

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 the cover, or the binding, or any leaf, not less than six pence or more than the cost of the book.

13. If a leaf be torn out, or so defaced or mutilated that it cannot be read, or if any thing be written in the volume, or any other injury done to it, which renders it unfit for general circulation, the Trustees shall consider it a destruction of the book, and the forfeiture shall be incurred accordingly, as above provided in case of the loss of a book.†

14. When a book shall have been detained seven days beyond the time allowed by these regulations, the Librarian shall give notice to the borrower to return the same within three days. If not returned within that time, the book may be considered as lost, and the forfeiture imposed in such case as incurred accordingly.

15. When in the opinion of the Librarian any forfeiture has been incurred by any person under these regulations, he shall refuse to deliver any book to the party liable to such fine until the Trustees shall have decided upon such liability.

16. It is the special duty of the Librarian to give notice to the borrower of a book that shall be returned injured, to show cause why he should not pay the forfeiture incurred. Such notice may be given to the agent or child, or sent to his house, of the borrower who returns the book; and it should always, if possible, be given at the time the book is returned.

17. The Librarian is to inform the Trustees of every such notice given by him, and they shall assemble at the time and place appointed by him, or by any notice given by them, or any one of them, and shall hear the case. They are to keep a book of minutes, in which every forfeiture which, in their judgment, has been incurred, shall be entered and signed by them, or the major part of them, or by their Secretary on their order, and these minutes or a duly certified copy of them shall be conclusive evidence of each of the facts recorded in them.

18. It shall be the duty of the Trustees to prosecute promptly for the collection of the forfeitures adjudged by them, and all

forfeitures shall be applied to in defraying the expenses and increasing the books of the Library.

XI. The foregoing regulations apply to Branch School Section Libraries, as well as to School Section Libraries; also to Township Councils the same as to Trustees of School Sections, and to Township Libraries, the same as to School Section Libraries, and to the residents in a Township in which there are no School Section Libraries the same as to the residents of a School Section; likewise to the Librarian of a Township, the same as to a Librarian of a School Section.

XII. When a Township Councillor or School Trustee shall be notified as having incurred a forfeiture for detaining, injuring, or destroying a book borrowed from the library, he shall not act as a judge in his own case, but such case shall be decided upon by the other members, or a majority of them, of the Township Council or School Corporation authorised to act in the matter. In all cases the acts of a majority of a corporation are to be considered as the acts of the corporation.

XIII. In order to prevent the introduction of improper books into the Libraries, it is required that no book shall be admitted into any public School Library established under these regulations which is not included in the catalogue of public School Library books, prepared according to law.

XIV. The Council or Trustees have authority, if they shall think proper, (according to the common practice of Circulating Libraries) to require the borrower to deposit with the Librarian a sum equal to the cost of the book taken by him, as a security for its safe return and the payment of any injury which may be done to it.

XV. These regulations shall apply to cities, towns, and incorporated villages the same as to School Sections. By the 4th clause of the 24th section of the School Act of 1850, the Board of Trustees in each city, town and incorporated village has the same authority to establish and maintain "a school library or school libraries," as the Trustees of a School Section have by the 17th clause of the 12th section of the same Act, to establish and maintain "a school library."

XVI. The foregoing regulations being made under the express authority and requirement of the 38th section of the School Act of 1850, are binding upon all parties concerned in the establishment, support, management, and privileges of public school libraries; and all parties act with a full knowledge of those regulations.

XVII. The Local Superintendents of Schools should inspect and inquire into the state and operations of the Libraries or branch Libraries within their respective jurisdictions, and give the results of their observations and inquiries in their annual reports; and each Township and School Section Corporation must report annually, at the time of making the annual School reports, the condition of their Libraries, with the number of volumes in each, and the success and influence of the system.

XVIII. These regulations will be subject to reconsideration and revision from time to time, as experience and the circumstances of the country may suggest.

EDUCATION OFFICE,
Toronto, 2nd August, 1853.

*A forfeiture of *six cents* per day is imposed in each similar case in the State of New York.

†These forfeitures are the same as in the State of New York in similar cases.