



Parliament Library and Reference, Research, Documentation and Information Service (LARRDIS)



Lok Sabha Secretariat
New Delhi

Parliament Library and Reference, Research, Documentation and Information Service (LARRDIS)

Taking into account the information needs of Members, a small Library was set-up in 1921 in the then Central Legislative Assembly. This Library continued to serve Members on a very modest scale for a number of years. The year 1950 saw the beginning of a systematic expansion of Parliament Library's collection, both quantitatively and qualitatively. Simultaneously, a Members' Reference Service was also constituted within the newly established Research and Reference Branch.

Over the last six decades, the Library and related Services for Members have developed into what is now called the Parliament Library and Reference, Research, Documentation and Information Service (LARRDIS). The present set-up and nomenclature of the integrated service were the result of a major functional re-organisation of the Secretariats of the Lok Sabha and the Rajya Sabha effected during 1974-1975.

Even though LARRDIS is a part of the administrative set-up of the Lok Sabha Secretariat, it serves Members of both Houses of Parliament. Presently, LARRDIS comprises of the following Divisions: (i) Library Division; (ii) Reference Division; (iii) Research and Information Division; (iv) Press and Public Relations Division; (v) Audio-Visual and Telecasting Division; (vi) Parliamentary Museum and Archives Division; and (vii) Bureau of Parliamentary Studies and Training. Officers of LARRDIS are also associated with the Computer (Hardware and Software) Management Branch which looks after the computerisation services of the Secretariat and also with the Lok Sabha Television Channel.

Parliament Library

With its present holdings of about 1.27 million volumes comprising books, reports, Governmental publications, United Nations publications, debates, gazettes and other documents and as many as 85 Indian and foreign newspapers and 463 periodicals in Hindi, English and other Indian regional languages being acquired regularly, Parliament Library is the

second largest Library and one of the finest and richest repositories in the country. Books and publications are selected and added to the Library holdings from the entire field of human activity with special emphasis on legislative requirements of Members, the only exception being books on pure science and light fiction.

Parliament Library, which is located in the 'A' Block of the Parliament Library Building, caters to the information needs of Members of Parliament and other users, primarily by way of issuing/providing books, reports, debates and other documents, attending to on-the-spot references and preparing select bibliographies on various subjects and personalities. Apart from Members, the use of Parliament Library has been extended to Press Correspondents accredited to the Press Galleries of Lok Sabha and Rajya Sabha, media persons and *bona fide* research scholars from India and abroad, officers of the Government of India, State Governments, Public Undertakings and Statutory Bodies.

The Parliament Library possesses a rich collection of rare books on Politics, Law and History, including books on Art, Painting, Sculpture and Architecture. A book titled *History of Late Revolution of the Great Mogol Empire* by Bernier, published in 1671, is one of the oldest books available in the Parliament Library. Another important rare document in the possession of Parliament Library is the Original Calligraphed Constitution of India (in Hindi and English) which contains the signatures of the Founding Fathers of the Constitution. They are preserved in two special receptacles developed by the Getty Conservation Institute, USA, in collaboration with the National Physical Laboratory, New Delhi.

A separate *Gandhiana* Section was opened in Parliament Library on 9 August 1978 to make available all the works by and on Mahatma Gandhi in English, Hindi and various Indian regional languages, at one place. Similarly, books on and by Pandit Jawaharlal Nehru, the first Prime Minister of India, in English, Hindi and various Indian regional languages have been suitably stacked separately in the *Nehrwana* Section.

A separate unit containing books in various Indian languages has also been carved out in the Library. The languages covered, apart from Hindi and Sanskrit, are: Assamese, Bengali, Bhojpuri, Bodo, Dogri, Gujarati, Kannada, Kashmiri, Konkani, Maithili, Malayalam, Manipuri, Marathi, Nepali, Odia, Punjabi, Rajasthani, Sindhi, Tamil, Telugu and Urdu.

A monthly publication titled *Parliament Library Bulletin*, containing bibliographical details of new additions to the Parliament Library during the month, is brought out by the Library Division for members and other users. The *Parliament Library Bulletin* and the Library Catalogue can be accessed on the internet at the Parliament of India Home Page.

