.*

LYALL BOOK DEPOT

LUDHIANA

BHOPAL - CHANDIGARH - KURUKSHETRA

FIRST EDITION 1968

PC  
O20  
Guj

56654  
28/3/88  
28.3.90  
BALWANT SINGH GUJRATI

BALWANT SINGH GUJRATI

LYALL BOOK DEPOT  
(Publication Division)  
Chaura Bazar, Ludhiana-1.

*“I go into my library, and all history rolls before me. I breathe the morning air of the world while the scent of Eden’s roses yet lingers in it. I see the Pyramids building. I hear the shoutings of the armies of Alexander. I sit as in a theatre—the stage is time, the play is the play of the world.”*

—Alexander Smith

## ACKNOWLEDGEMENTS

The Editor is deeply grateful to the owners of Copyright of the following works for permission to publish these articles :—

The Editor, "The Statesman" New Delhi, for "Importance of Libraries" by Mr. N. N. Gidwani, Director of Libraries at the University of Rajasthan, Jaipur.

The Editor, "Special Libraries Association 31, East 10th Street, New York 10003 for the article "Library furnishings" by Regina Marrus, Librarian, Mac Manus, John & Adam, Inco, New York & Shirley Marrus Freelance Researcher New York.

The Director, Documents & Publication Service, United Nations, Educational Scientific & Cultural Organisation, Paris, for the article "A new Approach to Library Service in Asia" by Mr. D. R. Kalia, Director Delhi Public Library.

The Editor, "Indian Education Journal" of the All India Federation of Educational Associations, New Delhi, for the article "Our School building" by Gunvant B. Shah, Senior Research Fellow, Centre for Advanced Study in Education, M. S. University, Baroda.

The Editor, "Indian Adult Education Association", for the article "How can Public Libraries and Adult Agencies Co-operate" by Edward Sydney, who was the First Unesco consultant to the Unesco-Delhi Public Library Project, 1950-51.

The Editor, Library Association Record, 7 Ridgmount Street, London, W. C. I. for the article 'The

development of library Education in India : A Historical Survey by Om Prakash Sharma, M.A., A.L.A., Library of Congress.

I am also grateful to the following contributors, who have graciously granted permission to reprint their articles :—

Prof. Harry C. Baur, Professor of Librarianship, University of Washington, School of Librarianship, Seattle 5, for his article "Who wants to be Librarian", "The Household Reference Shelf" and "Circulation Service & Public Relations", Prof. B. K. Apte, Reader & Head of History, Nagpur University for "Libraries Under the Mughals & Marathas", Prof. Philip Toynbee for "Reading for pleasure", Dr. R. L. Ahuja English Department Kurukshetra University for "The Librarian—a salesman of literature", M. L. Bhagi for "Book Festivals and its place in the communtiy", Principal V. R. Teneja for 'Literature for children', Late Prof. S. Das Gupta, Librarian, Delhi University for 'Academic Libraries' and Mr. O. P. Sharma for his article 'The development of library education in India'. The articles "Role of Library in the development of Reading skill", "School library in Education" and "Organisation of a Public Library," are written by the Editor and therefore need no acknowledgement.

If any required acknowledgements have been omitted or any rights overlooked, it is unintentional and forgiveness is desired.

10. 9. 1967

B. S. Gujrati

## CONTENTS

Chapter			Page
	Introduction	B. S. Gujrati	
I	Importance of Libraries	<i>N. N. Gidwani</i>	1
II	Libraries under the Mughals and the Marathas	<i>B. K. Apte</i>	7
III	The Development of Library Education in India: A historical survey	<i>O.P. Sharma</i>	16
IV	Reading for Pleasure	<i>Philip Toynbee</i>	36
V	Role of Library in the Development of Reading Skill	<i>B.S. Gujrati</i>	39
VI	The Librarian a Salesman of Literature	<i>Dr. R. L. Ahuja</i>	44
VII	Book Festival and its Place in the Community	<i>M. L. Bhagi</i>	47
VIII	How to buy Library Furnishings	<i>Regina &amp; Shirley Marrus</i>	50
IX	Who wants to be a Librarian	<i>Harry H.C. Baur</i>	57
X	Household Reference-shelf	,,	65
XI	School Library in Education	<i>B.S. Gujrati</i>	70

