



DEPARTMENT OF PUBLIC INSTRUCTION FOR UPPER CANADA.

REGULATIONS FOR THE ESTABLISHMENT AND MANAGEMENT OF PUBLIC SCHOOL LIBRARIES IN UPPER CANADA.

1. ESTABLISHMENT OF LIBRARIES.

The Council of Public Instruction for Upper Canada, as authorised by the thirty-eighth section of the School Act of 1850, make the following regulations for the establishment and management of Public School Libraries:

I. There may be School Section Libraries, or Township Libraries, as each Township Municipality shall prefer.* In case of the establishment of a Township Library, the Township Council may either cause the books to be deposited in one place, or recognise each School Section within its jurisdiction as a branch of the Township Library Corporation, and cause the Library to be divided into parts or sections, and allow each of these parts or sections of the Library to be circulated in succession in each School Section.

II. Each Township Library shall be under the management of the Township Corporation; and each Branch or School Section Library shall be under the management of the School Section Corporation. The Township Council shall appoint or remove the Librarian for the Township; and each Trustee Corporation shall appoint or remove the Librarian for the School Section, as already provided by the seventeenth clause of the twelfth section of the School Act of 1850.

III. Each Township Council and each School Section Corporation receiving Library books, must provide a proper case for the books, with a lock and key; and must cause the case and books to be kept in some safe place and repaired when injured; and must also provide sufficient wrapping paper to cover the books, and writing paper to enable the Librarian to keep minutes of the delivery and return of books, and write the needful notes or letters. The Members of the Township and School Section Corporations are responsible for the security and preservation of the books in their charge.

IV. When any books are taken in charge by the Librarian, he is to make out a full and complete catalogue of them; and at the foot of each catalogue the Librarian is to sign a receipt to the following effect:

"I, A. B., do hereby acknowledge that the books specified in the preceding catalogue have been delivered to me by the Municipal Council of the Township of _____, or (as the case may be) by the Trustees of School Section No. _____ in the Township of _____, to be carefully kept by me as their Librarian, for the use of the inhabitants within their jurisdiction according to the regulations prescribed by authority of the Statute, for the management of Public School Libraries, to be accounted for by me according to said regulations, to said Council, (or Trustees, as the case may be) and to be delivered to my successor in office. Dated, &c." Such catalogues, with the Librarian's receipt, having been examined by such Council or Trustees, or some person or persons appointed by them, and found to be correct, shall be delivered to such Council or Trustees, and shall be kept among their official papers.

V. The Librarian is accountable to the Trustees or Council appointing him, for the cost of every book that is missing, or for the whole series of which it formed a part. The Librarian is also accountable, in like manner, for any injury which a book may appear to have sustained, by being soiled, defaced, torn, or otherwise injured; and can be relieved from such accountability only by the Trustees or Council, on its being satisfactorily shown to them that some resident within the Township of _____, to whom the book belonging to the Library, the number of the book and the name of the Librarian to which it belongs shall be written, either on a printed label pasted inside the cover of the book, or on the first blank leaf of it; and he is on no account to deliver out any book which is not thus numbered and identified. He is also to cause all the books to be covered with strong wrapping paper, on the back of which is to be written the title of the book, and the number in large figures. As new books are added, the numbers are to be continued, and they are in no case to be altered; so that if the book be lost, its number and title must still be continued on the catalogue, with a note that it is missing.

VII. The Librarian must keep a blank book, which may consist of a few sheets of writing paper stitched together—ruled across the width of the paper, so as to leave five columns of the proper size, for the following entries—to be written lengthwise of the paper: In the first column the Title and No. of the Book; in the second column, the Name and Residence of the person to whom delivered; in the third column, Date of Delivery; in the fourth column, the Date of its Return; in the fifth column, Remarks respecting the Condition of the Book, as good, injured, torn, or defaced, &c.

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 it is returned, to be equally exact in noting its condition, and making the proper minute.

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 superseded, 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 Trustees 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 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 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.

2. REGULATIONS FOR THE CARE AND USE OF THE LIBRARY BOOKS.

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 reasonable 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.

* This clause includes Ward or other authorized branches of a Township Library.
† For form of label authorized by this Regulation, see Appendix VIII, page 19 of the pamphlet containing the law and regulations relating to Public School Libraries in Upper Canada.

7. Where 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, as 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 hundred 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.

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 sixpence 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 anything 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 the amount to be paid. The Librarian 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 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 defraying the expenses and increasing the books of the Library.‡

3. MISCELLANEOUS REGULATIONS.

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 authorized 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 3rd clause of the 24th section of the School Act of 1850, the Board of School 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 88th 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 these regulations.

XVII. The Local Superintendent 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 enquiries 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.

(Adopted on the 2nd of August, 1853, and extracted from the Minutes of the Council of Public Instruction of that date.)

(Certified)

J. GEORGE HODGINS,
Recording Clk., Council Park, Inst.

EDUCATION OFFICE,
Toronto, 16th June, 1854.

* 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.

‡ Forfeitures incurred under these regulations must be paid for in the District Court, according to the Interpretation Act, 12 V. c. 11.