

**CHAPTER 160.**

**PUBLIC FREE LIBRARY.**

**Management and Control.**

**REGULATIONS**

*made by the Committee under section 9 and approved by the Governor  
in Council on the 6th January, 1946.*

Regs. 2 of  
1946.

1. These regulations may be cited as the Public Free Library (Management and Control) Regulations.

2. In these regulations, unless the context otherwise requires—

“assistant librarian” means a person appointed by the committee to assist the librarian;

“book” includes newspaper, periodical, pamphlet, picture, engraving, photograph, map, plan and any other article of a like nature;

“librarian” means the person appointed by the committee to have charge of the library ;

“library” includes the several rooms, entrances and passages of the library building and the compound within which the building is situate.

3. The librarian shall be responsible for the safe keeping of the books.

4. No person shall be permitted to pass within the reserved enclosure known as the reference department except in accordance with the provisions of these regulations.

5. (1) The library shall be open to the public on the following days, exclusive of public holidays, at the times stated below—

Monday to Friday ... .. 8 a.m. to 7 p.m.

Saturday ... .. 8 a.m. to 12 noon.

Provided that the lending department shall be closed during the hours of 1 p.m. and 3 p.m. and 5.30 p.m. and 7 p.m. on the days that the library is open during these hours.

(2) The committee may, at its discretion, order either the library or any part thereof to be closed for any specified time.

6. (1) Any person who desires to become a borrower shall apply to the librarian or an assistant librarian for an application card which shall be filled in, so far as is practicable, on the library premises and in the presence of the librarian or an assistant librarian.

(2) An application shall be in such form as the committee may from time to time determine and an applicant shall fill in on the application card such particulars as may be called for including his full name, residence, occupation, and place of business and shall affix his signature thereto.

(3) An applicant who has no regular employment or who is a school child must, in addition to the particulars in sub-regulation (2) of this regulation, obtain the signature of a person in regular employment with a recognised business address in Georgetown who is willing to be guarantor for the applicant. In the case of a school child the parent or guardian may be such a guarantor provided he is qualified as herein set out.

(4) Where the guarantor of a school child is not the parent or guardian, the parent, guardian or teacher of the child shall also sign the application card.

(5) An applicant who is a housewife shall state her husband's name and business address.

(6) A guarantor is personally responsible for damage to or loss of any book or books borrowed by the person for whom he has signed as guarantor and his guarantee shall remain in force for three years unless he has been previously released by the committee.

(7) A guarantor will not be released unless he is clear of all or any liability for books already borrowed.

(8) The committee may refuse to accept any person as guarantor without assigning a reason.

(9) A borrower shall give notice of any change of address, either of himself or of his guarantor, within seven days of such change or his tickets may be liable to be forfeited.

7. When the application card has been completed it shall be left with the librarian and, if on examination the particulars given are found to be correct, borrower's tickets shall be issued to the applicant.

8. Each applicant may be issued with two borrower's tickets, one of which shall only permit of the borrowing of non-fiction books.

9. (1) A borrower's ticket is not transferable and shall not be used except by the person to whom it is issued, or by some one authorised by him in writing.

(2) Where a borrower is about to leave the Colony or ceases to use the library he shall return his tickets to the librarian.

(3) If a borrower neglects to comply with the provisions of the preceding sub-regulation he and his guarantor, if any, shall be liable for loss of or damage to any books taken out on his ticket or tickets.

10. (1) A borrower shall immediately report to the librarian the loss of any ticket issued to him and may, on payment of six cents, obtain the issue of a new ticket to replace the one lost.

(2) The borrower and his guarantor remain responsible for any books borrowed on a lost ticket, even though the loss is reported and a new ticket issued to him.

11. (1) Borrowers shall have access to the bookshelves in the lending department.

(2) Borrowers shall enter the lending department by the proper entry thereto and shall exhibit their tickets when making such entry.

(3) Borrowers shall leave the lending department by the proper exit and shall surrender their tickets in exchange for the books they desire to borrow. Only one book may be borrowed in respect of one ticket.

12. (1) Borrowers shall attend personally to receive and return books.

(2) Where a borrower is unable to attend personally he shall send some competent person who can intelligently state his requirements and be entrusted with the books to be delivered.

(3) The librarian or any assistant librarian may refuse to deliver books to a person whom she considers unfit to take care of them.

13. (1) All books borrowed shall, unless the issue is renewed, be returned to the library within fifteen days (including the day of issue and return).

(2) Where a borrower fails to return a book within the specified time he shall pay a fine of one cent for each day or part of a day thereafter not exceeding twenty-eight days.



