

## **PUBLIC LIBRARY, MUSEUMS AND ART GALLERY RULES AND REGULATIONS**

1. throughout these Rules & Regulations the expressions used have the following meaning :-
  - (a) The “Library Authority” means the Mayor, Aldermen and Burgesses of the County Borough of Darlington.
  - (b) The “Borough Librarian” or “Curator” means the Borough Librarian & Curator for the time being of the Library Authority.
  - (c) “Library Officer” or “Museum Officer” means any person appointed as such for the time being by the Library Authority for the purpose of its functions under the Public Libraries and Museums Act, 1964.
  - (d) The “Libraries” means the Edward Pease Public Library, situated in Crown Street, and any other Library, Mobile Library or Reading Room for the time being under the control of the Library Authority.
  - (e) The “Art Galleries”, means the Art Gallery situated in Crown Street, and any other Art Gallery for the time being under the control of the Library Authority.
  - (f) The “Museums” means the Museums situated in Tubwell Row, and any other Museum for the time being under the control of the Library Authority.
  - (g) “Book” includes any and every book, journal, pamphlet, music score, manuscript, picture, print, photocopy, photograph, engraving, etching, deed, map, chart, plan, gramophone record, film, tape recording and any other article of a like nature forming part of the contents of the Library, Art Galleries or Museums, or lent to any person by or on behalf of the Library Authority.
2. The Libraries, Museums and Art Galleries are Institutions established in accordance with the Public Libraries and Museums Act 1964. The Borough Librarian shall have the general charge of the Libraries, Museums and Art Galleries and shall be responsible for the safe keeping of the books, exhibits, and all the other property therein.
3. An act necessary for the proper execution of his duty by the Borough Librarian or Library Officer or a Museum Officer, shall not be deemed to be a contravention of these Rules and Regulations.
4. The Libraries, Museums and Art Galleries are supported in part by a rate levied in accordance with the Public Libraries and Museums Act, 1964 and in part by voluntary contributions of money and gifts of books and periodicals.
5. Admission is free to all parts of the Libraries, Museums and Art Galleries set apart for the use of the public, but the use and enjoyment of the Libraries, Museums and Art Galleries is subject to the Byelaws made by the Library Authority under Section 19 of the Public Libraries and Museums Act 1964, on the Seventeenth day of December, 1970, or any Byelaws replacing them, and to these Rules and Regulations.
6. The Borough Librarian may refuse to admit to the Museums and Art Galleries any person who is suffering from any infections or notifiable disease, or from any disease, cough,

ailment or other complaint which may cause serious annoyance or disturbance to other persons using the Museums or Art Galleries.

7. The Borough Librarian may cause to be removed from the Libraries, Museums and Art Galleries any person who therein

(h) registers or acknowledges a bet, or (b) pays or receives the proceeds of any betting or gambling transaction, or (c) does any act in connection with any of the foregoing matters referred to in this Regulation.

8. The Borough Librarian shall have power to suspend the use of the ticket of any borrower, and to refuse books or deny the use of the Libraries and Reading Rooms to any reader who shall fail to comply with any of these Rules and Regulations, but such reader shall have right of appeal to the Cultural & Recreational Committee of the Library Authority, who shall also decide all other disputes between readers and the Officers of the Library Authority.

9. Except with the consent of the Borough Librarian, a person shall not cause or allow any apparatus for the reception of sound or vision broadcasting or for the reproduction of sound or visual images to be operated, or cause to allow to be used any typewriter or camera in any part of the Museums or Art Galleries set apart for the use of the public.

10. The Public Libraries will be closed on Sundays, Public Holidays and such other days as the library Authority shall determine. Hours of opening will be as follows :-

<b>EDWARD PEASE PUBLIC LIBRARY</b>		
All Departments (except	Mon-Fri	10.00 a.m. – 7.00 p.m.
Local History Study Room)	Sat	9.30 a.m. – 5.30 p.m.
(NB The Reference Library		
Is open 9.00 a.m. daily)		
<b>LOCAL HISTORY STUDY ROOM</b>		
	Monday	9.00 a.m. – 1.00 p.m.
		2.15 p.m. – 5.00 p.m.
	Tue-Fri	9.00 a.m. – 1.00 p.m.
		2.15 p.m. – 7.00 p.m.
	Saturday	9.00 a.m. – 1.00 p.m.
		2.15 p.m. - 5.30 p.m.
<b>COCKERTON BRANCH LIBRARY</b>		
	Monday, Tuesday, Thursday, Friday	9.00 a.m. – 1.00 p.m. 2.15 p.m. – 7.00 p.m.
	Wednesday	9.00 a.m. – 1.00 p.m.
	Saturday	9.00 a.m. – 1.00 p.m.
		2.15 p.m. – 5.30 p.m.

