

Public Library

Cap. 52.

**PUBLIC LIBRARY (JUVENILE DEPARTMENT) RULES
1940**

Made by the Trustees of the Public Library and approved by the Minister under section 5 of the Public Library Act. Cap. 52.

1. These Rules may be cited as the Public Library (Juvenile Department) Rules, 1940.
2. The Juvenile Library shall be open on such days and during such hours as the Trustees determine. 1975/63.
3. Books may be borrowed from the Juvenile Library by children five years of age but not exceeding fourteen years of age who are— 1975/63.
 - (a) resident in Barbados and who produce references, satisfactory to the Librarian, from a parent, guardian, head-teacher, teacher or clergyman; and
 - (b) visitors to Barbados and who deposit with the Librarian the sum of \$5, which may be refunded to the person making the deposit, and agree to abide by the Rules of the Library.
4. Quiet and orderliness are required in the Library and the Librarian shall remove from the Library any child who infringes this rule.
5. Talking, eating and smoking are not permitted.
6. No child shall be admitted to the Library in an unclean state, or suffering from an offensive disease.
7. Books must not be read at the magazine table.
8. The Librarian shall have complete control of the Library and power to refuse the use of the Library to any child whose

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behaviour or presence is inimical to the orderly use of the Library by other children.

9. A book borrowed must be returned within fourteen days of the date of issue. If at the end of that time the borrower has not finished reading it, the book must be brought to the Library and will be re-issued for another fortnight unless it is needed for some other reader. This is called renewing the book.

10. A fine of one half-penny a day will be charged for a book kept longer than the time allowed.

11. Borrowers who owe fines to the Library will not be allowed the use of their tablets until the fines are paid.

12. Borrowers will be held responsible for the condition of the books loaned to them, and, in cases where the books are damaged, they or their guarantors will be required to pay in respect of such damage an amount to be assessed by the Librarian. Torn covers, leaves folded or torn, pencil or ink marks, etc., will for the purposes of this rule, be regarded as damage.

13. A borrower changing his address must report the change of address to the Librarian at once, or he may be deprived of his tablet.

14. (1) Should an infectious disease occur in the place of abode of a borrower who at that time has at such place of abode any book borrowed from the Library, the matter must be reported at once to the Librarian and the book or books brought back to be disinfected. No other books will be issued to the said borrower until all danger of infection is past.

(2) Failure to comply with the provisions of this rule may result in a borrower being deprived of his tablet.

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PUBLIC LIBRARY RULES, 1954

Made by the Trustees of the Public Library, and approved by the Minister under section 5 of the Act.

RULES FOR THE ADULT DEPARTMENT

1. These Rules may be cited as the Public Library Rules, 1954.
2. In the construction of these rules—
 - “ Trustees ” means the Trustees of the Public Library appointed under the Act.
 - “ Librarian ” means the Public Librarian or his duly authorised representative;
 - “ reader ” means a person to whom a reader’s ticket has been issued in accordance with these rules, and also includes a person who enters the Reference Library or Reading Room;
 - “ book ” includes any and every book, periodical, newspaper, pamphlet, music score, picture, map, manuscript or any other article of a like nature, forming part of the contents of the Library, whether or not the property of the Library.
3. The Library shall be open on such days and during such hours as the Trustees may from time to time determine.
4. Notice that any Library or part of any Library will be closed for any period other than public holidays or that the hours of any Library will be changed shall be given at least seven days before closing or changing, by publishing a notice in the *Official Gazette* and in at least one local newspaper and posting a notice in that Library.
5. Silence shall be observed throughout the Library.
6. A person shall not eat, drink, lie on the benches, tables, or chairs, sleep or commit any nuisance in the Library.
7. Smoking is forbidden.

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8. A person shall not cause or allow any animal to enter the Library.

9. No wheeled vehicle or conveyance nor any article which in the opinion of the Librarian is prejudicial to the service or to the convenience of other readers shall be brought on the premises without the permission of the Librarian.

