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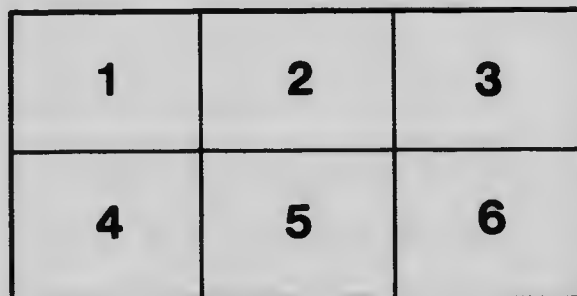
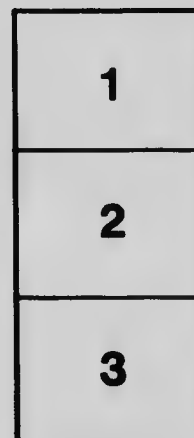
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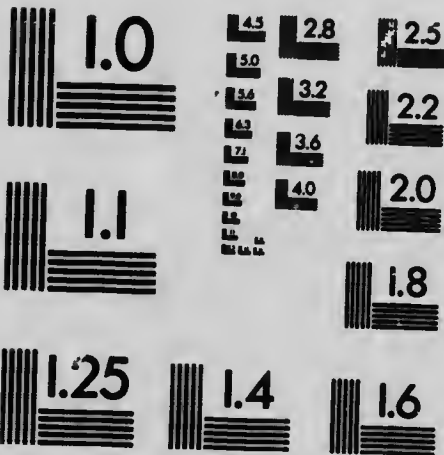
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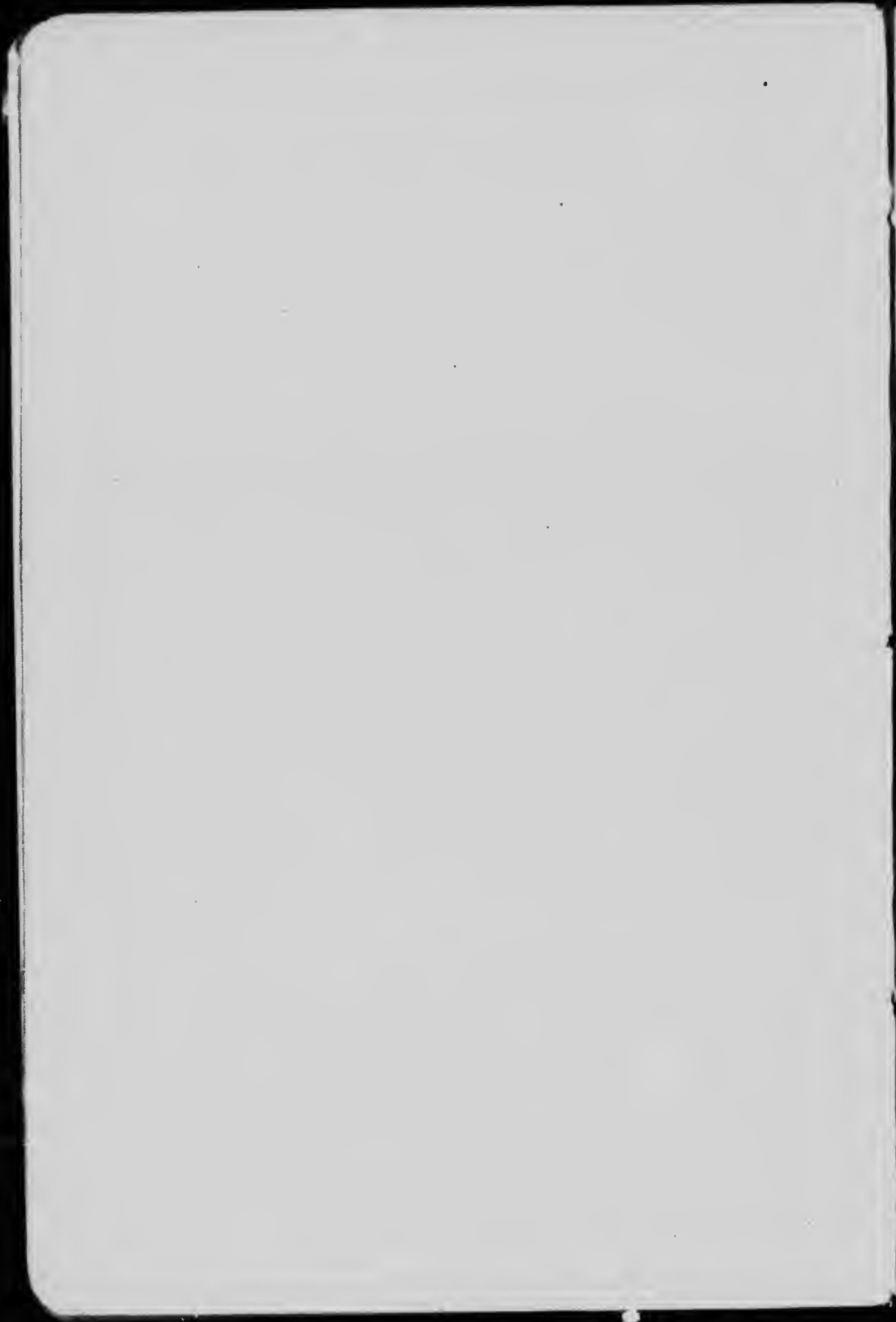
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**LIBRARY RULES
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1920