XII	Literature for Children	<i>V.R. Teneja</i>	83
XIII	Our School Building	<i>Gunvant B. Shah</i>	93
XIV	Organisation of a Public Library	<i>B.S. Gujrati</i>	104
XV	How can Public Libraries and Adult Education Agencies Co-operate	<i>Edward Sydney</i>	109
XVI	Academic Libraries	<i>S. Das Gupta</i>	121
XVII	A New Approach to Library Service in Asia	<i>D.R. Kalia</i>	134
XVIII	Circulation Service and Public Relations	<i>Harry H.C. Baur</i>	145
	Index		

## INTRODUCTION.

The main object of this book is to render more accessible to the reader, some papers on different aspects and topics of library science. These papers originally, appeared in many journals, some of them, published abroad. The collection should be of interest not only to students of library science, but to experienced librarians, and all those connected with, or serving, libraries. The contributions included are from the pen of eminent librarians and specialists in the field. The book is designed to fill a noticeable gap in the available literature on librarianship.

The book begins with the Chapter on 'Importance of Libraries' and discusses how diffusion of knowledge in a well-organised system can influence the future progress of a community. The writer stresses the view that libraries in schools and colleges should be active and dynamic institutions and a real centre for culture, propagating human knowledge and dispensing delight. The second essay discusses the institution of libraries during the Mughal and the Marhatta periods the development of library education in India, and gives detailed and contrasted accounts of the past and the present in Library Science. The reader will also find the Chapter, 'Reading for Pleasure', by Philip Toynbee, interesting and informative. In the next chapter the editor having worked in different libraries for over thirty years, explains the methods by which under modern conditions of life, the reading habit can be developed, particularly in schools, colleges and other University institutions. The part to be played by a public librarian in the life of an educational institution is also fully explained. Dr. Ahuja also emphasizes a similar viewpoint in his article, "The librarian as a salesman of literature" and advises the librarians to play their proper role in society by making libraries more inviting and popular. In another chapter the need of organising exhibition of books in the libraries has been advocated, since such occasions bring the right books to the notice of the right readers. A chapter on 'How to Buy library furnishings' gives broad

guide-lines on how to make libraries attractive. The authors of the articles, Regina Marrus and Shirley Marrus, are authorities on interior design and present some very practical ideas on planning and interior decoration. Regina Marrus Organised the National Design Centre Information Bureau, and was chairman of the 1963 New York Chapter Seminar on library Furnishings.

The article, 'Who wants to be a Librarian', by Mr. Baur, Professor of Librarianship, Washington University, is an interesting study of case histories, and contains good food for thought. He also suggests some good books for 'Household Reference Shelf.'

The school library is an accepted part of the modern educational System and its need has for many years been officially recognised. The time has come for providing adequate and efficient library service for school children. Therefore the Chapters, 'School library in Education', 'Literature for children', and 'Our school Building,' by eminent educationists have been included in this book. These chapters are a guide to the techniques as they will be required by the teacher-librarian, and provide an authoritative approach to various problems of school libraries. They deal with such topics as Policy, Planning and Equipment, Book-selection, Building, etc. The large number of teachers without any library training will find the chapters particularly useful. They will also be an unfailing guide to the basic essentials of librarianship.

The success of any institution operated in the service of the community depends on its purpose, sound administration and capable executives. A public library is a means of comprehensive and continuous instruction and is an inspiration to free ideas and opinions. The demand for public library service is becoming intensive because of its acceptance in Education, Research and other nation-building programmes. The public library is now regarded as a social agency. The articles 'The organisation of a public library' and 'How can public libraries and Adult education agencies Co-operate'—are also interesting. The essay by Mr. Edward Sydney is a valuable contribution in this collection. He is of opinion that the public library should link its activities with the work of other educational, cultural and social agencies—schools, colleges, universities Museums, labour unions, study clubs and Adult education groups. The readers will also find in the book other readable and useful articles : 'Academic libraries' by Late Mr. S. Das Gupta, Librarian, University of Delhi, 'A new approach to library service in Asia' by Mr. D. R. Kalia, Director Delhi Public Library, Delhi. Mr. Kalia wants the public library to serve all the people according to their needs and their nature. He asserts that a public library can expand its range of influence while keeping its good standards.

