

RULES OF THE LINWOOD

PUBLIC LIBRARY

1922.

1. THAT the Library shall be open every evening from 7 p.m to 9 p.m and on Monday, Wednesday and Saturday afternoons from 2.30 to 4 p.m. the Public Reading Room to be closed on Monday and Wednesday afternoons, subject to alteration from time to time by the Committee by notice posted up in the Library.
2. THAT each Member may have out of the Library one book only, and must return same in 14 days, but a member wishing to take out an extra book, may do so on payment of 3d per each extra book. That if a member takes out an extra book, he shall have the right to have an extra book for 14 days from such time, but as soon as all extra books taken out on such date be returned, such right shall cease.
3. THAT if a book be not returned at the due time (14 days), the member detaining same shall pay a fine of one penny per day over the due date. On application to the Librarian, a book may be renewed for a further seven days provided no application for the same book has been lodged by a Member in the meantime.
4. THAT if a book be written on or otherwise damaged, the member in whose hands the book was at the time may be required to pay the value of the book, or the work of which it forms a part, or to replace it, at the discretion of the Committee.
5. THAT until a member shall have paid all fines and moneys due on account of books detained, lost or damaged, he shall not be entitled to the use of the Library.
6. THAT no books or papers shall be taken out of the premises without having been first entered in the Register by the Librarian.
7. THAT the Library and Reading room shall be closed on Statutory Holidays, viz:- New Year's Day and the Holiday following, Good Friday, Easter Monday, King's Birthday, Labour Day, Show Day, Christmas Day, Boxing Day, and such days as the Committee may decide.
- 8/ THAT the Secretary and Treasurer shall be empowered to let the Library and Reading room when required.
9. THAT the Secretary draw Rota by which Committeemen take one night each week as Librarians.
10. THAT the Committee shall meet on the third Tuesday in each month, unless decided otherwise at any Meeting.
11. THAT any member of the Committee absenting himself from three consecutive meetings without leave of absence by the Committee shall be deemed to have vacated his seat on the Committee, and the Committee shall, at a subsequent meeting, fill the vacancy.
12. THAT at a meeting following the Annual Meeting, the Committee may appoint such sub-committee as are deemed advisable for the working of the Library.
13. THAT all books of an objectionable nature coming under the notice of any of the Committee, be handed to the Secretary who shall report them at the next monthly Meeting. The Committee may thereupon pass a resolution that any such books may be destroyed or disposed of.

14. THAT no alteration of the rules be made without notice of motion having been given at the previous meeting.
15. THAT the Sub-Committee appointed for that purpose shall take off the shelves, any old and dilapidated books and dispose of same. All such books to be taken off Catalogues and a list retained of the same.
16. THAT no book be issued to a Member whose subscription has been due over one month.
17. THE Secretary shall be a member of the Committee and shall be appointed by the Committee, who shall by a majority have power to remove him from Office, at a special Meeting called for the purpose.

AMENDED BYLAWS.

1923.

1. THE OFFICERS of the Library shall be a Patron, a President, at least five, and not more than seven Vice-Presidents, not less than three of whom shall be Councillors for the City of Christchurch and Two Trustees all of whom shall be ex-officio Members of the Committee.
A Committee of Management of 20 Members, also two Auditors all to be elected at the Annual Meeting of Subscribers each year.
2. THE Annual Meeting of Subscribers for the receipt of the Report and Balance Sheet shall be held in the month of June in each year.
3. A Special Meeting of Subscribers may be called at any time on a requisition signed by 25 financial members setting forth the subject for consideration, lodged with the Secretary, who shall, within 14 days of receipt, call a General Meeting of Subscribers by posting a notice of such Meeting and its object in the Library, seven clear days before the date of such Meeting.
4. TWENTY-FIVE subscribers present shall form a quorum at any annual or Special General Meeting.
5. THE Subscription to the Lending Library shall be THREE SHILLINGS & SIX PENCE per half-year, or SIX SHILLINGS per year, payable in advance, or such sum as the Committee may determine from time to time.
6. THE Public Reading Room shall be free of charge.
7. ANY Person becoming a Subscriber to the Library shall sign a form of application agreeing to abide by the Rules.
8. THE Committee of Management shall appoint a Secretary and a Treasurer, and shall have power to add to their number; to make rules and regulations to suspend any officer or servant for reasonable cause and to fill any vacancy that may occur during the year; to otherwise make due provision for the proper working of the Library.
Ten Members present shall form a quorum.
9. THE BY-LAWS may be altered from time to time at any Annual or Special General Meeting of Members, provided notice of motion is given to the Secretary and posted in the Library Thirty clear days before such Meetings, such alteration to be confirmed at a subsequent Meeting of Subscribers to be called as provided for in Clause 3.
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