

## **Library Regulations**

Made under the Public Libraries and Museums Act 1964.

### **General**

**1.** In construction of these Regulations:-

- a) "the Act" means the Public Libraries and Museums Act 1964;
- b) "the Library Authority" means Derbyshire County Council;
- c) "library" means any library for the time being maintained by the Library Authority for the purposes of its functions under the Act and includes a vehicle when being used for those purposes;
- d) "the Librarian" means the person appointed as such by the Library Authority or, in his/her absence, any other person authorised by the Library Authority to act on his/her behalf;
- e) "library officer" means the librarian or any other person employed by the Library Authority for the purposes of its functions under the Act;
- f) "book" includes any and every book, journal, pamphlet, music score, manuscript, picture, print, photograph, engraving, etching, deed, map, chart, plan, sound recording, DVD, video recording, film and any other article of a like nature forming part of the contents of the Library or lent to any person by or on behalf of the Library Authority.

**2.** The Librarian shall have the general charge of the Library and shall be responsible for the safe keeping of the books and all other property belonging thereto.

## **Lending Libraries**

### Qualification of borrowing books

**3.** Books may be borrowed by persons qualified as follows:-

- a) Persons resident in the area of the Library Authority, whose names appear in the current Register of Electors for the area or who produce satisfactory evidence that they are resident;
- b) Persons non-resident in the area of the Library Authority who produce a current receipt for council tax paid in respect of property situated in the area;
- c) Persons non-resident in the area of the Library Authority who are employed in that area other than occasional or casual capacity, and who produce satisfactory evidence that they are so employed;
- d) Persons non-resident in the area of the Library Authority who attend an educational institution in that area and produce satisfactory evidence that they so attend;
- e) All County Council employees;
- f) Persons resident within the area of another Library Authority with which the Library Authority has reciprocal membership arrangements, or persons who are currently registered as users of libraries of another Library Authority;

### **Application for a reader's ticket**

- 4.** a) No book may normally be borrowed except on production of a reader's ticket which will be issued to each individual in such numbers as the Library Authority may from time to time determine;
- b) formal application must be made for a reader's ticket and the reader may be called upon to produce acceptable evidence of identity and current address;

c) the signature obtained at the time of issue of such tickets will be taken as an assent to these Regulations

d) except with the consent of the Librarian, a reader's ticket may not be obtained from more than one library. A reader's ticket may be used at any appropriate library.

e) readers are responsible for all books borrowed on their tickets, which are not transferable. Readers must inform the Librarian immediately on losing any ticket and notify any changes of address;

f) a charge, which shall from time to time be determined by the Library Authority, may be made for the replacement of lost tickets.

### **Issue and return of books**

5. Books will normally be issued for 21 days, sound recordings for 7 days and DVD/video recordings for 2 days or one week, but at the discretion of the Librarian may be issued for a longer or shorter period. Providing the book, sound recording, DVD/Video recording or other item is not required by another library user the initial period of issue may be extended. This provision for renewal of the loan shall not carry the loan beyond six months without the specific authority of the Librarian.

6. Readers may have books reserved for them, but such books will not be retained in the library for collection by readers for longer than one week. A charge which shall from time to time be determined by the Library Authority may be made for this reservation service.

7. Readers must return books by the date on which they are due for return. A reader retaining a book beyond the due date will be liable to a [fine](#) according to the scale determined by the Library Authority from time to time. Books may be returned to any Derbyshire library, and must be delivered into the hands of an officer of the Library Authority.

8. A charge may be made for the borrowing of sound recordings and DVD/Video recordings according to a scale determined by the Library Authority from time to time.

### **The Use of Books**

9. If on return a book is found to have sustained damage, the reader may be required to pay the cost of repairing the damage or if the book is damaged beyond repair, the cost of replacing books which are lost when in their custody.

10. No person shall take out or cause to be taken out of the library any book for use by any person suffering from a notifiable disease (i.e. cholera, plague, relapsing fever, smallpox or typhus); nor shall he/she permit the same to be used by a person suffering from such a disease; and no person shall return to the library any book which has been exposed to a notifiable disease, but shall immediately notify the Library Authority or a public health inspector of a District Council that the book has been so exposed to infection. A person who contravenes any of these provisions is liable to a fine not exceeding £5 under Section 155 of the Public Health Act, 1935

### **Children's Libraries**

11. Children's books may be borrowed by all children irrespective of age. Parents may borrow books for children by using their own tickets.

### **Reference Libraries**

12. Any person may use the library for reference purposes. A reader's ticket is not required.

13. Infringement of these regulations may, at the discretion of the Library Authority, lead to suspension of further use of the library.

M. J. Molloy

Director of Cultural and Community Services

Derbyshire County Council

County Hall

Matlock

DE4 3AG