

**TAMIL NADU PUBLIC SERVICE COMMISSION**

**Office Order No. 148, dated 12.01.2021**

*(Amended vide Commission's orders dated 28.04.2021)*

Sub.: Commission's Office Library – Library Working Hours – Duties of Librarian – Purchase of Books, Periodicals, etc. – Library Usage – Preservation and Disposal of Books, Periodicals, etc. – eRegisters – Regarding.

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The following orders are issued with regard to the Commission's Office Library.

**A. Library Working Hours**

- (1) The Librarian and the Library staff shall attend office by turns, from 9.30 am to 5.00 pm and from 11.00 am to 6.30 pm.
- (2) The staff of the Commission's office shall be actively encouraged to use the Library, from 9.30 am to 10.30 am, 1.00 pm to 2.00 pm and from 5.30 pm to 6.00 pm on all working days.

**B. Duties of the Librarian**

- (1) The Librarian shall maintain a complete and up-to-date list of all the books and periodicals, available in the Library.
- (2) The books shall be indexed subject-wise and maintained such that they are easily accessible.
- (3) The Librarian shall attend to the requisitions for books and materials from officers.
- (4) The Librarian, along with the staff of the Library, shall scrutinise all dailies and periodicals received in the Library with a view to finding out whether any matter relating to Public Service Commissions, in general and the Tamil Nadu Public Service Commission, in particular, has been published and submit the same, in hardcopy, to the Chairman, before 11.00 am everyday. A softcopy of the same shall be sent to the Members / Secretary / Controller of Examinations / sections concerned.

- (5) Periodicals (except Law journals) purchased / received in the Library shall also be circulated to the Chairman / Members / Secretary / Controller of Examinations, based on their preferences.

**C. Purchase of Books, Periodicals, etc.**

- (1) Books and periodicals for the Commission's Library shall be purchased only on the recommendations / suggestions of the Chairman, Members, Secretary and Controller of Examinations.
- (2) Books / periodicals suggested by the Examiners / Experts who attend the valuation or moderation work shall be purchased only after obtaining the orders of the Secretary / Controller of Examinations.
- (3) In respect of books relating to Acts / Laws / Rules and books that are worn out, the Librarian shall submit a proposal for purchase of the said books / updated version of the said books, to the Secretary.
- (4) Purchase of books shall be done by the Library from local vendors / online stores, utilizing the funds provided in the budget or in the PD account.
- (5) The staff of the Commission's office shall be permitted to make a request for purchase of books / periodicals / magazines / newspapers, including eVersions like Magzter, Kindle, etc., by the Library. A register shall be provided in the Library for recording the same. The Librarian shall obtain orders of the Secretary, every month in this regard and make such items available early.
- (6) In case of purchase of books or other material for hospitality purposes through the Library, the same may be purchased from the hospitality fund, by the section concerned.
- (7) In case of non-availability of certain books / periodicals sought for by experts / officers in the Commission's office, the Librarian shall take necessary steps for procuring the same from other Libraries / Organisations.

**D. Library Usage**

- (1) The Library books taken either on official or personal account, shall not be retained for more than two weeks at a time.
- (2) A proper renewal entry shall be made by the staff / officer concerned, if required to be retained further.
- (3) In case the book is not returned / renewed even after two weeks / the book is returned in a damaged condition, double the cost of the book shall be recovered directly or from the salary of the individual who has taken the book.

**E. Preservation and Disposal of Books, Periodicals, etc.**

- (1) The Librarian shall take necessary action to preserve the books against damages caused due to rust, dampness, termites, silver fish, rodents, etc., in coordination with the Building, Stationery and Furniture Department (BSFD). Periodical anti-termite / fungal / other relevant treatment shall be undertaken, once in six months.
- (2) The following shall be discarded from the Library collection and handed over to Records and Forms Department (RFD) for recycling purpose, after obtaining orders of the Under Secretary (Library):
  - (a) Books:
    - (i) Worn out due to constant use and beyond restoration.
    - (ii) Obsolete editions, i.e., out-of-date editions which have been replaced by the latest ones.
    - (iii) Not used for the last five years.
  - (b) All Other Materials:

Three months from the date of issue.
- (3) In the case of rare collections, out-of-print editions and irreplaceable books, the same may be retained.
- (4) Books / periodicals upon return after borrowing, shall be checked for torn pages, ink markings or stains.

**F. Maintenance of eRegisters**

The Librarian shall maintain the following eRegisters:

- (1) Newspaper Cuttings Issue Register (to make entries of newspaper cuttings sent to Chairman).
- (2) Newspaper Cuttings Softcopy Transfer Register (to make entries regarding softcopies of the newspaper cuttings transferred to Members / Secretary / Controller of Examinations / sections through Tapal).
- (3) Purchase Register
  - (a) Accession Register / Stock Register (to make entries of purchased books).
  - (b) Periodical Register (to make entries of purchased magazines, journals and database).
- (4) Book Issue Register (to make entries of books issued to Commission and other sections for official work).
- (5) Magazines Circulation Register (to make entries of magazines issued to Commission).
- (6) Binding Register (with reference to Law Journals / Periodicals, etc.).

**K. NANTHAKUMAR, I.A.S.  
Secretary**