The Members' Reference-cum-Circulation Counters in Parliament House and Parliament Library Building (Ground Floor) make available to Members of Parliament books, Reports of Central and State Governments, Bills, Acts, debates of Lok Sabha and Rajya Sabha, newspapers and periodicals and publications of the United Nations and its allied agencies and other documents of reference value.

The Reading Room for Members is located in the central core of the Parliament Library Building and faces the internal courtyard. This Hall is two-storey high, with a capacity of 60 seats each on the Ground Floor and the First Floor. Members can have their seats reserved and books, documents, etc. which they need are provided on the seat and also kept reserved, if demanded. Latest newspapers and periodicals are displayed in the Library Hall of Parliament Library Building and Parliament House.

The principal functions of the Library Division are acquisition, processing, preservation and issue of books, periodicals, reports and other published material received from various sources. Parliament Library does not depend only on direct purchase of books and publications for enriching its collections. Under the Press and Registration of Books Act, 1867, State Governments are expected to acquire and send copies of all books printed anywhere in India,

free of cost, to the Parliament Library. All Ministries of the Government of India, including their Departments as well as attached and subordinate offices, likewise are expected to supply to the Parliament Library, copies of all their publications, reports, etc., free of cost. Exchange arrangements are also in operation with numerous governmental and non-governmental institutions in India and abroad for sending their publications in exchange for the publications brought out by the Lok Sabha Secretariat. Parliament Library is also a depository library for all the unrestricted publications of the United Nations and its allied agencies. Books and publications are also received for addition in the Library on complimentary basis, donated by Members of Parliament or other individuals and institutions. Books are also added on suggestions from Members of Parliament and officers.

Parliament Library preserves and maintains the records of the Central Government and State Government Acts and Ordinances, Government and Private Members' Bills, Central and State Government Rules, Joint/Select Committee Reports, Constitution of India, Government of India (Allocation of Business Rules), 1961, Foreign Acts of selected countries, etc. The Acts and Bills Section carries out corrections regularly in five copies of Central Acts (as amended from time to time) so as to keep them up-to-date. The copies of the Reports of Joint/Select Committees (constituted from time to time to review Bills) as presented to the Lok Sabha/Rajya Sabha (available since 1921) are also maintained.

The Copies of all the Central Acts since 1836 are preserved in the Library and necessary corrections are carried out regularly as per provisions made in the Amendment Acts passed by Parliament and Assented to by the President. Volumes of India Code, updated copies of Central Acts and Ordinances promulgated by the President of India received from the Ministry of Law and Justice are also maintained. The rules, regulations and notifications of the Government of India laid on the Table of the House, under the Central Acts, are procured from Table Office and maintained in the Acts & Bills Section.

Besides, Parliament Library maintains debates of Central Legislative Assembly, Constituent Assembly, Constituent Assembly (Draft making), Constituent Assembly (Legislative), Provisional Parliament, Lok Sabha, Rajya Sabha, State Legislatures and select foreign Parliaments, authenticated Papers Laid on the Table and Gazettes notified by the Government of India and the Governments of various States.

Ten copies of all the Government as well as Private Members' Bills as introduced in the Lok Sabha or the Rajya Sabha are received and maintained to meet the demands of the Members. At the end of the year, four sets of the Bills as introduced/passed in the Lok Sabha/Rajya Sabha, together with an index, are got bound for permanent retention. Bound volumes of these Bills since 1921 are available in the Parliament Library.

Library Committee: A Library Committee is constituted every year by the Hon'ble Speaker of Lok Sabha to advice on all matters concerning the Parliament Library. The Committee consists of six Members from the Lok Sabha and three from the Rajya Sabha, nominated by the Presiding Officers of the respective Houses. The Deputy Speaker of Lok Sabha is the *ex officio* Chairperson of the Library Committee. The Library Committee keeps a watch on the quality and quantum of all acquisitions and gives comments and suggestions to further improve the functioning of the Library and its ancillary services. The term of the Committee is one year.