Institutions, as well as individuals, develop public relations because institutions are, after all, merely groups of individuals. In any library, public relations are there-

fore of utmost importance. The readers, particularly the librarians, will therefore find Prof. Baur's article, 'Circulation service and public Relations', most informative and useful. It reveals the sources of his great originality.

Lastly I would like to keep on record that the main emphasis of these essays by eminent writers is upon the problems and development of librarianship. I hope the readers will find this anthology useful and enjoyable.

CHANDIGARH

*Dated : June, 1968*

B. S. GUJRATI

## *The Importance Of Libraries*

That famous Canadian, Professor Stephen Leacock, once described how he would go about setting up a new university. Says he, "I would found first a smoking room; then, when I had a little more money in hand, I would found a dormitory; then after that, or more probably with it, a decent reading room and a library. After that if I still had the money left over, that I couldn't use, I would hire a professor and get some text-books."

I anticipate that many would disapprove of smoking (more so, when we now have the U. S. Surgeon-General's report linking smoking with cancer). Others would point a finger of pride at our hostels as an improvement on the medieval notion of dormitories. While all would urge a total reversal of Leacock's priorities. But in either case the founding of libraries will continue to occupy the central position. Have we not laid down their foundation in our colleges? We have: but the structure remains mainly at the foundation level only.

It would serve no useful purpose to harp again on the importance of libraries. There exists already extensive

*Libraries under the Mughals and the Marathas*

The traditions of learning in ancient India were nurtured at the holy places of pilgrimage, the capitals of kingdoms, well known temples and the agraharas. They were run by learned Brahmins, who had attained proficiency in the different branches of knowledge, on the support of kings and wealthy private individuals. The temple and the agrahara institutions were maintained from land grants. Varanasi, Takshashila, Kanauj and Nalanda in the north; Kanchi in peninsular India; Vallabhi in Kathewad; Paithan, Nasik, Karad and Wai in Maharashtra could be mentioned as some of the seats of learning in ancient Hindu India. It should go without saying that these centres of learning had their own libraries. Out of these places, however, only a few could be classed as public library centres in the modern sense of the term. Of all these places the Nalanda Vidyapeetha merits our attention as a world-renowned centre of learning with a well-equipped library. From the account of the Chinese traveller Itsang, one gathers that Nalanda had at one time between 3,000 and 10,000 bhikku-monks,

*The Development of Library Education in India :  
An Historical Survey*

COMMON people in India think that any man who can read the name of a book and can keep a record of issues can be a librarian, and educated people think that any, who has had a good education can work as librarian. The idea that a librarian needs some careful study of techniques and that librarianship is a science, is seldom appreciated. Dr. S. R. Ranganathan, the father of Indian librarianship, narrates an incident, when one of the leaders of the country, in very recent years asked him :

“What is there in librarianship to justify your writing 50 books on it? I hear of your having organized a course for the Master’s degree in Library Science and of your having persuaded a University to institute a doctorate degree in your subject. It means that you try to glorify mere common sense as a fit subject for such degree.”<sup>1</sup>

For the common man, Ranganathan goes on to say, “a librarian is any person earning his livelihood by working in a library. For many the thirty posts in the Madras

*Reading for Pleasure*

“You know how it is,” wrote P. G. Wodehouse, “with good resolutions when one’s got a bit of time on one’s hands. You get hold of Shakespeare’s Complete works ; you read King John and you’re just getting ready to read the stuffing out of Henry VI parts one, two and three, when along comes one of those little green-backed detective novels.....”

We know it is, all those of us who are obsessional and guilt-ridden print-devourers. And we remember how it is most clearly when a holiday approaches. Will my three volumes of Montaigne again be tucked so hopefully into the corner of a suitcase ? And if it is tucked in there will it again be lying un-touched on my return, a mute reproof to my misspent frivolity ?