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LIBRARY

RULES

(1) The Library is the property of the Institute of Chartered Accountants of Ontario. Its immediate control is vested in the members of the Library Board for the time being, who are responsible to the Council for its good management.

(2) The Library shall be both Reference and Circulating.

(3) All members in the Province shall be at liberty to borrow books from the Circulating section—provided that not more than two books be borrowed by any member at one time, and that if it is desired to retain a book more than a fortnight, it must be returned and re-issued, if no other borrower has applied for it.

(4) Members are responsible for books borrowed, and if lost or damaged must refund the value or damage—such value or damage to be appraised by the Library Board. Out-of-town members are responsible for losses in the mail, and must prepay postage on return.

(5) A double card index shall be kept, viz.—(a) one card for each member recording the name of books borrowed, with the date borrowed and returned, which the borrower will initial, and (b) one card for each book recording name of borrower, with date book borrowed and returned.

(6) The hours the Library shall be opened shall be 9.30 to 4.30, Saturdays 9.30 to 1, subject to change by the Library Board at any time.

(7) On the 1st and 15th days of each month, the Librarian shall send a postcard to each member who has kept a book more than 14 days, requesting its return.

(8) Every book shall be clearly and indelibly marked as being the property of the Institute, and shall also bear a number, each section being numbered consecutively—the reference letter of the section followed by the number.

(9) The Library shall be divided into the following sections:—

Section A—Bookkeeping and Accounting.

“ B—Costs, Factory Accounts and Organization.

“ C—Auditing

“ D—Miscellaneous.

“ E—Banking, Economics and Statistics.

“ F—Law.

“ G—Actuarial Science and Mathematics.

“ H—Periodicals.

“ J—Municipal Reports. (Specimen)

“ K—Old Accountancy Text Books.

(10) The Library Board shall be appointed by the Council, and shall report thereto at least yearly.

(11) An Annual Report shall be submitted to the Annual Meeting of the Institute through the Council.

The above Rules were adopted at the Annual Meeting of the Institute held 19th July, 1913.

BRYAN PONTIFEX, *Chairman*

T. WATSON SIME,

W. B. TINDALL,

Members Library Board.

Note:—The privilege of the use of the Library was extended by the Council in January, 1917, to students who had passed the Intermediate Examination.

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