10. A person who is or appears to be intoxicated or who is offensively unclean in person or dress shall not be allowed to enter or remain in the Library.

11. A person who is suffering from a notifiable or infectious disease shall not be allowed to enter or remain in the Library or borrow books.

12. Cases, baskets and similar articles must be left at the circulation desk. The Trustees, however, shall not be responsible for anything of value which these may contain nor the loss of or damage to any bicycle or other property left on the premises of the Library.

13. Only registered readers shall have the right of access to the Lending Department.

14. (a) Books may be borrowed from the Lending Department by residents of Barbados who produce references satisfactory to the Librarian and sign a form which shall contain an undertaking to conform to these rules and a guarantee to make good any damage to or loss of books occurring while in their possession.

(b) Books may also be borrowed by visitors who deposit such a sum as the Librarian may think sufficient to cover the value of the books borrowed and who agree to abide by the rules of the Library.

(c) In special circumstances the Librarian may permit certain books to be borrowed from the Reference Department for a limited period.

15. Any referee who desires to withdraw his reference shall inform the Librarian in writing.

16. All readers' tickets except those of depositors shall remain in force for three years from the date of issue. They may be renewed by an application made in person by the reader.

17. A reader shall be allowed to borrow as many books at any one time as the Trustees may from time to time determine.

18. The Librarian may refuse to allow a ticket to be used twice on the same day.

19. A lost reader's ticket shall not be replaced until after the expiry of twenty-eight days from the date on which the loss was reported to the Librarian; but at the request of the reader and on payment of twenty-five cents to the Librarian a temporary ticket may be issued to him for the duration of the twenty-eight days. S.I. 1975/62.

20. Charge for the replacement of a lost or damaged ticket shall be fifteen cents. 1975/62.

21. Tickets are not transferable. A reader shall always be held responsible for any books borrowed on his tickets and for all fines incurred through their use.

22. The Librarian shall retain any book which has been requested for three days after notifying the reader that the book is available. The reader may be required to pay the cost of notification unless the Trustees direct otherwise.

23. A book must be returned at the proper desk or counter or by post within fourteen days of the date of issue unless the Librarian directs otherwise. The loan may be renewed for a further period unless the book is in need of repairs or has been requested by another reader.

24. (1) Subject to the Librarian's discretion to grant one day's grace in respect of any book which is overdue for any period specified in the first column of the Schedule, there shall be charged the fine appearing immediately opposite thereto in the second column. 1975/62.

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(2) Any fine imposed under paragraph (1) shall not exceed the original cost of the book.

25. The Trustees may suspend or exclude from the use of the Library any person detaining a book for a period longer than three months and may take the necessary legal proceedings for the recovery of any book and any fine due.

26. A book will not be issued to a reader who owes a fine.

27. Readers must examine the books they desire to borrow before leaving the Library and report at once any damage observed; otherwise they may be held responsible for any damage discovered on the return of the book.

28. The Librarian shall impose such fines as he considers sufficient to cover the cost of repair or replacement of any book which is damaged or lost. Interference with official markings will be considered as damage to the book.

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29. No fines shall be remitted without the consent of the Trustees.

30. No newspaper, periodical, year book or directory shall be retained by any reader for more than fifteen minutes after another reader has applied to the Librarian for its use.

31. A reader shall notify the Librarian of any change of name or address or of his departure from the Island for any length of time, or of his ceasing to use the Library.

32. A reader shall subscribe his name and address to any suggestion for addition to stock or concerning the organisation of the Library.

33. The Trustees may suspend or exclude from the use of the Library any person who offends against any part of the Public Library Act, or of these Rules, and may take the necessary legal proceedings.

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SCHEDULE

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<i>Period</i>	<i>Fine</i>
For the first week or part thereof after the date due ...	\$ ¢ 10
For the second week or part thereof after the date due ...	25
For the third week or part thereof after the date due ...	50
For the fourth week or part thereof after the date due ...	75
For every additional week or part thereof, thereafter ...	1.00

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