(3) Where a book is detained beyond twenty-one days from the date of issue a notice shall be sent to the borrower and if the book is not returned within twenty-eight days from the date of issue the book shall be deemed to be lost.

(4) Where a book is deemed to be lost under the preceding sub-regulation the liability of the borrower and of the guarantor, if any, thereupon arises, and the borrower's tickets are liable to be forfeited.

(5) Where a monthly or quarterly periodical is lent such periodical must be returned within four days. Should the periodical be detained beyond this time the borrower shall pay a fine of one cent for each day or part of a day it is so detained not exceeding fourteen days.

(6) A periodical shall be deemed to be lost if not returned within fourteen days from the date of issue and the same incidence of liability shall thereupon arise as in the case of a book under sub-regulation (4) of this regulation.

14. A book may not be exchanged on the day of issue.

15. The issue of a book may be renewed once provided it is not required by another person. Such renewal shall be by application and presentation of the book at the library.

16. (1) If a borrower desires to borrow any particular book which is not immediately available he may pay three cents to the librarian who shall send a postcard to him to notify him when the book is available.

(2) The book will be kept at the library for two days after such notice has been posted.

17. Borrowers or their messengers shall deliver all books returned to the librarian or an assistant librarian. Borrowers remain liable for all books not so delivered.

18. (1) All books must be returned without regard to the date of issue before the date notified for the annual stock-taking.

(2) Notice of the date of the annual stock-taking shall be given by means of notices posted in the library and published in two leading daily newspapers circulating in the Colony at least fifteen clear days before that date.

(3) A borrower who fails to comply with sub-regulation (1) of this regulation shall incur a fine of twenty-four cents and his tickets shall be liable to be forfeited.

19. Where in the opinion of the committee it is essential that all books shall be immediately returned to the library the committee may call for their return by means of notices posted in the library and published in two leading daily newspapers circulating in the Colony.

20. Should any book be not returned in accordance with these regulations or if it be returned in a torn, cut or soiled condition, or written over or with leaves turned down or, in the opinion of the librarian, be otherwise damaged the borrower, or on his default, the guarantor, if any, shall pay such a sum of money as will replace such book or the set of books to which it belongs or be a full compensation for the damage or loss sustained by the library.

21. (1) A person suffering from an infectious disease shall not borrow, read or use any book from the library.

(2) A borrower shall not permit the use of a book from the library by any person suffering from an infectious disease.

(3) Where an infectious disease breaks out in the house of a borrower who has therein books from the library he shall not return the books to the library but shall immediately notify the fact of the outbreak to the librarian who shall take proper steps for the disinfection and return of the books.

22. (1) Any person who desires to make use of the reference room and to consult therein books of the library shall write his name, place of abode and the number and title of the work required upon an application form provided for this purpose.

(2) These forms may be obtained from the librarian or an assistant librarian.

(3) Any person who signs such a form shall be deemed to have agreed to comply with these regulations.

(4) A person who obtains a book for use in the reference room shall not remove such book from the library on any pretext whatsoever and shall return the book to the librarian.

(5) A book classed as "fiction" may not be obtained for use in the reference room.

23. No person shall, upon any pretext whatsoever, remove any papers or periodicals from the reference room.

24. No person shall be permitted to retain any newspaper longer than ten minutes, or any periodical or magazine longer than fifteen minutes, after another person has applied for it.

25. A person who, in the opinion of the librarian or an assistant librarian, is in a state of intoxication or is uncleanly in person or dress or is suffering from an infectious or offensive disease, shall not be admitted or allowed to remain in the library.

26. No person shall—

- (a) lie on the benches or chairs or sleep in the library ;
- (b) interfere with the arrangements of the library;
- (c) carry on a conversation in any part of the library building;
- (d) bring any dog within the library building;
- (e) smoke, partake of any refreshment or otherwise use the library for any purpose for which it is not intended.

27. No person shall write upon, soil, damage, mutilate, deface, or otherwise injure any book or the doors, walls, windows, furniture, fittings or any other property of the library.

28. The librarian or any assistant librarian may stop any person from doing any act which, in her opinion, is calculated to cause damage to any book or other property of the library.

29. The librarian, any assistant librarian or any other person employed by the committee, or any police or town constable may remove from the library any person who commits a breach of these regulations or is found using the library for a purpose for which it is not intended.

30. A book shall be kept in the library in which any proposal or complaint may be entered for the consideration of the committee.

31. Any person who commits a breach of, or fails or neglects or refuses to comply with, any of these regulations may be excluded from the library for such period as the committee may determine, and, in addition, shall be liable on summary conviction to a penalty not exceeding twenty-four dollars.

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