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CIRCULATION COUNTER

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For the smooth functioning of the Circulation Counter it has been divided into more self contained Sections.

1. Books Circulation Counter, PLB
2. Member's Assistance Counter, PLB and PH
3. Newspapers & Periodicals Unit, PLB
4. Reports and LTs Unit, PLB

Books Circulation Counter

The Books Circulation Counter was set-up simultaneously with the systematic establishment of the Parliament's Library for rules of circulation of books, news papers, magazines, theses, and other documents among Members of Parliament. Over the year, the services of the Books Circulation Counter were widened and extended to Head officers of the Secretariat and for Members of Parliament. The Library extends consultation facilities to the personal staff of Members of Parliament s, bona fide research scholars, accredited press correspondents, Universities, etc.

The functions of the Circulation Counter mainly comprises of maintaini records of Library users, issue and return of books, issuing reminders for overdue books, reserving books for Members of Parliament, to obtain books on inter-Library loan which are not available in the Parliament Library as and when the need arises, providing reading facilities for readers, display of the latest books and maintenance / rectification of stacks on regular basis, etc.

Member's Assistance Counter

The Member's Assistance Counter in the Library provides assistance to Members of Parliament seeking information relating to their day-to-day parliamentary work. Circulation counter serves as a single window to the Members where documents are made available to them at one place after acquiring these from various sections of LARRDIS i.e. Circulation Counter, Reports Unit & Gazette Debates Section, Newspapers & Periodicals Unit, Bills Section & Acts, etc. At present two Members' Assistance Counters are functioning in Parliament Library Building as well as Parliament House for the convenience of members.

Newspapers & Periodicals Unit

The Newspapers & Periodicals Unit is mainly responsible for procurement of newspapers & periodicals for the use of Hon'ble Speaker, Dy. Speaker, Leader of Opposition, Chairmen, Parliamentary Committees and various branches

of Lok Sabha Secretariat. The Unit procures preserves and newspapers / provides journals from India and abroad, for Parliament Library where they were displayed, consulted and issued on demand. The Unit maintains a proper record of its holding with periodic weeding out and binding of newspapers / journals for permanent retention.

Reports and LT Unit

The Reports Unit has a vast collection of diverse types of documents viz. Reports of Central and State Governments, Reports of various Committees and Commissions, Reports and reviews published by different administrative/statutory bodies, Plan Documents, Census Reports, White papers, Memorandum of Understandings, Budget Documents, Agreements, Contracts, and Reports of UN and foreign Parliaments. The documents are divided and stacked in various Sectors in the Basement – II of the PLB and are classified according to Dewey Decimal Classification Scheme.

Apart from the Reports, the Unit also procures and processes all the authenticated papers that are laid on the tables of both Lok Sabha and Rajya Sabha during the Sessions of Parliament. These papers are got bound and kept in a chronological order. Accessioning of these documents is done regularly and the accession numbers are supplied to the Editorial Branches of Lok Sabha and Rajya Sabha Secretariat in order to maintain uniformity in the records.

References

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