



*PARLIAMENT LIBRARY AND REFERENCE, RESEARCH,
DOCUMENTATION AND INFORMATION SERVICE (LARRDIS)*



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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 Service 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 17 lakh volumes comprising books, reports, Governmental publications, United Nations publications, debates, gazettes and other documents and as many as 87 Indian and foreign newspapers and 393 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.

The Library also has collection of e-resources which includes e-books, e-journals, e-databases, CDs/DVDs and audio-books. The Library has institutional membership of National Digital Library of India to avail online access of more than 2 crore e-resources. The data base of e-journals is also available to access 50,000 e-journals from 13,000 publishers which may be retrieved within the premises of Parliament House Complex only. Presently, the Parliament Library is providing the online version of 41 e-journals of which printed versions are available in Library.

A well equipped Braille and audio facility is also available in the Library. To compliance with the Section 42 of the 'Rights of Persons with Disabilities Act, 2016' Parliament Library has started providing Braille facility to the visually impaired people with

modern equipments. One system with printer, one high speed scanner with Fine Reader OCR and Indo NVDA Software have been installed in main Library to make the library accessible for visually and print disabled persons.

The Parliament Library, which is located in the 'A' Block of the Parliament 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 the 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. To upkeep the level of Nitrogen gas and Humidity level of the glass Box in which Original Constitution of India is kept, every year National Physical Laboratory staff visits to the Parliament Library and check the physical conditions of document. The Parliament Library takes immediate action as per advice of the National Physical Laboratory.

A separate Gandhiana Section was opened in the 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 Nehruana 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. The 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 Government 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. The 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.

The 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. 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 and maintained in the Acts and 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/Private Members' Bills as introduced in the Lok Sabha/Rajya Sabha are received and maintained to meet the demands of the Member's. At the end of the year, three sets in English and two sets in Hindi 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 Parliament Library. The Committee consists of six Members from the Lok Sabha nominated by the Speaker and three Members from the Rajya Sabha nominated by the Chairman of the Rajya Sabha. The Chairperson of the Committee is appointed by the Speaker from amongst the Members of the Committee; provided that the Deputy Speaker, in case is a Member of the Committee, shall be appointed as Chairman of the Committee. Casual vacancies in the Committee are filled by nomination by the Speaker in respect of the Members from Lok Sabha, and by the Chairman of Rajya Sabha in respect of the Members from Rajya Sabha. 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 the Parliament in fully utilizing the services provided by the Library.

The Committee in a way acts as a liaison between the Members of Parliament and the Library. Minutes of the sittings are bound and kept for further reference.

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, specially 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 register NGOs are also invited to participate in these competitions. Prizes and Certificates of participation are awarded to the winners and the participants.

Members' Reference Desk, PLB: This desk meets the demands of Members/ex-Members of Parliament (Lok Sabha / Rajya Sabha), Committee's Chairmen, Leader of Opposition office, etc., regarding on-the-spot references and complete background material during Session and Inter-Sessions period. Demands with regard to Journals, Newspapers, Bills and Acts, Periodicals are attended at the Desk. National / International delegations visiting the Library from time to time are also attended and it also co-ordinates with other branches of LARRDIS and allied services for smooth functioning of Reference Desk and Reading Room, of Parliament House.

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 35,351 publications. There are 3,691 staff members of both the Secretariats on its membership. The Library receives 15 newspapers and 32 periodicals regularly.

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.

Documentation Service

The Documentation Service of Parliament Library, which was set up in 1975, is primarily responsible for indexing of articles published in periodicals/journals received in the Parliament Library that may be of interest to the Members of Parliament. The indexed entries of selected articles contain bibliographical details such as name of the author, title, name, date and year of 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 LIBSYS software and published in the form of a publication. The bibliographic details of selected articles were earlier published with the title '*Documentation fortnightly*' (January 1975 to December 1988). However, from January 1989 onwards, it is being published entitled '*Parliamentary Documentation*'.

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 periodicals/journals being received in the Parliament Library.

To improve the Documentation Service, an upgraded version of LIBSYS 7 software was installed in February 2016 to link the text of each article with its bibliographical details through Title Link. In this process, the text of each article is being scanned, the PDF file of the same is prepared and linked with the bibliographical details both in English and Hindi. The same can also be accessed and retrieved just by clicking the Title from January 2017 onwards through the Parliament Library Homepage within the premises of Parliament House Complex.

The electronic versions of '*Parliamentary Documentation*' and '*Sansadiya Pralekhan*' are being sent to Members of Parliament and Officers of the Lok Sabha and the Rajya Sabha Secretariats at their email addresses. The Publications are also made available at web addresses: <http://parliamentlibraryindia.nic.in/Issue.aspx> ! for '*Parliamentary Documentation*' (In English) and <http://164.100.47.194/loksabhadhindi/Library/Issue.aspx> ! for '*Sansadiya Pralekhan*' (In Hindi). The Indexed articles 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 articles etc. through "Catalogue Search" on Parliament Library Homepage. Important articles on current topics both in English and Hindi are also being uploaded weekly on the same websites for reference purpose.

Though the '*Parliamentary Documentation*' and the '*Sansadiya Pralekhan*' are available on Parliament Library Homepage, a few computer generated copies of the

publications are taken out and kept in the Parliament Library for consultation of Members of Parliament and Officers of both the Secretariats. Bound volumes of '*Documentation Fortnightly*' (1975-1988), '*Parliamentary Documentation*' (1989 Onwards) and the '*Sansadiya Pralekhan*' (August 2008 onwards) are also available for reference purpose.