That role would have come as a surprise to Montaigne and to many of his ardent readers during the following two hundred years. It will come as a surprise to the small number of Montaigne-addicts of our own day. For is he not the lightest and most engaging of writers, an expert at varying his pace and deftly holding

*Role of Library in the Development  
of Reading Skill*

The progress of our country depends largely upon the education of its citizens. The education can be of two types—formal and informal; formal type of education is strictly restricted to text books. But now the concept of educational sphere has changed from the formal to the informal one and this change has demanded a net work of libraries. The Librarian has to play an important role in shaping the character of the people of the country and libraries are regarded as means of universal and perpetual self-education by an individual. Keeping this in view reading habit has to be developed and encouraged among the people in their early life. It should commence with the school library, be continued by the college and university libraries, and sustained by the public libraries. The reading habit must be part and parcel of the nature of an individual.

The reading habit may be stimulated by the preparation of reading lists on various subjects. For example, reading lists may be prepared on vocational guidance, fiction, biography, science and other specially

*The Librarian a Salesman of Literature*

Ruskin calls libraries, "Kings' Gardens" and "Queens' Treasuries". Libraries are, indeed, gardens in which readers enjoy, like kings, the company of flowers with a variety of colour, beauty and fragrance. But flowers are apt to fade and wither away. Ruskin compares them, therefore, also to precious and scintillating stones of lasting value, jealously guarded and preserved by queens, to whose beauty they give added lustre.

Libraries are places of cultural interest and visit, like museums, art-galleries, temples, monuments, though they are less spectacular, less aesthetic, and more intellectual in character. Ruskin calls them as popular as gardens, and as precious as treasuries. Precious, indeed, they are, for the valuable and good books they keep. But are they equally popular and inviting? Private schools, private dispensaries and private shops are more popular than state ones. When one compares one's early experiences with those of others, at other times and at other places, one is confronted by similar observations.

Libraries would become more inviting and popular, if the librarian loves to become a friend and guide

### *Book Festival and its Place in the Community*

Love of books is as old as the civilisation of man. The guarded secret of man's self-realisation can be reached by those who undergo certain tapas or discipline.

Books have played a vital part in the cultural development of man in the past and the process continues. Reading of books is an endless opportunity, an ever-open door to ever greater mental growth. Practically all the wisdom of the world is to be found in books. No one can ever read all the good books that have been written but the more one reads, the more one gets true wisdom : those who do not read can have nothing to think and little to say. A book is more powerful than most powerful hydrogen bombs—since it can bring a silent revolution. The spread of socialism in half the world is the result of the thoughts of Karl Marx expressed in his 'Das Kapital'.

Books are brought into the hands of the readers through libraries. The library is a living force for popular education and it acts as a stimulus to intellectual activity. In the library one attains self-development

## *How to Buy Library Furnishings*

Libraries to-day are more than reference collections they are places that provide a creative atmosphere for everyone who uses them. Visual comfort through the choice of furnishings is a prime requisite to achieve this.

### **Floor and Wall Coverings**

Since floor covering is the foundation of a room, this guide will start with carpeting. In selecting a carpet, go to a reliable dealer and buy a good brand name. Rugs are floor coverings that come in sizes that leave floor space between the rug and the wall. Carpeting comes in rolls. It is bought by the square foot or square yard and installed wall to wall or bound into any size. It is the broad loom on which wide carpet is woven.

Carpeting provides warmth, sound conditioning, and easy, inexpensive maintenance. Wool is the favourite, but installations of synthetic carpets, especially nylon and acrylics, are growing. Acrylic carpets often look like wool, have good abrasion resistance, resiliency, and soil resistance. Nylon carpets are dura-

*Who wants to be a Librarian ?*

Ask any little boy what he expects to be when he grows up and he will probably reply, "fireman," "policeman." "cowboy", "railway engineer," "baseball player," "airline pilot," or "doctor." He will never express a desire to be a "librarian." In fact, library work is out of his ken; an appreciation of its significance and pleasure will not dawn upon him until his intellectual curiosity ripens.

