

**Prime Ministers Museum and Library**  
**Teen Murti House, New Delhi – 110011**

**Manuscripts Section**

Rules governing scholars' access to Private Papers and Institutional Records **Digitally**.

**ADMISSION RULES**

**For Indian Scholars**

1. Admission to the Reading Room of the Manuscripts Section for consultation of documents is granted only to bonafide research scholars. The following are accepted as bonafide research scholars:-
  - a) Research scholars/assistants of recognized Universities/Research Institutions who produce introduction/recommendation letters containing their topic of research, from Professors or Heads of departments of Universities or Principals of their Colleges/Heads of Institutions or any other evidence of their being bonafide scholars acceptable to the Director, PMML.
  - b) Professors and Readers of recognized Universities in India.
  - c) Other persons engaged in research.

**For Foreign Scholars**

2. Foreign scholars wishing to consult records in the Manuscripts Section should bring a letter of introduction containing their topic of research, from their Universities/Institutions.
3. Foreign scholars, submitting their research projects through Indian Missions abroad, or through Foreign Institutions based in India, or such cases where the research projects would involve field work, would require necessary clearance from the concerned Ministry. To avoid any loss of time after their arrival in the country, it is advisable that scholars should send their applications well in advance directly to the concerned Ministry. Scholars under this category will be admitted to the Reading Room only after such clearance is submitted by them on their visit to this institution.

**Consultation Rules**

4. Papers will be issued to new scholars only after approval of their admission forms by the competent authority.

5. Ordinarily all Private/Institutional papers are open for consultation except in cases where the donors have retained the authority to permit access to the papers or in cases where the donors have closed the collection for consultation for a specified period of time.
6. There are specified collections which are issued to Research scholars with the permission of the Director. The scholars have to submit in the Reading Room an application addressed to the Director seeking permission to consult such papers.
7. Brittle/damaged papers will not be supplied for consultation.
8. Scholars should seek, in writing, permission from the Director in case they wish to engage any assistant.

### **Digitization Rules**

9. Scanned copy will only be sent on pdf format.
10. Only one-fourth of a Collection /Oral History Transcripts can be duplicated.
11. Duplication of any document is permissible only after obtaining permission of the competent authority.
12. Duplication of documents is undertaken only after receiving the requisition on a prescribed form and payment in advance. This will be decided/reviewed by the Director from time to time.
13. Scholars wishing to publish documents should sign and submit the copyright-clearance declaration along with requisition.
14. Maximum of 10 files in one requisition will be attended.
15. Details of online payment mode is given in the Requisition form. The charges for xeroxing/scanning for Indian Scholars is Rs. 5/- per page/document and for foreign scholars Rs. 10/- per page/document.

### **General**

16. No mails will be attended to on Saturdays, Sundays and Gazetted holidays.