

Library byelaws

Libraries byelaws made under Section 19 of the Public Libraries and Museums Act of 1964 by South Gloucestershire Council

Standard library byelaws

1. In these byelaws, unless the context otherwise requires:

- a. 'the act' means the Public Libraries and Museums Act of 1964.
- b. 'charge' means any charge imposed in accordance with the regulations.
- c. 'child' means a person under the age of 14 years.
- d. 'emergency situation' includes situations where a library or part of a library is required to be evacuated for security reasons or because of a threat from fire or other hazard and practices and false alarms in relation thereto.
- e. 'last known address' means the last address held on the library authority's records.
- f. 'the library authority' means South Gloucestershire Council.
- g. 'library' means:
 - i. any premises which are occupied by a library authority and are premises where library facilities are made available by the authority, in the course of their provision of a public library service, to members of the public.
 - ii. any vehicle which is used by the library authority for the purpose of providing a public library service to members of the public and is a vehicle in which facilities are made available and includes any part of such premises or vehicle.
- h. 'the library officer' means any officer employed by the library authority in connection with its functions under the act.
- i. 'library property' includes property owned by or provided for the use of the library authority whether or not it is made available by the library authority for use by the public and property obtained by the library authority for the loan to or use of the public.
- j. 'the Regulations' means The Library Charges (England and Wales) Regulations of 1991 S.1.1991/2712.
- k. words importing the masculine gender include the feminine, words in the singular include the plural and words in the plural include the singular.
- l. expressions used, unless the contrary intention appears, have the meaning which they bear in the act and regulations.

2. An act performed in connection with the proper execution of his duty by a library officer shall not be a contravention of these byelaws.

3. No person shall give a false name or address for the purpose of entering the library or for the purpose of using any library facility.

4. No person who in the reasonable opinion of a library officer is offensively unclean in person or clothing or both shall remain in the library, after having been asked by a library officer to leave the library.

5. Except with the consent of a library officer, no person shall:

- a. cause or allow any dog (other than a working dog accompanying a disabled person) or other animal belonging to him or under his control to enter or remain in the library.
- b. bring into any part of the library a wheeled vehicle or conveyance (other than a wheelchair, pram, pushchair or shopping trolley).
- c. enter or remain in any part of the library which a reasonable person would or should know is prohibited to the public or.
- d. remain in the library after the time fixed for its closing.

6. No person shall remain in the library after an emergency situation has been made known to him.

7. No person shall, unless specifically permitted by a library officer, take or attempt to take any library property from the library or past a checkout or security point.

8. No person shall, without lawful excuse, destroy or damage any library property intending to destroy or damage such property or being reckless as to whether such property should be destroyed or damaged.

9. No person shall behave in a disorderly manner in the library, use violent, abusive or obscene language therein, or intentionally or recklessly cause or do anything likely to cause injury or offence to any other person or property.

10. No person shall sleep in the library after having been requested not to do so by a library officer.

11. No person shall remain in a library without making proper use of the library's facilities after having been requested, by a library officer, to make such proper use of the facilities.

12. No person shall engage in audible conversation in any part of the library set apart as a reference department, study area, or for reading after having been requested not to do so by a library officer or where such conversation is prohibited by notice or after having been requested not to do so by a library officer.

13. No person shall intentionally or recklessly obstruct any library officer in the execution of his duty or intentionally or recklessly disturb, obstruct, interrupt, abuse or annoy any other person properly using the library.

14. No person shall, without the consent of a library officer, intentionally display, distribute, or leave any bill, placard, notice or other document in the library.

15. No person shall, without the consent of a library officer, offer anything for sale in the library or canvass or seek signatures for petitions.

16. No person having charge of a child shall without the consent of a library officer leave him unsupervised in the library.

17. No person shall smoke, light a match or use a cigarette lighter in the library other than in an area, if any, designated as an area where smoking is permitted.

18. No person in any part of the library shall inhale any toxic substance for the purpose of causing intoxication or take any controlled drug as defined by Schedule 2 of the Misuse of Drugs Act of 1971 other than drugs dispensed for and pursuant to prescription issued for him by a doctor under and in accordance with the aforesaid act.

19. No person shall, except with the consent of a library officer, consume food or drink in the library.

20. No person shall, except with the consent of a library officer, cause or allow any mobile telephone, portable computer or other electrical equipment or apparatus for the reception of sound broadcasting or for the reproduction of sound, to be operated in any part of the library to which the public has access.

21. No person who:

- a. borrows library property which is returned late or if returned would be returned late, or
- b. fails to pay any charge shall, unless with the specific consent of a library officer, borrow any other library property.

22.a. Any person who has borrowed library property which if returned would be returned late and who has been served with a notice by the library authority demanding return of the library property shall return the library property (to the library from which it was borrowed) within 14 days from the date the notice was served.

22.b. 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 last known address, or by sending it by post addressed to him at that address.

23. Except as regards byelaws 8 and 18 in respect of which a prosecution may be brought under the Criminal Damage Act of 1971 or the Misuse of Drugs Act of 1971 respectively, any person who contravenes any of the foregoing byelaws shall be liable to prosecution for contravention of the byelaws by the library authority and shall be liable on summary conviction to a fine not exceeding level 2 on the standard scale in respect of each offence.

24. A library officer may exclude any person who contravenes any of the foregoing byelaws from any library maintained by the library authority under the act.

25. On the coming into operation of these byelaws, the byelaws relating to libraries which were made by the County Of Avon on the 6th of March 1974 and were confirmed by the Secretary of State for Education and Science on the 15th May 1974 shall be revoked.

The foregoing byelaws are confirmed on behalf of the Secretary of state for National Heritage by the head of the Libraries and Information Division, Department of National Heritage and shall come into force on Head of Libraries and Information Division Department of National Heritage. This note is not part of the byelaws.

Users of the library and library facilities are reminded that the provisions of the general law apply at all times. In particular as regards the activities referred to in byelaws 8 and 18 the library authority draws attention to the existence of the Criminal Damage Act of 1971 and the Misuse of Drugs Act of 1971.

People who intend to make copies of works are advised that they may only do so in accordance with the provisions of the Copyright Designs and Patents Act of 1988 and are liable to prosecution under that act if they fail to observe its provisions. Library regulations

General

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 South Gloucestershire 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 a library officer by the library authority.
- f) 'book' includes any and every book, periodical, newspaper, pamphlet, music score, manuscript, picture, print, photograph, engraving, etching, deed, map, chart, plan, videotape, audio tape, compact disc, CD ROM, 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.

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 videotapes, audio tapes, compact discs and CD ROM 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. 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.

11. 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.

12. 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.

13. 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

14. Any person over the age of 14 and such others as the librarian may permit, may enter the reference library or reading room.

15. 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.

16. 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.

17. 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.