Furthermore, librarianship is not a uniformed occupation. Almost all children and many adults are captivated by a uniform. Firemen and policemen are, of course, identified by their uniform or the badges of their office : the revolver and night stick. The doctor is distinguished by a white coat and stethoscope, or by that mysterious badge of his calling—the little black bag. The football or baseball player is famed for his athletic prowess, but he is always envisioned in uniform. Even trackmen (i. e. "thin-clads") wear uniforms, skimpy though they be.

The German psychologists, David and Dora Katz,

*The Household Reference Shelf*

Busy homemakers seldom take time to itemize the many helpful reference books that are ever at hand; they simply take these invaluable assets for granted. There are times, however, when the household "reference shelf" appears to be devoid of volumes, because the most frequently used volumes are scattered through the home.

The local Telephone Directory hangs from a hook next to the receiver, or reposes silently on the stand next to the "Princess" telephone set. The latest edition of the Fannie Merritt Farmer Boston Cooking School Cookbook—or lists equivalent—lies tidily in the drawer of the kitchen cupboard. The Bartender's Guide is still in the liquer cabinet, if, indeed, some ardent spirit has not recently filched it. The much thumbed Sears, Roebuck Catalogue is probably by the telephone, if it is not in the children's room.

The Family Hymnal lies open on the piano, and the Laurel Song Book—or its 1960 successor—stands upright in the music rack. The Book of Common Prayer

*The School Library in Education*

The school library is now an indispensable part of every secondary school in western countries, particularly in the U. S. A. The term 'School Library' is no longer applied to a collection of ragged books in a class-room used as a class library or to an array of old fashioned volumes kept locked in one or two glass-fronted almirahs in the school hall. The modern conception of the school library is that it is a part and parcel of education in a school. A library is now regarded as the most useful piece of educational apparatus at the teacher's disposal. The school library deals not only with children, who are eager to read but also with backward children, who read with difficulty and so require verbal aids and all kinds of incentive to study. School library is now a part of a university and as such it must be an integrating factor in the life and work of the school and it must at the time form a link with out-of-door school and adult interests.

One of the fundamental laws of library science is that books are for use. So it is essential that a great

*Literature For Children*

It is part of the burden and sorrows of my office that I have to speak on a variety of subjects. But one has a certain partiality or special weakness for certain subjects. Speaking on "books" is my weakness. I feel that a bookless life is an incomplete, if not empty life. It is the study of books—the impact with, and influence of, great and good men—which gives depth and breadth to life. Books enshrine their thoughts and feelings, their dreams and aspirations, their comedies which enliven, and their tragedies which ennoble life. In the words of Bartholini "without books, God is silent, justice dormant, natural science at a stand still, philosophy lame, letters dumb and all things involved in darkness". Should we not pray, "please God, let us do all we can to reinstate books in their proper place in our national life, so that God may be heard and justice may be awakened, that natural sciences may march forward to victory and philosophy thrive, that letters may speak with the tongue of angels, and darkness may give place to light". Admitting the elevating influence of books in the life of man, the beginning of such an influence, if this influence has to be wholesome, must be made in the childhood.

## *Our School Buildings*

*"We shape our buildings in the beginning;  
and ultimately the buildings shape us."*

—WINSTON CHURCHILL

### **Introduction**

The provision of adequate but simple housing for our schools is one of the most pressing educational problems facing the country. The problem is further complicated by the increase in school-going population on the one hand and the expanding educational programmes on the other. There were 4.35 crore school-going children in 1961 as against 2.35 crore in 1951. The increase in the number of schools after 1951 is about 73 percent. There are today 3,98,200 schools as against 2,30,555 in 1951. The new schools have been started either in rented houses (not specially designed for schools) or in mushroom buildings. It can be said on the basis of statistics recently collected from the states that fifty per cent of the schools in India are without the buildings of their own. It is estimated that thirty per cent of the secondary schools in India are run in rented buildings. The General Education working group of the planning

### *Organisation of A Public Library*

A Public library is an institution which preserves, collects, organises, distributes, interprets and guides the use of printed and audio-visual materials. Its importance to its readers is generally determined by the facilities it offers to them. "It is not primarily an institution for scholars and students, nor an instrument for formal education. It is an independent service for use according to the individual needs of the citizens."\*

#### **Aims & Objectives**

It provides library service without charge, authorised by legislation. It also aims at giving:

1. information service through its reference facilities,
2. reading guidance to individuals,
3. the creative use of leisure to citizens,
4. service in problems of child care, health, recreation etc., to home makers,
5. technical materials to business community.