The functions of the Committee are: (i) to consider and advise on such matters concerning the Library as may be referred to it by the Speaker from time to time; (ii) to consider suggestions for the improvement of the Library; and (iii) to assist Members of Parliament in fully utilizing the services provided by the Library.

Children's Corner

The Children's Corner was set-up on 21 August 2007 in the Parliament Library Building, under an initiative taken by the then Lok Sabha

Speaker Shri Somnath Chatterjee. It provides easy access to children between the age of 8 and 17 years, especially from the underprivileged sections of society. The Children's Corner has more than 3000 books/journals and a well developed multimedia centre equipped with computers and internet facilities.

Special events like painting competitions, Essay writing competitions etc., are organized from time to time to commemorate Children's Day and Anniversary of Children's Corner. Children from registered NGOs are also invited to participate in these competitions. Prizes and Certificates of participation are awarded to the winners and the participants.

Staff Library: A separate library for the benefit of the parliamentary staff was set-up in the early 1960s. The Staff Library's present holdings are around 39,739 publications. There are 3693 staff members of both the Secretariats on its membership. The Library receives 14 newspapers and 30 periodicals regularly.

Documentation Service

The Documentation Service of Parliament Library was set-up in 1975 for indexing of articles published in newspapers, periodicals and edited books received in the Parliament Library that may be of interest to the Members of Parliament. The Indexed entries of selected articles contain bibliographic details such as name of the author, title, name and date or year of the publication, suitable annotation and subject headings as per the specially devised scheme of classification. The Indexed entries of articles for a fortnight are fed into the computer and published in the form of a publication, titled *Parliamentary Documentation*. Until December 1988, the bibliographic details of selected articles were published as the *Documentation Fortnightly*.

From August 2008, the Service also brings out a publication in Hindi titled *Sansadiya Pralekhan* so as to cater to the information needs of all users who intend to take bibliographic details of articles appearing in Hindi newspapers, journals and edited books being received in the Parliament Library.

The electronic versions of *Parliamentary Documentation* and *Sansadiya Pralekhan* are sent to Members of Parliament, and Officers of the Lok Sabha and the Rajya Sabha Secretariats at their e-mail addresses. They are also available to the public at the Home Page of Parliament of India. <http://Loksabha.nic.in> → Parliament Library → Parliamentary Documentation and <http://Loksabha.nic.in> → Hindi Site → *Sansadiya Granthalaya* → *Sansadiya Pralekhan* → Ank.

The Indexed entries may be searched online from various parameters such as name of the author, title of the article, name and year of the publication, subject of the article, etc. Though the *Parliamentary Documentation* and the *Sansadiya Pralekhan* are available on Parliament of India Home Page, a few computer generated copies of the publications are taken out and distributed for reference and use by the Officers of the Lok Sabha Secretariat. Bound volumes of *Documentation Fortnightly* (1975-1988), *Parliamentary Documentation* (1989 onwards) and the *Sansadiya Pralekhan* (August 2008 onwards) are kept in Parliament Library for reference purpose.

Efforts are being made to provide links to text of articles wheresoever available for being accessed by Members of Parliament and other users.

Press Clippings Service

This Service, set up in 1956, caters to the latest information needs of Members of Parliament and other users of Parliament Library by providing them relevant and up-to-date Press clippings of news-items, editorial comments and articles on important developments in legislative, political, economic, socio-cultural scientific and technological fields from selected English and Hindi newspapers. The Press clippings are maintained chronologically in subject folders and stacked in proper sequence, according to a specially devised classification scheme based on the Dewey Decimal Classification Scheme. These folders are not issued out and are consulted in the Reading Rooms of Parliament Library and the Press Clippings Section. Selected Press

clippings in Hindi and English on topical interest are scanned and uploaded on the Lok Sabha Intranet which can be retrieved through classification number, subject, keywords, newspapers and date-wise from the computers connected in the Local Area Network in Parliament House Complex. Ordinarily, Press clippings are retained for five years. However, important clippings of lasting value and interest and those having a bearing on constitutional, parliamentary and legal subjects are retained permanently after scrutiny.

