

# Byelaws and library regulations

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## Made under Section 19 of the Public Libraries and Museums Act 1964

### Definitions

1 In these Byelaws, unless the context otherwise requires:

- a) the Act means the Public Libraries and Museums Act 1964;
- b) The Library Authority means the North Somerset District Council\*;
- c) Library means any library museum or art gallery for the time being maintained by the Library Authority for the purposes of its functions under the Act and includes a vehicle when being used for those purposes;
- d) The Librarian means the person appointed as such by the Library authority or, in his absence, any other person authorised by the Library Authority to act on its behalf;
- e) Library officer means the librarian or any other person employed by the Library Authority for the purposes of its functions under the Act;
- f) Book includes any and every book, journal, pamphlet, music score, manuscript, picture, print, photograph, engraving, etching, deed, map, chart, plan, gramophone record, film and any other article of a like nature forming part of the contents of the Library or lent to any person by or on behalf of the Library Authority.

2 An act necessary for the proper execution of his duty by a library officer shall not be deemed to be a contravention of these Byelaws.

## Library use

3 A person shall not give a false name or address for the purpose of entering any part of the library or for the purpose of using any facilities provided in connection therewith.

4 A person who is offensively unclean in person or in dress, or who is suffering from an offensive disease, shall not enter or use the library.

5 Except with the consent of a library officer, a person shall not

a) cause or allow any dog (other than a guide-dog accompanying a blind person) or other animal belonging to him or under his control to enter or remain in the library or

b) bring into any part of the library a wheeled vehicle or conveyance (other than a hand-propelled invalid chair)

6 A person shall not, after proper warning by a library officer, remain in the library after the time fixed for its closing.

7 A person shall not, unless duly authorised, take any book from the library.

8 A person shall not carelessly or negligently soil, tear, cut, deface, damage, injure, or destroy any book or the furniture, fittings or other contents of the library.

9 Except with the consent of a library officer, a person shall not make a tracing of any portion of a book.

## Loans

10 A person who:-

a) after the end of the period for which it was lent has the charge or possession of a book borrowed from the library or from any body or person acting on behalf of the Library Authority, and

b) after having been requested in writing by the Library Authority to deliver it up to that Authority, has failed to do so within a period of fourteen days after the date of the request, and

c) has not paid to the Library Authority in respect thereof an agreed sum by way of compensation shall not, except with the consent of the Librarian, borrow a further book from the library.

11 A person from whom any sum is due to the Library Authority by reason of a charge made under Section 8(2) of the Act in respect of failure to return a book before the end of the period for which it was lent shall not, except with the consent of the Librarian, borrow any book from the library after having been notified in writing by the Library Authority of the amount due.

12.1 A person having the charge or possession of any book which the Library Authority is entitled to have returned to it shall deliver it up to the Librarian within fourteen days of the service upon him by the Authority of a notice requiring him so to do.

12.2 For the purposes of this Byelaw, a notice may be served upon any person by delivering it to him, or by leaving it at his usual or last known place of residence, or by sending it by registered post or recorded delivery service addressed to him at that place.

## Behaviour

13 A person shall not behave in a disorderly manner in the library or use violent, abusive or obscene language therein.

14 A person shall not spit in the library.

15 A person shall not, after a warning by a library officer, persist in sleeping in the library.

16 A person shall not engage in audible conversation in any part of the library set apart as a reference department or for reading after having been requested not to do so by a library officer.

17 A person shall not wilfully obstruct any library officer in the execution of his duty or wilfully disturb, obstruct, interrupt or annoy any other person in the proper use of the library.

18 A person shall not display, distribute, affix or post any bill, placard or notice in, to or upon any part of the library.

19 A person shall not, without the consent of the Librarian, offer anything for sale in the library.

20 A person shall not lie on the furniture or fittings of the library or on the floor thereof except, with the consent of the Librarian, on the floor of any part of the library for the time being set apart for the use of children.

21 A person shall not smoke or strike a light in any part of the library set apart for the use of the public.

22 A person shall not, except with the consent of a library officer partake of refreshment in the library, except in any part thereof which is for the time being used as a restaurant or in which, when it is being used for an educational, cultural or other event under section 20 of the Act, the Library Authority allows the partaking of refreshments.

23 Except with the consent of the Librarian a person shall not cause or allow any apparatus for the reception of sound broadcasting or for the reproduction of sound to be operated in any part of the library set apart for the use of the public.

## Penalties

24 Every person who shall offend against any of the foregoing Byelaws (other than Byelaws 10 and 11) shall be liable on summary conviction to a fine not exceeding the sum of twenty pounds.

25 Every person who, within the view of a library officer, contravenes any of the foregoing Byelaws may be excluded or removed from the library by such an officer if-

- a) his name and address are unknown to and cannot readily be ascertained by the officer; or
- b) from the nature of the contravention or from any other fact of which the officer may have knowledge or be credibly informed there is reasonable ground for belief that his continuance in the library may result in another contravention of the Byelaws or that his exclusion or removal from the library is otherwise necessary for the proper use and regulation thereof.

