

BYELAWS

made under

Section 19 of the Public Libraries and Museums Act

by the

Urban District Council of Chertsey

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 Urban District Council of Chertsey;
 - (c) "library" means any library 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) "museum" means any museum or art gallery for the time being maintained by the Library Authority for the purposes of its functions under the Act;
 - (e) "the Librarian" means the person appointed as Librarian by the Library Authority or, in his or her absence, any person authorised by the Library Authority to act on his or her behalf;
 - (f) "the Museum Curator" means the person appointed as Curator by the Library Authority or, in his or her absence, any person authorised by the Library Authority to act on his or her behalf;
 - (g) "library assistant" means the librarian or any other person employed by the Library Authority for the purposes of its functions under the Act;
 - (h) "museum assistant" means the museum curator or any other person employed, whether in an honorary capacity or otherwise, by the Library Authority, for the purposes of its functions under the Act;
 - (i) "book" includes any and every book, journal, pamphlet, score, manuscript, picture, print, photograph, drawing, etching, deed, map, chart, plan, gramophone record, any other article of a like nature forming part of the library or lent to any person by or on behalf of the Library Authority;
 - (j) "exhibit" means any item included in the Library Authority's museum and/or art collection or on loan to any person by or on behalf of the Library Authority for display in the museum.

2. An act necessary for the proper execution of his or her duty by a library assistant or by a museum assistant shall not be deemed to be a contravention of these byelaws.

3. A person shall not give a false name or address for the purpose of entering any part of the library or of the museum 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 or the museum.

5. Except with the consent of a library assistant or museum assistant as the case may be, a person shall not:—

- (a) cause or allow any dog (other than a guidedog accompanying a blind person) or other animal belonging to him or under his control to enter or remain in the library or the museum, or
- (b) bring into any part of the library or of the museum a wheeled vehicle or conveyance (other than a hand-propelled Invalid chair).

6. A person shall not, after proper warning by a library assistant or museum assistant as the case may be, remain in the library or the museum after the time fixed for its closing.

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

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

9. Except with the consent of a library assistant or museum assistant as the case may be, a person shall not make a tracing of any portion of a book or exhibit.

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 any 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.

(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.

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

14. A person shall not spit in the library or in the museum.

15. A person shall not, after a warning by a library assistant or museum assistant as the case may be, persist in sleeping in the library or in the museum.

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 assistant.

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

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

19. A person shall not, without the consent of the Librarian or the Museum Curator as the case may be, offer anything for sale in the library or in the museum.

20. A person shall not lie on the furniture or fittings of the library or of the museum or on the floor thereof.

21. A person shall not smoke or strike a light in any part of the library or of the museum set apart for the use of the public, except in any part thereof in which, when it is being used for an educational, cultural or other event under section 20 of the Act, the Library Authority allows smoking.

22. A person shall not, except with the consent of a library assistant or museum assistant as the case may be, partake of refreshment in the library or the museum except in any part thereof 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 or the Museum Curator as the case may be, 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 or of the museum set apart for the use of the public.

on who shall offend against any of the foregoing
an Byelaws 10 and 11) shall be liable on summary
not exceeding the sum of Five Pounds.

on who, within the view of a library assistant or
as the case may be, contravenes any of the fore-
day be excluded or removed from the library or
such assistant if:—

by the assistant; or
address are unknown to and cannot readily be

ature of the contravention or from any other fact
the assistant may have knowledge or be credibly
ere is reasonable ground for belief that his con-
the library or the museum may result in another
n of the Byelaws or that his exclusion or removal
rary or the museum is otherwise necessary for the
and regulation thereof.

ning into operation of these Byelaws, the Byelaws
taining to libraries which were made by the Urban
of Chertsey on the third day of January, 1950 and
y the Minister of Education on the twenty-first day
, shall be revoked.

e Common Seal
istrict Council of
24th day of
in the presence



the Official Seal
of State for
cience on 12th



Section 3 of
t, 1944.