Microfilming Unit: A Microfilming Unit was set up in 1987 as one of the important Branches of LARRDIS. Microfilms are prepared with the help of RV-3 and MRD-2 cameras having provisions for microfilming on 16 mm and 35 mm rolls, respectively. The Unit has a Processor and a Duplicator for making additional copies of microfilm rolls. The Microfilming Unit has prepared more than 1673 microfilm rolls containing more than 33 lakh exposures. Microfilms of documents may be read through the microfilm reader-cum-printer installed in the Unit.

The important documents microfilmed include: Indian Legislative Council Debates; Central Legislative Assembly Debates; Council of States Debates; Constituent Assembly Debates (Legislative); Constituent Assembly Debates [(Draft making) (Hindi and English)]; Parliamentary Debates (Provisional Parliament and House of the People); Lok Sabha Debates (Hindi and English); Rajya Sabha Debates (Hindi and English); Reports of various Parliamentary Committees; Reports of Departmentally Related Standing Committees; Papers Laid on the Table; Presiding Officers' Conferences (Agenda, Proceedings, Resolutions, Minutes); Constitution of India (Hindi and English calligraphed copy of the original); Library Records; Rare Books; Decisions from the Chair; Observations from the Chair; Directions by the Speaker; several historical documents; important publications of Lok Sabha and Rajya Sabha Secretariats; private papers of eminent parliamentarians, etc.

Reprography Section: This Service, set up in 1975, caters to the urgent official photocopying needs of Members of Parliament; Officers and Branches of the Lok Sabha Secretariat, research scholars and media persons accredited to the Lok Sabha Gallery.

Members' Reference Service

The Members' Reference Service organises the dissemination of factual, objective and latest information to Members of both the Houses of Parliament, Presiding Officers and Chairpersons of Parliamentary Committees on important legislative measures and other subjects of economic, socio-political, constitutional and legal interest. The main objectives of this Service is to keep the Members informed of important developments in India and abroad in various fields and to supply them relevant information and material on subjects required in connection with their parliamentary work. The Services provided fall broadly under the following categories:—

- Supply of on-the-spot references to Members from published documents;
- Collection of latest information, statistics, etc. in response to Members' written reference requisitions;
- Preparation of Reference Notes;
- Preparation of bibliographical notes on important Bills, either pending or coming up before Parliament;
- Preparation of Background Notes, Information Bulletins, Fact Sheets and Information Folders on topical issues by anticipating Members' reference needs; and
- Updating and printing of *ad hoc* publications issued by the Service from time to time.

The scope of material to be collected in response to Members' references is normally limited to subjects connected with the immediate business before either House of Parliament. The number of reference requests from a Member is

restricted to two to three at a time. Requests for information on other topics of interest may be sent during inter-session period only.

Members requiring detailed information on any subject can send a requisition in writing to the Reference Wing in the prescribed form available at the Members' Assistance Desks, one located in Parliament House and the other in the Parliament Library Building, indicating precisely the points on which information is required and the date and time by which it is to be furnished.

Facilities also exist for meeting the information needs of Members in Hindi, if either a specific request is received to that effect or the requisition from the Member is received in Hindi.

Information is collected/compiled from authentic sources, e.g., Reports, Government publications, standard books, journals, and through official and authentic websites, etc. in an objective manner and supplied to the Members by the stipulated date and time. Besides, on-the-spot references are also being attended to from the material readily available in the library.

The Members' Reference Service also updates and publishes regularly the following publications:—

- Parliament of India—A Study, brought out at the end of the term or dissolution of each Lok Sabha (till 14th Lok Sabha).
- President's Rule in the States and Union territories—It presents in a tabular form important details relating to Presidential Proclamations made under Article 356 of the Constitution and under Section 51 of the Government of Union Territories Act, 1963, since 1950 (updated and revised upto 2010).
- Presidential Ordinances—It provides information on Ordinances promulgated by the President from time-to-time and processes leading to subsequent Acts passed, since 1950 (revised upto 2009).

