

## Regulations of the Reading Room.

11. That the room shall be open to members for newspapers every day (Sundays, Christmas day, Good Friday, and general holidays excepted) from 8 o'clock in the morning until 10 at night.
12. That no member shall be entitled to enter the Reading Room without producing his Card, if requested by the Clerk.
13. That any member requiring a Book from the Library to read in the Reading Room shall first sign his name and the name or number of such Book in a Register provided for such purpose & that upon the return of such Book to the Clerk such member's name shall be cancelled in the Register.
14. That if any member shall take any Book off the premises, which has been taken to be used in the Reading Room, without having the same entered to his account in the Library, he shall pay a fine of three pence per volume per day, for such Book as shall be so taken away; and if kept above seven days, six pence per day.
15. That no member be allowed to write in any of the books belonging to the Library, or to deface or injure them in any other manner; but that every member shall be responsible for whatever damage any volume may sustain while in his possession, or for its loss, if not returned agreeably to the thirteenth regulation.
16. That for the general convenience and accommodation of the members, it is particularly requested that they will avoid entering into any discourse, or discussion, as such conversations conducted on the part of any of the members must necessarily interrupt and distract the attention of others.
17. That no member be allowed to partake of any refreshment in the Reading Room.
18. That a book be provided for the purpose of affording the members an opportunity of entering

any remarks or suggestions which they may wish to submit to the consideration of the Committee relative to the conduct and management of the Reading Room; and that this book be laid before the Committee at every monthly Committee meeting.

Read and Confirmed  
this 6<sup>th</sup> of January 1864  
W. Bishop  
Chairman

Wednesday 2<sup>nd</sup> December 1863

### Monthly Meeting of Committee.

present —  
Mr. C. W. Bishop in the Chair  
Messrs Miles                      Messrs Comberworth  
E. B. Bishop                      Foley  
Neave                                  Worth  
Dubau                                  Clapham  
Chismall                              Rowman

The Minutes of the 14<sup>th</sup> of November were read; the confirming of which was postponed until the next meeting of the Committee, in consequence of the Regulations of the Circulating Library and Reading Room not having been written in.

Letter received from Messrs Harston & Howlishaw, on behalf of Salter & Brown, the Builders, demanding a settlement of account: Resolved that the letter be acknowledged, and request Salter & Brown to furnish a statement of account, on receipt of which the Treasurer do pay them what amount he may have in hand.