

As it will be impossible for the Librarian to keep any trace of the Books without such Minutes, his own interest, as well as his duty to the public, should induce him to be exact in making his entries at the time any Book is delivered; and when returned, to be equally exact in noticing its condition, and making the proper minute in regard to it.

VIII. The Librarian is to act at all times, and in all things, according to the orders of the Corporation appointing him; and whenever he is removed, or superceded, he is to deliver to his Successor, or to the order of his Trustees, or Council, all Books, Catalogues and papers appertaining, or relating, to the Library; and if they are found to be satisfactory, his Trustee, or Council, or Successor in office, shall give him a Receipt to that effect. But, if any of the Books shall have been lost, or in anywise injured, the Librarian shall account and pay for such loss, or injury, unless released from the obligation to do so by his Trustees, or Council.

IX. The Trustees and Council are to attend faithfully to the interests of their Library; they are, at all times, when they think proper, and as often as possible, to examine the Books carefully, and compare the Books with the Catalogue, and note such as are missing, or injured; and to see that all forfeitures are promptly collected, and that injuries done to Books are promptly repaired, and that the Library is properly managed and taken care of.

X. The following are the Regulations for the care and use of the Books in the Library:—

1. The Librarian has charge of the Books, and is responsible for their preservation and delivery to his Successor, or to the order of his Trustees, or Council, appointing him.

2. A copy of the Catalogue of the Books is to be made out and kept by the Librarian, and open to the inspection of all persons entitled to get books from the Library, at all seasonable times, or at such times as may be determined by the Trustees, or Council.

3. Books are to be delivered only to residents of a School Section in which a Library, or Branch Library, is established; or to the residents of a Township, where Branch School Section Libraries do not exist.

4. Not more than one Book can be delivered to a person at a time; and any one having a Book out of the Library must return it before he can receive another.

5. No person, upon whom a forfeiture has been adjudged under these Regulations, can receive a Book while such forfeiture remains unpaid.

6. Each individual residing in a School Section, of sufficient age to read the Books belonging to the Library, shall be entitled to all the benefits and privileges conferred by these Regulations relative to Public School Libraries; but no person, under age, can be permitted to take a Book out of the Library, unless he resides with some inhabitant who is responsible for him; nor can he receive a Book, if notice has been given by his parent, or guardian, or person with whom he resides, that he will not be responsible for Books delivered to such Minor. But any Minor can draw a Book from the Library, on depositing the cost of such Book with the Librarian.

7. When there is a sufficient number of Volumes in a Library to accommodate all the residents of the School Section who wish to borrow, the Librarian may permit each Member of a Family to take Books as often as desired, so long as the Regulations are punctually and fully observed. But where there are not Books enough to supply all the borrowers, the Librarian must accommodate as many as possible, by furnishing each Family in proportion to the number of its readers, or borrowers, or by delivering not more than one Book at a time for each Family.

8. Every Book must be returned to the Library within as many weeks after it shall have been taken out, as it contains hundreds of pages,—allowing one week for the reading of a hundred pages; but the same person may again take the same Book, if application has not been made for it, while it was so out of the Library, by any person entitled, who has not previously borrowed the same Book, — in which case, such applicant shall have the preference in the use of it. And where there have been several such applicants, the preference shall be according to priority in the time of their applications, to be determined by the Librarian.

9. If a Book be not returned at the proper time, the Librarian is to report the fact to the Trustees, and he must exhibit to them every Book which has been returned, injured by soiling, defacing, tearing, or in any other way, before such Book shall be again loaned out, together with the name of the person in whose possession it was when so injured.

10. For each day's detention of a Book beyond the time allowed by these regulations, the forfeiture of one penny shall be incurred by the borrower, and shall be payable forthwith to the Librarian.

11. For the destruction, or loss, of a Book a forfeiture shall be incurred by the borrower equal to the cost of the Book, or of the set, if the Book be one of a series. And, on the payment of such forfeiture, the party paying it shall be entitled to the residue of the series.

12. For any injury which a Book may sustain by a borrower, and before its return, a forfeiture shall be incurred by such borrower, of not less than Three pence-half-penny for every spot of grease, or dirt, upon the cover, or upon any leaf of the volume; for writing in, or defacing, any Book, or for cutting, or tearing, the cover, or the binding, or any leaf, not less than Six pence, or more than the cost of the Book.