- Council of Ministers—It contains the names and portfolios of Members of the Union Cabinet, Ministers of State and Deputy Ministers in alphabetical order since 1947 (updated and revised upto 2011).
- India—Some Facts (updated from time to time).
- Time Spent on Various Kinds of Business in Lok Sabha—An Analysis

The Reference Division, in close association with the Parliament Library, sets up a Reference Desk during Parliamentary Conferences and Seminars hosted by the Indian Parliament to meet the information requirements of the delegates. Selected parliamentary publications and reference books are displayed at the Reference Desk.

Online Reference Service

A new webpage is presently being developed for providing 'Online Reference Service' to Members of Parliament and other users. This would provide information online on important current topics/subjects which the Members would be able to retrieve at their end. In addition to the signed requisitions, it would enable the Members to send their queries online also and get the desired information through e-resources. A large number of occasional papers are proposed to be made available on this webpage and on Intranet in digital format for online retrieval by Members of Parliament and for use in the Secretariat. Electronic versions of Reference Notes are also e-mailed to Members of both the Houses of Parliament.

Research and Information Service

The Research and Information Service assesses in advance the information requirements of Members of Parliament by anticipating and identifying subjects of current developments and brings out, in English and Hindi, books, brochures, information bulletins, background notes, monographs, fact sheets, etc. on important issues coming up before the two

Houses of Parliament. Profiles of eminent leaders whose statues and portraits are unveiled from time to time in the Parliament Complex are also prepared by the Service. With a view to honouring the memory of eminent Parliamentarians who played a crucial role in the country's freedom struggle and contributed substantially towards the development of our parliamentary system, the *Eminent Parliamentarians Monograph Series* was started in 1990. Another series of Monograph titled the distinguished Parliamentarians Felicitation Series/Commemorative Volume is also being brought out to felicitate and place on record the contributions of several distinguished leaders and parliamentarians.

Considering the importance of objective information in respect of national policies for Members, the Service, over the years, has brought out Brochures highlighting various national policy formulations. Brochures with special focus on parliamentary and constitutional subjects are also brought out from time to time. The Service also brings out a publication entitled *Who's Who* containing brief profiles of Members of Lok Sabha when a new House is constituted after the General Elections. Similar publications containing brief profiles of dignitaries attending Parliamentary Conferences organized by the Parliament of India from time to time are also prepared by the Service.

The Research and Information Service also prepares background notes, speeches, briefs, resolutions, etc. on diverse issues for use of Indian Parliamentary Delegations when they attend Conferences/Seminars organized by the Commonwealth Parliamentary Association (CPA) and the Inter-Parliamentary Union (IPU) or other international Conferences such as the Conference of the Association of SAARC Speakers and Parliamentarians, Conference of the Commonwealth Speakers and Presiding Officers, WTO related Conferences, etc. The Service also prepares background notes, speeches, Talking Points, etc. for Indian Parliamentary Delegations going to other countries on good-will visits.

Background notes are also prepared for the use of delegates at the Seminars and Symposia held on the occasion of the annual Conference of Presiding Officers of Legislative Bodies in India and at various other programmes organized from time to time by the Indian Parliamentary Group (IPG) and the Bureau of Parliamentary Studies and Training (BPST).

The Research and Information Service also brings out the following periodicals regularly: *the Journal of Parliamentary Information (Quarterly)*; *the Digest of Central Acts (Quarterly)*; *the Digest of Legislative and Constitutional Cases (Quarterly)*; *IPG Newsletter (Quarterly)* and *SG's D.O. Letters* after the conclusion of each Session.

The Research and Information Service is categorized into nine self-contained specialized functional Wings, Sections, Units and Cells namely, *Economic and Financial Affairs Wing*; *Legal and Constitutional Affairs Wing*; *Parliamentary Affairs Wing*; *Political Affairs Wing*; *Social Affairs Wing*; *JPI Section*; *Practice and Procedure Unit* and *Who's Who Cell*.

LOK SABHA SECRETARIAT
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**Cover Photo: A view of Members' Reading Room
in Parliament Library Building*