

Library rules and regulations

All libraries are required to display the Rules and Regulations as approved by the County Council

September 1996

GENERAL

In these Regulations unless the context otherwise requires:

- (a) "The Act" means the Public Libraries and Museums Act 1964.
 - (b) "The Library Authority" means the Council of the County of Cambridgeshire
 - (c) Library means any library for the time being maintained by the Library Authority for the purposes of its function under the Act and includes a vehicle when being used for these 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) "Item" includes any and every book, journal, pamphlet, music score, manuscript, picture, print, photograph, engraving, etching, deed, map, chart, plan, record, film, tape recording, compact disc, computer printout or disc, jigsaw, museum exhibit 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.
1. The making of these rules and regulations is incidental to the discharge of the Library Authority's functions under the Public Libraries and Museums Act 1964. The Library Authority reserves to itself the right of amending or adding to these rules and regulations as occasion arises.
 2. The Librarian shall have the general charge of the Libraries and shall be responsible for the safe keeping of the books and for all other property and he or any officer of the Library Authority or police constable instructed by him, may exclude from the use of any part of the libraries or remove therefrom, any person not using them for the purpose for which they were intended, or refusing or neglecting to comply with any of these rules and regulations.
 3. Admission is normally free to all parts of the Libraries set apart for public use during the hours of opening.
 4. If any person considers himself aggrieved by the action of the Librarian or any officer, a written complaint may be made, through the Head of Libraries & Information Service to the Chairman of the Libraries, Arts & Museums Service

Advisory Group (or the Committee responsible at the time for the operation of the library service) who will consider the complaint.

5. Libraries will be open at the times decided by the Library Authority and displayed at each library or library department, with the exception of Bank Holidays or Public Holidays and on such other days as the Library Authority may from time to time decide.

6. Membership of the Lending Libraries is free of charge to:

a) Residents of Cambridgeshire including service personnel.

b) Residents of the surrounding counties of Norfolk, Suffolk, Essex, Hertfordshire, Bedfordshire, Northamptonshire and Lincolnshire.

c) Persons producing valid current tickets from other library authorities may borrow items from Cambridgeshire Libraries and Information Service. Where necessary an appropriate ticket will be issued.

d) Persons working or undergoing full time education within the County of Cambridgeshire.

e) Other non-residents, who give proof of their identity and home address.

7(i). Application for membership must be made on an official application form.

a) Adults of 18 years and over who reside in the area as defined in 6a & 6b) must complete an application form in their own right.

b) Persons under 18 years must have their application form signed by an adult over 18 years who is prepared to accept the responsibilities of guarantor (see 7(ii))

In addition to proof of identity and home address, those whose home address is outside the area (as defined in 6a & 6b) will need to have their application form signed by a guarantor

c) Students studying at Colleges in the area but whose permanent home address is outside the area must complete the non-resident section of the application form and have it signed by their tutor or another senior member of their college.

d) In all cases, proofs of identity, address and signature must be provided to the Library staff.

7(ii). Responsibilities of guarantors

a) Please note that in countersigning an application to join the library you are guaranteeing the accuracy of the information provided on the form.

b) If you are guarantor for a borrower under 18 you are also responsible for the return of items borrowed and the settlement of any charges incurred by the applicant should they be in default.

You may not act as guarantor if your own library use is suspended as a result of unpaid debts.

c. Employers signing as guarantor should also stamp the application with their organisations's official stamp

d. Schools and educational establishments signing as guarantors should endorse the application with their official stamp.

8. Membership of one library entitles the reader to use other libraries of the Library Authority on production of a valid library ticket.

9. Tickets are not transferable between borrowers.

10. Where borrowers lose their tickets or have them stolen, then they will be held responsible for any items borrowed until the loss is notified to the Librarian. Lost and stolen tickets may be replaced on request but computerised tickets may only be replaced on payment of the charge approved by the County Council.

11. Borrowers leaving Cambridgeshire should return their tickets to the Librarian for cancellation.

12. Change of address, or name, of borrower or their guarantor should be notified immediately to the Librarian.

13. Items will be issued on valid library tickets only.

14. All Items borrowed must be returned to the library from which they were borrowed, except for items borrowed from a Cambook library which may be returned to any other Cambook library. All items borrowed on your ticket remain your responsibility until checked-in.

15. The maximum number of items which may be borrowed by adults and by young persons under eighteen years of age is decided from time to time by the Library Authority and displayed in the Library.

16. Items are borrowed for a period approved by the Library Authority.

17. Overdue charges are levied on items which are retained beyond the date due for return at the rate approved by the Library Authority and displayed in the library. When a British Library item is kept overdue any additional rate charged by the British Library will be levied on the borrower.

18. Items may be renewed at the discretion of the Librarian if they are not in demand. Books may be renewed up to 3 times by bringing them back to the library, or by telephoning or writing to the library.

19. Any item in the stocks of the library may be reserved and requests may be made for items not in the stocks of the Library. A charge, approved by the Library Authority and displayed in the Library, is made for this service, although payment of this charge does not bind the Library Authority to the supply of any particular item. Items will not be reserved for longer than the period stated on the notification card and the Librarian shall have discretion to withhold the privilege of reserving items from any borrower who persistently fails to collect items after notifications have been sent. The Librarian shall also have discretion to limit the number of items reserved by any borrower. Where a long waiting list exists a special reduced loan period may be introduced.

20. Replacement or repair costs will be charged for items lost while on loan, or not returned, or damaged while on loan. The borrower shall be allowed to retain items for which the full replacement costs have been paid.

21. Persons under 14 years of age may borrow items from the adult lending library with the permission of the Librarian or on the recommendation of a parent or guardian or teacher.

AUDIO-VISUAL MATERIALS

(includes cassette tapes, video tapes, records, and compact discs)

22. Audio-Visual materials may be borrowed on completion of the official application form, and on payment, where applicable, of the current hire charge or the current subscription as decided from time to time by the Library Authority, by those people eligible to use the library services as specified in rule 6(a) to (e) of the rules above. If music cassettes, CD's and videos are kept longer than the approved period a further hire charge will be made for each additional period or part thereof.

23 All audio-visual items are issued on the understanding that the Library Authority may not be held responsible for any damage to borrowers' equipment which may result from using the items.

24. The rights of the recording company and the owners of recorded works are reserved. Unauthorised public performance, broadcasting and copying, even for personal use, are prohibited.

25. The Librarian may cancel the ticket of any borrower who persistently causes damage to audio-visual items, or who, in the opinion of the Librarian, is likely to cause damage or who fails to comply with any of these Rules and Regulations.

26. Members may not borrow more items than the maximum number stated by the Library Authority.

27. Additional tickets as agreed by the Library Authority from time to time, may be used for items for which a fee is charged.

These tickets cannot be used to borrow additional books over and above the maximum number as agreed by the Library Authority.

REFERENCE LIBRARIES

28. Persons under 14 years of age may use the Reference Libraries at the discretion of the Librarian.

29. Readers entering or leaving the libraries must be prepared to allow the Librarians or one of his assistants, to examine any books or bags they may be carrying.

30. Books may only be borrowed from the Reference Libraries at the discretion of the Librarian and after signing the appropriate form provided. If a book is kept beyond the time fixed, a fine will be charged at the rate approved by the Library Authority and displayed in the library.

31. Readers of newspapers or other periodicals must be prepared to relinquish them to another reader not more than ten minutes after they are requested to do so by a member of the library staff.

Approved by Cambridgeshire County Council.