
CHAPTER 80

THE CENTRAL LIBRARY REGULATIONS

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Regulation

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CENTRAL LIBRARY ACT

THE CENTRAL LIBRARY REGULATIONS MADE UNDER SECTION 9 OF THE CENTRAL LIBRARY ACT.

1. SHORT TITLE. These Regulations may be cited as the Central Library Regulations.

2. INTERPRETATION. In these Regulations—

“The Board” means the Central Library Board established under the provisions of section 4 of the Act;

“book” means any book, periodical, newspaper, pamphlet, picture, print, photograph, map, chart, plan or manuscript, or any other article of a like nature forming part of the contents of a library operated under these regulations;

“book-van” means a van used for the purpose of a travelling library operated as a branch of the Central Library;

“Central Library” has the meaning as in the Act;

“infectious disease” means anthrax, chicken pox, cholera, dengue, diphtheria, dysentery, food poisoning, infectious encephalitis, influenza, leprosy, malaria, measles, meningococcal meningitis, ophthalmia neonatorum, paratyphoid fever, plague, pneumonia, poliomyelitis, puerperal fever, rabies, relapsing fever, schistosomiasis, small pox, early active syphilis, venereal diseases other than syphilis, tetanus, tuberculosis (all forms), typhoid fever, typhus, undulant fever, weil’s disease, whooping cough, yaws, yellow fever, and any other disease which the Governor-General, by proclamation under section 100 of the Public Health Act, declares to be an infectious disease within the meaning of that Act;

“Librarian” means the person appointed as such under the provisions of section 3 of the Act and includes any person appointed to act and acting as Librarian;

“library” includes a lending library, reference library, travelling library and reading room;

“library premises” includes every room, office, passage, staircase, entrance, and exit occupied together as one set of premises and used for the purpose of affording library facilities to members of the Central Library;

3. ESTABLISHMENT OF LIBRARIES. For the purpose of the Act there shall be established such reference libraries, lending libraries (including travelling libraries) and reading rooms, for adults, and such lending libraries (including travelling libraries) and reading rooms for children, as the Minister with the advice of the Board shall determine.

4. DUTIES OF LIBRARIAN. The Librarian shall have the general charge of all libraries established and maintained under the Act and shall be responsible for the safe keeping of the books and property acquired for the purpose of efficiently carrying on the library services.

5. HOURS OF OPENING AND CLOSING. The Board shall from time to time fix the days and hours on which the library facilities shall be available to members of the Central Library and notices indicating such days and hours shall be displayed in the respective departments and branches of the Central Library.

6. MEMBERSHIP. The following persons shall be eligible to be registered as members of the Central Library—

(a) any person qualified to vote at any election of members of the House of Representatives;

(b) persons temporarily resident in Antigua and Barbuda and within three miles of a library, subject to a deposit by such person of one dollar which may be refunded on satisfactory termination of membership of the Central Library, and

(c) other persons, at the discretion of the Librarian.

7. APPLICATION FOR MEMBERSHIP. Applications for tickets of membership of the Central Library shall be made on forms provided for the purpose by the Librarian, and an applicant shall be deemed to have consented to be bound by the provisions of these regulations on signing a form. Tickets of membership shall not be transferable and the loss of a ticket of membership or the change of address of a member shall forthwith be notified by the member concerned to the Librarian.

8. BORROWING OF BOOKS. Registered members shall be entitled to borrow for home reading two books at a time:

Provided that the Librarian for any special reason may increase this number.

9. TIME FOR RETURN OF BOOKS. (1) The time allowed a registered member for reading of books shall, unless otherwise notified, be fourteen days from the date of borrowing; but the time may be extended for two successive periods of fourteen days each, on notice being given personally or by telephone or in writing to the Librarian, provided that any such book is not requested by another member.

(2) A member detaining books beyond the time allowed shall be liable to a fine of two cents per week or portion of a week for each book so detained.

(3) No member may borrow a book from any lending library unless duly authorized by the Librarian or one of his Assistants.

10. ACCESS OF MEMBERS TO LIBRARY. (1) Registered members shall have a right of access to that part of any premises which is set apart for the purposes of a lending library. No other member of the public shall have such right, but the Librarian may, in his discretion permit the agent or servant of a registered member access to the said part of any such premises for the purposes of changing books for such member.

(2) Every person shall, if so requested by any officer or servant of the Central Library, leave all handbags, baskets or similar articles which he is carrying, at the counter or other place provided therefor before entering the said part of any such premises.

11. DAMAGED BOOKS. Returned books shall be delivered into the hands of an officer of the Central Library, and if on examination they are found to have sustained any damage, the borrower may be called upon by the Librarian to pay the amount of the damage or to replace the book or series to which it belongs or a new copy of equal value. The Librarian may also require a borrower to pay the original cost of a book which has been lost while in the possession of the borrower or to replace it by a new copy of equal value.

12. RESERVING OF BOOKS. Any member of the Central Library may have a particular book or books (other than a book of fiction) reserved for him on its return to a lending library by notifying the Librarian accordingly.