## **MOBILE LIBRARY**

Routes and times are available from the Borough Librarian.

The Library Authority may from time to time, vary any or all of such hours of opening as they think fit.

### 11. Persons eligible to make use of the lending facilities :-

- (a) Anyone who is registered as a voter on the Register of Electors for the County Borough of Darlington.
- (b) Anyone who can otherwise satisfy the Borough Librarian that he or she is a resident or ratepayer in the County Borough of Darlington.
- (c) Anyone who is resident in the County Borough of Darlington and under 18 years of age (children up to and including the age of 13 years shall become members of the Children's Library).
- (d) Anyone not being a resident or ratepayer but who is employed in the County Borough of Darlington, or is a whole or part-time student at an educational establishment in the said County Borough.
- (e) Anyone who pays a subscription of £2 per ticket for 1 year.
- (f) Anyone who is a resident of the Darlington Rural District (excepting Hurworth Parish and Great Aycliffe Parish) of the County of Durham, for which the Local Authority concerned has agreed to pay for the use of Darlington Public Libraries.
- (g) Anyone other than a resident of the Darlington Rural District who is visiting the area and who is in possession of a valid Library tickets issued by a Public Library Authority.

This facility is normally limited to a period of one month, but may be extended at the discretion of the Borough Librarian.

### 12. Library tickets

- (a) Tickets shall be issued on completion of the form of application and are valid for 3 years. In the case of persons under 18 the form shall be countersigned by a ratepayer, parent or guardian. Persons not resident in the County Borough of Darlington, but otherwise eligible for membership shall have their forms signed by a ratepayer in the said County Borough; or if a student, by a tutor of the educational establishment which they attend. Residents of Darlington Rural District (excepting such classifications excepted by the Durham County Library Authority – at present Great Aycliffe Parish and Hurworth Parish of the County of Durham) who do not work or attend an educational establishment in the County Borough may deposit their Durham County Library tickets and Darlington Public Library tickets will then be issued for use.

- (b) (i) Where the photocharging method of recording loans is in operation, adult readers will be issued with 1 ticket, which entitles them to borrow 4 books; children will be issued with 1 ticket which entitles them to borrow 4 books.
- (ii) Where photocharging is not in use, adult readers may be issued with up to 6 tickets (2 general and 4 non-fiction) and children up to 4 general tickets.
- (c) Tickets are not transferable and readers will be held responsible for books borrowed on their tickets. The loss of a ticket shall be notified immediately to the Borough Librarian and unless this rule is complied with, books issued after the loss will still be the responsibility of the reader. Readers leaving the district or ceasing to use the libraries shall return all tickets for cancellation.

13. Methods of issue :-

- (a) Where photocharging is in operation, a photographic record of the details of the book and the reader's ticket is made, and this will be regarded as proof of issue of a book to a reader. The reader retains his reader's ticket and the photographic record will subsequently be used as the basis for the preparation of notices informing readers of books overdue for return.
- (b) Where photocharging is not in operation, a record (being a combination of reader's ticket and a card giving details of the book) will be kept, and this will be regarded as proof of issue of a book to a reader. This record will subsequently be used as a basis for the preparation of notices informing readers of books overdue for return.
- (c) Books will normally be issued for return within 14 days. If the book is not required by another reader the loan may be extended for a further period by bringing the book back for re-issue, or by giving details of the book by post or telephone. For subsequent renewals the book must be returned to the Library.

14. Fines :-

- (a) Fines will be charged on books overdue for return at the following rates :-

Adults

1p per week, or part of a week for the first 4 weeks.

3p per week, or part of a week for subsequent weeks.

Children

1p per week, or part of a week.

- (b) An Overdue Book Notification will be sent to a reader when his book is approximately 6 weeks overdue and the fine amounts to 10p. An account will be sent when the book is approximately 8 weeks overdue because it will be presumed that a book not returned to the Libraries or renewed in that time is irrecoverably lost. The cost of replacement of lost or damaged books will be charged at the discretion of the Borough Librarian at a rate to be assessed by him.

- (c) If the book has not been returned within a further period of 2 weeks, legal proceedings may be taken pursuant to Byelaw 12.

15. Since under the photocharging method of book issue the reader retains his ticket, possession of the ticket is no longer evidence that no book is on loan on that ticket. Books should, therefore, be handed to the Borough Librarian or a Library Officer at the counters provided. The mere deposit of borrowed books on the counter will not be considered a return of the same within the meaning of this Regulation.