PUBLIC LIBRARIES REGULATIONS

General

- In the construction of these Regulations:—
 - "Library" means any and every Public Library several rooms, offices, passages, staircases, entrances forming part of the premises and adjacent thereto, by the Library Authority under the provisions of Libraries and Museums Act, 1964, or any other modification thereof;
 - "Book" means any and every book, periodical, pamphlet, picture, print, photograph, map, chart, manuscript, or any other article of a like nature, for the contents of the Library;
 - "Authority" means the Urban District Council of Chertsey (the Library Committee), being the Authority for the Public Libraries Acts within the said Urban District; "Librarian" means the Chief Librarian of the said District or in his or her absence any Assistant in charge of the Library;
 - The Librarian shall have the general charge of the books and shall be responsible for the safe keeping of the books and all other property belonging thereto.
 - The Librarian shall have power to suspend the ticket of, and to refuse books to, or deny the use of the rooms to, any reader who shall neglect to comply with any Regulations. Any reader so suspended shall have a right to appeal to the Authority.
 - The Departments of the Library shall be open on such days and at such hours as the Authority may from time to time determine.

(Note: These times are notified in the respective Departmental Notices.)
- Books may be borrowed for home reading by persons as under:—
 - Local Government Electors and/or Ratepayers of the Urban District of Chertsey may borrow books on their own behalf, after signing the application form provided for the purpose.
 - Other residents and non-resident employees, attending educational institutions in the Urban District of Chertsey over 15 years of age may borrow books, first obtain a recommendation from a duly qualified person defined in (a) above, whose liability as guarantor shall exceed the sum of Five Pounds, and who must sign the application form provided for the purpose.

(Note: For persons under 15 years of age, see Rule 6.)

6. Applications for tickets must be made on the form provided for the purpose, and the signing of the form will be regarded as an assent to these Regulations. Tickets are not transferable, and the loss of a ticket or a change of address must be notified at once.

7. Any duly enrolled borrower over 15 years of age may obtain three ordinary tickets available for all classes of literature. Borrowers under 15 years of age may obtain an extra ticket at the discretion of the Librarian.

Children's Lending Library.

8. The Children's Lending Library is free to every boy or girl in the Chertsey Urban District on obtaining a recommendation from their parents or guardians.

Conditions of Issue and Use of Books.

9. The time allowed for reading books is fourteen days, excluding the day of issue; but the time may be extended for a further period of fourteen days dating from the day of intimation on notice being given either personally or in writing to the Librarian, provided that the book is not required by another borrower. Borrowers detaining books beyond fourteen days unless extension has been granted, shall be liable to a fine not exceeding sixpence per week or portion of a week for each book so detained.

Books may not be exchanged on the day of issue.

10. Only registered borrowers engaged in changing books shall have the right of access to the Lending Library, but other persons accompanying or representing them may be admitted at the discretion of the Librarian. Handbags, baskets, etc. must be left at the counter if required.

11. Returned books shall be delivered into the hands of an officer of the library, and if on examination any such book is found to have sustained any damage while in the care of the borrower, the borrower or guarantor shall be called upon to pay the amount of the damage or to replace the book or series to which it belongs by a new copy of equal value.

12. Readers may have a book reserved for them on its return to the Library by notifying the Librarian and paying threepence.

13. No person shall take out of any Library any book for use in any house in which there is a person suffering from infectious and/or contagious disease, and no person shall return to any such Library any book which has been exposed to infection from any infectious disease, but shall at once give notice to the Authority. (Readers not complying with this Regulation may be liable under the Public Health Act, 1936, Section 155, to a penalty not exceeding Five Pounds.)

Reference Libraries.

14. Any person over the age of 15, and such others as the Librarian may permit, may use the Reference Library. No readers' tickets are required.

15. No books, maps, manuscripts or other articles may be taken out of the Reference Library and it is forbidden to write or make any marks upon them.

16. A person must relinquish any book or other item in the reference collection which is required by another person fifteen minutes after being asked to do so by any member of the library staff.