Press Clipping Service

This Service, set up in 1956, caters to the latest information needs of Members of Parliament to answer enquiries and attend references of Members of Parliament; to help the Research and Reference staff/ Committee branches in their work in connection with the preparation of Fact Sheets, Information Bulletins, Background Papers and other study material for meeting the anticipated or specified needs of the Members and the staff; and to make available specific subject folders for the purpose of reference and study material to Members of Parliament and to Officers and staff working for them, in the Secretariats of both Houses of Parliament, media persons accredited to the Press Gallery, Scholars granted Parliamentary internship, Officers of the State Legislatures, Government and Public Sector Undertakings and to *bona fide* research scholars 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 both on national and international field from selected 29 newspapers both in English(18) and Hindi(11).

Since 2017, the Press Clipping Section is fully computerized, pdf files are prepared for every selected news items from the newspapers available on-line/offline, along with classification number, name and date of the newspaper. These pdf files are uploaded on a specially designed database, along with the rendering of title; sub-title; name of newspaper; date of publishing, author, classification number with relevant key words. These clippings 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 and printouts of these news clippings can be taken out from the Lok Sabha intranet and from "Parliament Library Home page under Press Clipping".

The news Clippings belong to pre 2017 era 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.

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.

Members' Reference Service

The Members' Reference Service organises the dissemination of factual, objective and latest information to the Members of both the Houses of Parliament, Presiding Officers and the Chairmen of Parliamentary Committees on important legislative measures and other subjects of economic, socio-political, constitutional and legal interest. The main objective

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 facilities provided by the Members' Reference Service fall broadly under the following categories:

- (i) Supply of on-the-spot references to Members from published documents;
- (ii) Collection of latest information, statistics, etc. in response to Members' written reference requisitions;
- (iii) Preparation of Reference Notes on subjects of contemporary interest;
- (iv) Preparation of Legislative Notes on important Bills, either pending or coming up before Parliament;
- (v) Preparation of Background Notes, Information Bulletins, Fact Sheets and Information Folders on topical issues by anticipating Members' reference needs; and
- (vi) 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 during the session period. Requests for information on other topics of interest are encouraged to be sent during the 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 the 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 (covered up to the 15th Lok Sabha).

- President's Rule in the States and Union Territories — It presents in a tabular form important details relating to the 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 2016).
- 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 2014).
- 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 2015).
- India — Some Facts (updated version brought out twice in a year).
- 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 the 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 such Reference Desks.

Online Reference Service

As part of the initiative towards promoting e-Parliament and a Paperless Secretariat, a Members' e-Portal for the benefit of Members has been launched on 17 July, 2016. In addition to the signed requisitions, Members can send their queries online also and get the desired information through e-resources in the inbox of e-portal. A large number of occasional papers including Reference/Legislative Notes are available on the Parliament Library Home Page and on the Intranet in digital format for on-line retrieval by Members of Parliament and for use in the Secretariat. Electronic versions of the Reference/Legislative Notes are also e-mailed to the Members of both the Houses of Parliament.

Research and Information Service

The Research and Information Division is categorized into nine specialised functional Wings/Sections, namely, Economic and Financial Affairs Wing; Educational and Scientific Affairs Wing; Journal of Parliamentary Information (JPI) Section; Legal and Constitutional Affairs Wing; Parliamentary Affairs Wing; Political Affairs Wing; Practice and Procedure Unit; Social Affairs Wing; and Who's Who Cell.

The functions of the Research and Information Division are broadly to assess in advance the information requirements of Members by anticipating and identifying subjects of current parliamentary interest, including legislative measures on which Parliament is likely to undertake discussions and which are likely to generate demands from Members for detailed information and data. The Division endeavours to keep Members of Parliament informed on a continuous basis about the current developments, both national and international, and brings out, both in English and Hindi, books, brochures, information bulletins, legislative bulletins, background notes, fact sheets, etc.

Over the years, it has brought out brochures highlighting various national policy formulations, with special focus on parliamentary and constitutional subjects. Profiles of eminent leaders whose statues and portraits are unveiled from time to time in the Parliament Complex are also prepared by the Division. 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 being brought out to felicitate and place on record the contributions of several distinguished leaders and parliamentarians.

The Research and Information Division prepares background notes, speeches, briefs, resolutions, etc. on diverse issues for the use of Indian Parliamentary Delegations going to other countries on goodwill visits or for participating in International Parliamentary Conferences/Seminars/Workshops 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, etc. Background notes are 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). Fact sheets and briefing notes on countries to be visited by the Indian Delegations or on countries wherefrom various delegations come to India are also prepared.

The Research Division prepares the Secretary General's D.O. letter to the State Legislatures after the conclusion of each Session of the Lok Sabha. The letter contains all the significant events and important developments taking place in the Lok Sabha from time to time, particularly during the Session.

The Research Division brings out publications entitled *Members of Lok Sabha: A Brief introduction* and *Who's Who* containing biographical information about the Members of Lok Sabha when a new Lok Sabha is constituted after general elections. The Division also brings out *Profiles Handbook* during the Conferences and Seminars held in India for the use of delegates. The Division maintains and updates [in coordination with Computer (Software) Unit/NIC] the Members Homepage on the website www.parliamentofindia.nic.in/ www.loksabha.nic.in.

The Research and Information Division brings out the following periodicals regularly: *the Journal of Parliamentary Information (Quarterly)* and *IPG Newsletter (Quarterly)*.

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