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Kingston. Queen's University.
Library.

LIBRARY OF QUEEN'S UNIVERSITY.

The following By-Laws, enacted by the Trustees on the 28th day of April, 1865, are now in force :—

I. The Librarian shall have the general management, subject to the direction of the Curators, and shall be guided by the following regulations, which, for the sake of convenience, embody the duties detailed under Statute No. 90 :—

(1) He shall carefully and legibly enter in the Alphabetical Catalogue every new book in the order in which it is received, inserting its number, title, place, and date of publication, shelf mark, the manner in which it has been obtained—whether by purchase or donation—if a gift, the name and residence of the donor, its price when known, date of receipt, and any other particulars which the Curators may order to be recorded.

(2) He shall enter in the Classed Catalogue every book received, in the order of its receipt and as soon as possible thereafter, being careful to make the title and shelf mark exactly the same as in the Alphabetical Catalogue.

(3) He shall inscribe in each volume its number, shelf mark, price, the name and residence of the donor if a donation, and the date of receipt, in such manner as the Curators may direct.

(4) Upon the receipt of a number of any magazine or periodical coming regularly, he shall enter in a book kept for the purpose the date of its receipt, and shall inscribe the same upon the cover of the magazine or periodical over his initials, and when any number is two weeks behind time in arriving, he shall notify its non-arrival to the party who should supply it.

(5) He shall on no account lend a book until it is entered in the catalogues, and in no case to a person entitled to borrow except on his personal application or the application of some one bearing his written authority.

(6) He shall on no account give out a book to any person who has books in his possession contrary to by-law, or who has not paid all fees and fines due by him.

(7) Before giving out any books he shall first see that the applicant complies with all the conditions on which persons are admitted