

**PRIME MINISTERS MUSEUM AND LIBRARY
TEEN MURTI HOUSE
NEW DELHI-110011**

The Prime Ministers Museum and Library, established in 1966, is a research Library on the Social Sciences. Its holdings deal with the political, social, economic, religious and literary history of modern India starting from Raja Rammohun Roy to contemporary times with special emphasis on the Indian Nationalist Movement and Nehru Era.

The Library has a large collection of books, periodicals, newspapers, microfilm/microfiche and photographs apart from collections of private papers and oral history transcripts. It also has a well-equipped Reprography Division.

Rules and Regulations

A. Library Hours

The Library is open throughout the year except on Sundays and Gazetted Holidays. It remains open from 9.00 a.m. to 8.00 p.m. from Monday to Friday and on Saturday from 9.00 a.m. to 5.30 p.m.

B. Membership

1) Membership of the Library is open to the following categories of bonafide Research Scholars working primarily in the field of Humanities and Social Sciences.

- i. Professors, Readers and Lecturers of Universities in India and abroad. In case of Lecturers, a letter of Introduction is required from the Principal of the College or Head of the Department of the University.
- ii. Bonafide Research Scholars of Universities and Research Assistants of Institutions on production of a letter of introduction from their Guide, Head of the Department/Institution or Principal of the College or Registrar of the University.
- iii. M.Phil. Students on production of a letter of introduction from their Head of the Department.

- iv. M.A. (Final) students, with Modern Indian History as area of specialization, on production of a letter of introduction from their Head of the Department.
 - v. Any other person engaged in research or writing related to the holdings in the organization.
- 2) A nominal fee is charged for admission to the Library. The charges for Indian Nationals/Overseas NRI are ₹300/- for a week, ₹500/- for two months, ₹1000 for a year and for Foreigners ₹500/- for a week, ₹1000/- for two months and ₹5000 for a year. Admission is regulated through an Admission Card or Admission Slip obtainable on completion of the prescribed Admission Form.
 - 3) Admissions and renewals are done from Monday to Saturday.
 - 4) Scholars are requested to show the Admission Card/Slip at the entrance of the Library before entering the Reading Room and sign the Attendance Register. Attendance Certificates, if required, shall be issued on the basis of the attendance recorded in the Register within a period of three months.
 - 5) Admission Card can be renewed for a further period, if necessary. A fresh letter of introduction may be required for such a renewal.
 - 6) Loss of Admission Card/Slip should be reported immediately to the Librarian. A duplicate Card can be issued on Payment of ₹300/- for Indian Nationals/Overseas NRI and ₹300/- for Foreigners.
 - 7) Admission Card is Non-Transferable.
 - 8) Two Passport size photographs.

C. General

- 1) The Prime Ministers Museum and Library is basically a Reference Library. Books are not issued out, they can be consulted in the Library only.
- 2) Scholars are allowed free access to the books. However, the books should not be restored on the shelves by the scholars so that they are not misplaced.
- 3) Not more than 5 books may be kept at the Reading Table.
- 4) Overnight reservation for a maximum of 1 book for three days only.
- 5) Use of ink or fountain pen is not permitted in the Reading Room. Only ball-pen/pencil are allowed for taking down notes.

- 6) Scholars are requested not to write with pen or pencil mark or otherwise disfigure or damage books, furniture, etc. In case of any damage, the person concerned will be required either to replace the article or pay the cost as decided by the Director. The membership is liable to be cancelled in such case.
- 7) Personal belongings like briefcase, bag, book and printed/xeroxed material are not allowed inside the Reading Room.
- 8) Water bottles/eatables are not allowed inside the Reading Room.
- 9) Smoking inside the Library is strictly prohibited.
- 10) Janitors posted at the entrance of the Library have instructions to check the files or papers, notebooks, etc. before they are taken out of the Reading Room of the Library. Scholars are requested to co-operate with them.
- 11) Cell Phone inside the Library is Strictly Prohibited.
- 12) Lockers are available at the Reception Counter, on payment of Rs. 5/- per day.

D. Microfilms

A rich collection of microfilms/microfiche of newspapers, dissertations, private papers, institutional papers and rare publications is available for consultation in the Microfilm Section on the first floor of the Reading Room.

Scholars are requested to observe the following instructions carefully while consulting the microfilms/microfiche:-

- 1) Microfilm rolls, Microfiche plates and Microfilm Readers should be handled with great care. Scholars may thread the spool while consulting a roll or fiche but they should wait for the staff-member to take out a roll/fiche from the cabinet or fix a new one.
- 2) Owing to heavy demand for the Microfilm-Readers, Scholars are advised to meet the Incharge, Microfilm Section, to reserve the Microfilm Reader a week in advance. The reservation of the Microfilm Reader is done every Friday at 10.00 a.m.

E. Periodicals/Newspapers

Approximately 379 periodicals and 26 daily newspapers are being received in the Library. In addition, about 4974 newspapers files, in original, are also available.

- 1) Current issues of periodicals/newspapers may be consulted in the Periodical Section only where these are displayed.
- 2) Back issues and bound volumes of periodicals and newspaper files may be requisitioned through the Periodical Section. These may be consulted in the Periodical Section only.
- 3) Most of the newspaper files are available on microfilm for consultation in the Microfilm Section. However, original files can be requisitioned for consultation when the microfilm of such files is not available.

F. Photographs

More than 2 lacs photographs of Jawaharlal Nehru and of other eminent Indian leaders and national events are available in the Photo-Library for consultation. Copies of photograph can be obtained against advance payment. Rate-List is available in the Photo Section. In-charge of the Photo Section shall help in the process of selection etc. if required.

G. Private Papers/Oral History Transcripts

More than 1100 collections of private papers and institutional records and oral history transcripts along with their lists are available for consultation in the Reading Room of the Manuscript Division.

H. Facilities for Xerox/Photocopy/Microfilm Copy/Microfiche Copy, etc.

- 1) One third portions of a publication can be got xeroxed by a Scholar by filling up a form available in the Xerox Unit and collect the material from them.
- 2) For other facilities provided by the Reprography Division, the staff in the Division may be consulted.