

of Lectures &c.

Read and confirmed the second
December 1863 (see forward)

*

Regulations of the Circulating Library and
Reading Room of the Christchurch Mechanics
Institute.

Regulations of the Circulating Library.

1. That the library be open for delivery out and receiving books every day in the week (excepting Sundays, Christmasday, Good Friday, and general holidays) from 10 o'clock in the morning until 5 in the afternoon and from 6 till 9 in the evening.
2. That no member shall have more than one volume at a time, except Novels (which may circulate in sets) or in case of the plates belonging to any subject, being in a separate volume, in which latter case the illustrations may be taken out along with the volume of the work; but the whole must be returned at the expiration of the time allowed for one volume.
3. That two weeks be allowed for reading Novels, (whether in volumes or in sets) and for an Octavo or smaller volume; and three weeks for a Quarto or a Folio volume; including the days of delivery and return: (except periodicals, which must be returned in one week) and if the day of return happen on a day when the Institution is not open, the day after shall be considered as the day of return.
4. That if a book be not returned on the day appointed the member shall pay a fine of one penny per day for the first six days; and after that time, three pence for every day the book shall be detained, and if not returned within 14 days, the member shall pay the value thereof, or of the set of books to which

it belongs, in addition to the fines incurred upon the book; and, in default of such payment, he shall cease to be a member of the Institution - and the Treasurer shall be empowered to recover the book or value thereof and the fines by summary proceeding.

5. That, if a book be written in, or otherwise damaged, the member in whose hands the book was at the time shall pay the value of the book, or replace the same, at the discretion of the Committee.

6. That all fines be paid to the Librarian or the Clerk of the Institute within one week after being applied for; and any member refusing to make such payment, shall cease to be a member of the Institution.

7. That none of the books marked in the Catalogue as works of reference shall be circulated: and any member removing a work so marked, shall be fined five shillings; and, if the book be not returned on application being made to the member for the same, he shall pay the value thereof, or of the set of books to which it belongs, and in default of such payment, he shall cease to be a member of the Institution (subject to the same conditions as clause 4).

8. That no works be circulated until after they have remained in the library one month.

9. That, for the purpose of enabling the Committee to ascertain the state of the library, and the condition of the books therein, the circulation of books shall cease for one week, once in the year, immediately previous to the annual general meeting on the last Wednesday in June, that all books must be returned into the library, on or before the above day; and that any member detaining a book after the specified day shall be fined sixpence for every day it is so detained.

10. That these regulations be written in a book, to be signed by every member prior to his first application for any book belonging to the Institute.