

**CITY AND COUNTY OF BRISTOL
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 1964;
 - (b) 'the Library Authority' means the Bristol City 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 authorized representative;
 - (f) 'book' includes any and every book, periodical, newspaper, pamphlet, music score, manuscript, picture, print, photograph, engraving, etching, deed, map, chart, plan, gramophone record, film and 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 for the borrowing of gramophone records will be issued from any Library at which a collection of gramophone records is provided to any person of 16 years and over who satisfies the Librarian that his sound reproduction equipment is suitable both in design and quality to play the Library Authority's records without causing damage to such records. 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 gramophone records a borrower must pay such charges when requested to do so as the Library Authority may from time to time determine. Gramophone records may only be borrowed from a Library where the Library Authority provides a collection of gramophone records.
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 to 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 law 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 require. 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 the 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 newspapers, 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.

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