16. Reservations :-

- (a) Books in stock may be reserved. The cost for this service is 3p. (or the current cost of 1st class postage) which covers the postage costs of informing the reader when the book is available.
- (b) Attempts will be made to obtain from other Libraries, books not in stock which are requested. The cost for this service is 3p. (or the current cost of 1st class postage) which covers the postage costs of informing the reader when the book is available.
- (c) Reserved books not claimed by the date stated on the notification will be passed to the next person on the waiting lists, or returned to circulation.

### **LENDING LIBRARY**

17.

- (a) handbags, baskets, satchels, etc. and umbrellas may not be taken to the shelves, except at the discretion of the Borough Librarian.
- (b) The tracing of illustrations, etc. will not be permitted except at the discretion of the Borough Librarian. A photocopy service is available and details may be obtained from the Borough Librarian. Acceptance of material for photocopying is at the discretion of the Borough Librarian.

### **REFERENCE LIBRARY**

18.

- (c) The Reference Library (including the Local History Study Room) is open to all readers whether residents or visitors. Children under 11 years of age will not be admitted unless accompanied by an adult, except at the discretion of the Borough Librarian.
- (d) Books shall not be returned to the shelves by readers, but when finished with shall be left on the tables.
- (e) Handbags, baskets, satchels, etc. and umbrellas may not be taken to the shelves or the tables, except at the discretion of the Borough Librarian.
- (f) The tracing of illustrations, etc. Will not be permitted except at the discretion of the Borough Librarian. Acceptance of material for photocopying is at the discretion of the Borough Librarian.

- (g) The lending of books for home reading, and the period of loan, will be at the discretion of the Borough librarian. Persons who are not members of the Lending Libraries will not be permitted to borrow books for home reading. Books will be lent only against a personal signature and the signatory will be held responsible for the return of the books to the Reference Library.

19.

- (a) The Reading Rooms will be closed on Sundays and such other Public Holidays and other days as the Library Authority shall determine. Hours of opening will be as follows :-

Monday – Friday	9.00 a.m. - 8.00 p.m.
Saturday	9.00 a.m. - 7.00 p.m.

The Library Authority may, from time to time, vary these hours of opening, as they think fit.

- (h) Unaccompanied children under 14 years of age shall not be allowed to use the Reading Rooms except at the discretion of a Library Officer.
- (i) A reader in possession of a newspaper or other periodical must be prepared to relinquish it to any other reader who may ask to peruse it after a request has been made through a Library Officer; in the case of a newspaper 10 minutes after such request, and 30 minutes in the case of any other periodical.
- (j) No newspapers or periodicals other than those provided or authorized by the Library Authority shall be brought into the Reading Rooms. All newspapers or periodicals not so authorized shall be removed by a Library Officer and persons perusing such unauthorized publications may be asked to leave.
- (k) Not more than one person shall at the same time read a newspaper or periodical, and the person who is seated at the place specified for the newspaper or periodical shall be deemed the reader thereof.

## MUSEUM

20. The Museums will be closed on Sundays and such other public holidays and other days as the Library Authority shall determine.

Hours of opening will be as follows :-

Weekdays (except Thursday)	10.00 a.m. - 1.00 p.m.
	2.00 p.m. - 6.00 p.m.
Thursdays	10.00 a.m. - 1.00 p.m.

The Library Authority may, from time to time, vary these hours of opening as they think fit.

21. Children under 5 years of age will not be admitted unless accompanied by an adult, except at the discretion of a Museum Officer.



- i) Borrow a maximum of one picture at any one time for each subscription which he has taken.
- ii) Retain each picture on loan for a maximum period of three months, subject to an extension of time which may be granted by the Borough Librarian.
- (f) Before any picture is removed from the possession of the Borough Librarian he will require to be satisfied that the member will keep the picture in suitable premises.
- (g) All pictures remain the property of the Library Authority and the member who has possession of the picture will be held responsible for the loss of or any damage to any picture.
- (h) Each picture retained after the period of three months (or such extended period as the Borough Librarian has expressly granted) will render the member who has borrowed the picture liable to a charge of 13p per week.

THE CORPORATE COMMON SEAL    )  
Of The Mayor Aldermen and Burgesses    )  
Of the County Borough of Darlington    )  
Was hereunto affixed in the presence of:    )

ERIC JACKSON  
Mayor

C.N.S. NICHOLSON  
Chief Executive