---

\* Frank M. Gardner.

*How Can Public Libraries And Adult Education  
Agencies Co-operate*

Harold C. Shearman, M. A., in the "Adult education for democracy" when discussing the post-war needs of adult education (in Britain) has this to say on public library service. "First, with regard to books—perhaps the most essential of all the tools of the adult student." As Carlyle puts it, "All that a university can do for us is still but what the first school began doing—teach us to read."

"The adult student needs a plentiful supply of the right books—books to read, books to consult (and convenient reference libraries), and books to buy. The revival of the cheap book, in such series as the Penguins, has been an asset to adult education as well as a cultural service to the nation as a whole. But in saying this we must not overlook earlier and valuable series such as Everyman, the Worlds Classics, and the Home University library.....Nevertheless the crying need is still for a more adequate public library service which will enable the adult students to read or consult the standard works of

*Academic Libraries\**

I should like to say a few words in a general way on 'What are the conditions which make library service effective and how we should secure them. I shall, however, limit my observations to Academic Libraries only.

Let me begin with a simple statement. It is only a good library that can give effective service. The components of a good library apart from certain physical facilities, which I shall not deal with, are good books, competent librarians and, most importantly, a purposeful community or readers. But to make provision for such a library is not an easy matter. A good library can exist only in an enlightened society whose members have some knowledge of the services which the library provides and, therefore, they recognize the value of library service to the society and are willing to support the library financially. No doubt the Library as a social institution is itself an agency that works for greater enlightenment, and gradually creates a climate in which it can flourish, but its development as an efficient institution is

---

\* Presidential address delivered at the seminar on 'library in college instruction' in 1962, by Late Shri S. Dasgupta, Librarian, Delhi University library, Delhi.

*A New Approach To Library Service in Asia*

Economic and social development has not followed the same pattern in Asia as in the countries of Western Europe, North America and the U.S.S.R. The methods used in those countries are not always applicable to Asia, even though the Asian countries can learn much from their experience. Asian countries must find their own solutions and, when necessary, evolve different methods and techniques suited to their own needs.

Asian libraries can and should play an active part in the economic and social progress of the region. This implies taking a broader view of their functions, and playing a dynamic role in all spheres of development and activity.

For example, the illiterate, who form a large majority of the Asian population, are at present virtually excluded from public library service. But the theory that a library is only for the literate does not hold good in Asian conditions. How can a service which excludes the vast majority of the people enlist popular support and obtain public funds? Libraries in Asia cannot afford to

*Circulation Service And Public Relations*

An old-time Vaudeville comedian used to tell an amusing story of how he once went to a library to take out a book, but took out one of the circulation assistants instead. One can assume that the library assistant was charming and adroit in developing good public relations. Of course, she had a perfect right to be alluring, but no librarian has the right to be more alluring than a book.

Public relations are way of life and involve people, not things. Since they are concerned with the relationships of people, they spring from the individual. Like metabolism, public relations work goes on all the time, so relentlessly that no one in public life can avoid it or ignore it. On the contrary, he should always be at the controls and see to it that his public relations are good rather than bad, or indifferent. The degree to which a person gets along well with other persons, and they, in turn, get along with him, measures the effectiveness of his public relations.