13. DUTY OF BORROWER IN CASE OF INFECTIOUS DISEASE. (1) No person shall take out of the library any book for use in any house in which there is a person suffering from an infectious disease and, no person shall return to a library any book which has been exposed to infection from any infectious disease, but in every such case such person shall at once give notice that such book has been so exposed to the District Medical Officer of the appropriate district and leave the book at the office of the District Medical Officer of the district or hand it over to any Sanitary Inspector acting on his behalf or to the police officer on duty at the nearest Police Station; who shall cause the same to be disinfected, or destroyed after notifying the Librarian and obtaining his consent thereto.

(2) Every person who contravenes any of the provisions of this regulation shall be liable on summary conviction to a penalty of one hundred dollars.

14. REFERENCE LIBRARIES. (1) Every person over the age of 14 years, and with the permission of the Librarian, any person under that age, may use a reference library. Member's tickets shall not be required for reference libraries.

(2) No book shall be taken out of a reference library without the permission of the Librarian. Except with the permission of the Librarian no person shall use any ink in a reference library.

15. ADULTS READING ROOMS. (1) No person under 14 years of age shall use any reading room set apart for adults except by permission of the Librarian or one of his Assistants.

(2) No newspaper or periodical shall be taken out of any such reading room or be retained for use longer than ten minutes after it is required by the Librarian or any of his Assistants.

16. BOOKS TO BE KEPT IN LIBRARY. The following books shall be kept in the Reading Room of each library—

- (i) A Recommendation Book wherein any person may enter the title or description of any book, magazine, periodical or newspaper he wishes to recommend.
- (ii) A Suggestion Book in which any person may enter any suggestion regarding the library which he may wish to make to the Board.

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- (iii) An Engagement Book wherein members may enter the names of any books in circulation which they wish to have, and on such books being returned to the library the clerk shall notify the member that the same can be had on application.
 - (iv) A Visitors Book in which the names and addresses of visitors to the library may be recorded.

17. CHILDREN'S LIBRARIES. Children's lending libraries and reading rooms shall be free to boys and girls of such ages as the Board from time to time may decide. Applications for tickets of membership of Children's libraries must be made on forms provided for the purpose by the Librarian and each application must be recommended in writing on the form by the child's parent or guardian or school teacher. An applicant shall be deemed to have agreed to be bound by the provisions of these regulations on the signing of a form by him and by the person recommending him.

18. LOCAL ADVISORY COMMITTEES. The Board may appoint local committees to advise and assist it in the administration and management of its branch libraries, and may determine the terms and conditions of appointment to such committees as well as the numbers of their members.

19. CONDITIONS OF USE OF THE LIBRARIES. Every person who shall—

(a) engage in audible conversation in any part of any library premises after having been requested not to do so by an officer or servant of the Central Library;

(b) wilfully obstruct any officer or servant of the Central Library in the execution of his duty or wilfully disturb, interrupt or annoy any person in the proper use of a library;

(c) cause or allow any dog or other animal belonging to him or under his control to enter or remain on any library premises, or bring into any part of any library premises a bicycle or other wheeled vehicle or conveyance;

(d) enter or remain in any part of any library premises not set apart for the use of the public, unless he is an officer or servant of the Central Library or has the permission of an officer or servant of the Central Library to do so;

(e) smoke or strike a light in any part of any library premises or near any book-van;

(f) carelessly or negligently soil, tear, cut, deface, damage, injure or destroy any book forming part of the stock of a library;

(g) affix or post any bill, placard or notice to or upon any part of any library premises unless he be a duly authorized officer or servant of the library;

(h) enter any library premises if he be offensively unclean in person or dress or suffering from an offensive, contagious or infectious disease;

(i) lie on any bench, chair, table or floor of a library;

(j) partake of refreshment on library premises;

(k) give a false name or address for the purpose of entering any part of any library premises or obtaining any privilege to which a member of the Central Library is entitled;

(l) make a tracing of any portion of a book without the permission of the Librarian or one of his Assistants; or

(m) take any book from any lending library unless duly authorized by the Librarian or one of his assistants.

shall be guilty of an offence against these regulations and be liable on summary conviction for every such offence to a penalty of one hundred dollars.

20. POWER TO SUSPEND AND TO CANCEL MEMBERSHIP. If any registered member—

(a) repeatedly detains books beyond the time allowed under regulation 9;

(b) fails to pay any fine incurred under regulation 9;

(c) repeatedly returns books in a damaged condition;

(d) fails to make good any damage to a book under regulation 11;

or

(e) commits any other offence against these regulations;

the Board may suspend such member from membership of the Central Library for a period not exceeding three months at a time or may permanently deprive such member of his membership of the Central Library:

Provided that any person aggrieved by any such suspension or deprivation of membership may appeal to the Minister whose decision shall be final.

21. POWER TO EXCLUDE AND REMOVE PERSONS. Every person who shall commit any offence against these regulations may be excluded or removed from the Library premises by any officer or servant of the Central Library, with such assistance as they may summon to their aid.