6 of March 1974

## Library regulations general

### Definitions

1 In the construction of these regulations, unless the context otherwise requires:

- a) the act means the Public Libraries and Museums Act of 1964;
- b) the Library Authority means North Somerset District Council\*;

c) library means any library for the time being maintained by the library authority for the purpose of its functions under the act and includes a vehicle when being used for those purposes;

d) reference library and reading room means any library or part of a library designated for the purpose;

e) the librarian means the person appointed as Director of Libraries by the Library Authority or his duly authorised representative;

f) book includes any and every book, periodical, newspaper, pamphlet, music score, manuscript, picture, print, photograph, engraving, etching, deed, map, chart, plan, record, film and any other article of a like nature forming part of the contents of the library or lent to any person by or on behalf of the Library Authority;

g) reader means a person who enters the library.

h) registered borrower or borrower means a person to whom a ticket has been issued in accordance with these Regulations.

### Access

2 The librarian shall have the general charge of the library and shall be responsible for the safe custody of the books and all other property belonging thereto.

3 The library shall be open on such days and during such hours as the Library Authority may from time to time determine.

4 Cases, baskets and similar articles must be left with the librarian if required and no reader shall bring into the library any article which in the opinion of the librarian is prejudicial to the service or to the convenience of other readers.

5 The librarian shall have power to refuse books or deny the use of the library to any reader who neglects or refuses to comply with these Regulations.

6 Entry into the library shall be deemed to be an assent to the Regulations in force for the time being.

### Lending library services

7 Subject to the General provisions of these Regulations books may be borrowed by any person of the age of 14 years or over who completes and signs the appropriate form of application provided by the Library Authority and who furnishes such proof of identity as the librarian may require. Books may be borrowed by children aged 13 years and below on completion of the appropriate form of application signed by the parent or guardian. Tickets will be issued to each borrower up to such maximum number as the Library Authority may from time to time determine or family tickets may be issued on such terms and in such circumstances as the Library Authority may from time to time determine. Tickets are not transferable and changes of address must be notified immediately to the librarian. Except in such circumstances as the Library Authority may from time to time determine a ticket must be produced and left at the library whenever a book is borrowed and in the case of records a borrower must pay such charges when requested to do so as the Library Authority may from time to time determine.

8 All tickets shall remain in force for such period as the Library Authority may from time to time determine.

9 Borrowers will be held responsible for any books which may be borrowed on their tickets. Borrowers ceasing to use the library shall return all tickets to the librarian for cancellation. The loss of a ticket must be notified immediately to the librarian. Lost tickets will be replaced but notwithstanding such replacement the borrower shall be held responsible for any book borrowed on the original ticket.

10 Only registered borrowers shall have the right of access to the library for the purpose of borrowing books but their representatives or others may be admitted at the discretion of the Librarian.

11 The time allowed for retaining a book shall be the period determined by the Library Authority from time to time. Provided however that if a book is not required by another borrower the time may be extended by a further period from the date on which notice of this effect is given to the librarian. A borrower retaining a book beyond the due date shall pay such charges for retention as the Library Authority may from time to time determine thereafter until the book is returned. Postage and other expenses incurred in endeavouring to secure the return of books shall be paid for by the borrower. Any liabilities incurred by a borrower in the over-retention of books must be discharged before any other book is issued. Habitual over-retention of books may lead to the suspension or cancellation of tickets by the Library Authority.

12 Returned books must be delivered to the librarian at the proper desk or counter or by post. If any book is lost or on examination is found to have sustained any damage, the borrower may be required to pay the cost of the replacement of the book, or, at the discretion of the librarian, to compensate the Library Authority for the damage or loss sustained. Books found to be damaged when presented for issue must be reported, otherwise the borrower may be held responsible for such damage. If a borrower neglects to pay the sum due as the result of any loss, damage, or non-return of books, such sum shall be a debt due from the borrower and recoverable at the discretion of the Library Authority.

13 Subject to such exception and on such terms as the Library Authority may from time to time determine any book in the stock of the library will be reserved for a borrower on completion of the appropriate form and payment of such sum when required to do so as the Library Authority may from time to time determine.

14 Any society, group, association, college or school may at the discretion of the librarian borrow books for corporate use provided that the appropriate form be signed by such officer or officers as the librarian may be required. Such signatories shall be held personally responsible for the safe custody and return of books borrowed.

#### Reference libraries and reading rooms

15 Any person over the age of 14 and such others as the librarian may permit, may enter the reference library or reading room and when so required shall sign the book provided for that purpose.

16 Except as provided for below, books must not be removed from the reference library. Readers shall be held responsible for books issued to or consulted by them and for any loss or damage such books may sustain. If required by the librarian application for books shall be made on a special form. The librarian shall have discretion to decline to issue any particular book or to lay down conditions under which books may be consulted.

17 In special circumstances the librarian may at his discretion permit certain books to be borrowed from the reference library for a limited period. The decision of the librarian in such cases shall be final.

18 No newspaper, periodical, year book or directory shall be retained by any reader for more than ten minutes after the librarian shall have notified the reader that an application has been made by another reader. A reader is not entitled to retain any periodical or book other than those he is actually using or to use the reference library or reading room for the sole purpose of reading any periodical or book other than that provided by the Library Authority.

January 1974

\*The Library Authority was Avon County Council but the byelaws and regulations remain in force from 1 April 1996 when the responsibility transferred to North Somerset Council.