Institutions, as well as individuals, develop public relations because institutions are after all merely groups of individuals. The public relations of institutions are

## INDEX

### A

- Abdul Rahim Khan 11
- Abul Fazl 10
- Administration 105, 109
- Adult education 26, 109 to 120
- Ahuja Dr. 44-46
- Akbar 9, 11
- Apte, B.K. 7-15
- Arabic 10, 11
- Asadullah 23
- Assembly Hall 98
- Aurangzeb 12, 13

### B

- Bartenders guide 65
- Baur 57-64
- Beauty 52-96
- Bhagi, M.L. 47-49
- Bibliographies 19, 30, 74, 75
- Books 4, 37, 47
- Book Collection 4, 107
- Book display 3, 41
- Book Exhibition 3, 47, 48
- Book Festivals 47, 48
- Book shops 48
- Building 95

### C

- Calligraphy 11
- Cataloguing 19
- Central libraries 30, 107
- Children's literature 83-93

- Churchil Winston 93
- Circulation service 145, 159
- Class Room 75, 97
- Color 10, 52
- College library 4
- Community development 137
- Curriculum 19

### D

- Das Gupta 121-133
- David 57
- Dickinson 18-20, 33
- Directories 65
- District library 106
- Dora Katz 57

### E

- Economy 96
- Edwain Sydney 109 to 120
- Encyclopedias 67
- Extention methods 77

### F

- Fabric 55
- Faize 11
- Fencing 101
- Fines 155
- Five laws 34
- Flooring 50
- Fowlers dictionary 66
- Furniture 99

## *Index*

### G

- Gidwani, N.N. 1-6  
Greek 9  
Gujrati, B.S. 39-43, 70-82  
Gunvant B. Shah 93-103  
Gupta 121-131

### H

- Harry C. Baur 57-69, 45-164  
Health services 98  
Helan Lyman 111  
Hindi 72, 131  
Humayun 9

### J

- Jahangir Nama 11, 12  
John Dewey 76

### K

- Kalia, D.R. 134-144  
Kanauj 2, 7  
Khilji 8

### L

- Leisure 104  
Library education 16-35  
Library furnishings 50-56  
Library Rules 150, 151, 152  
Library service 134-164  
Librarian 45, 57, 150  
Librarianship 16, 57, 147  
Libraries 98  
Lighting 53

### M

- Madras 21  
Mahabharata 7  
Manuscript libraries 8  
Marhattas 13, 15,  
Marrus 50-56  
Modern librarian 34  
Montaigne 36  
Mughals 9

### N

- Nala-Damayanti 10  
Nalanda 2, 8  
National libraries 107  
New International Dictionary 68

### P

- Paint 51  
Peshwas 13, 14  
Planning 135, 36  
Plastic 55  
Playground 101  
Plywood 54  
Public library 29, 31, 14, 109-120  
Public Relations 145  
Publicity 163  
Punjab university 78

### R

- Ramayana 10  
Ranganathan 16, 21, 33  
Rani of Jhansi 14  
Reading 36, 39, 40, 41, 45,  
71, 139  
Reading Courses 32  
Reference Shelf 65  
Regina Marrus 50-56  
Regional libraries 107  
Robert Frost 6  
Ruskin, 44

### S

- Salesman 44  
Sanitary arrangements 99  
Sanskrit 10, 13  
School Building 13, 96  
School library 70  
School lunch 98

*Index*

Sharma, O.P. 15-35  
Shirley Marrus 50-56  
Shivaji 13  
Site 95, 97  
Social Training 79  
Storage Space 99  
Story-telling 85  
Sydney 109-120  
T  
Tanjore 15  
Teacher librarian 80  
Teacher quarters 101

Tenja 83-38  
Text books 141  
Toynbee 36-38  
Tuzki-Babri 9 10

U

University Grant Commission  
33, 128

V

Ventilation 100  
Vikramashila 8  
Village library 106

-----

AMU  
Acc. No. 156654  
Acc. by  
Class by  
Sub. Heading by  
Date by  
Prescribed by

Shri Balwant Singh Gujrati (b. 1912) is a veteran librarian of the Panjab with a distinguished record of work in several libraries, presently working as Librarian, Central State Library, Chandigarh. Shri Gujrati is a chartered librarian.

Shri Gujrati has written several books, some of which are "Library Organisation" (1963), "Librarianship" (1964), "Library Administration" revised edition (1966), "The Study of Lal Bahadur Shastri" revised edition (1966) and "Prime Ministers of India" (1967).