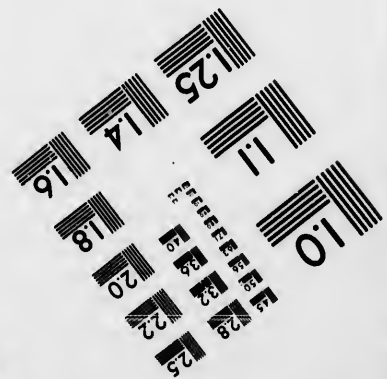
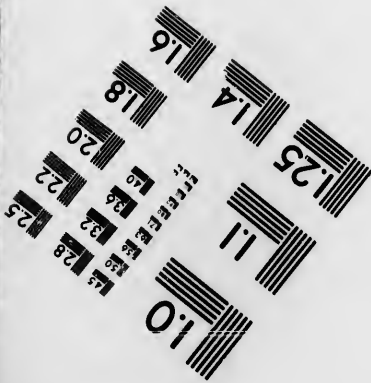
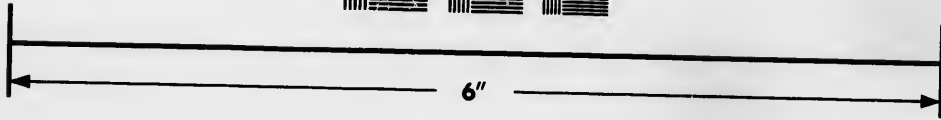
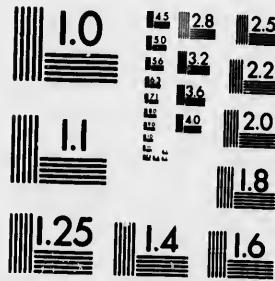


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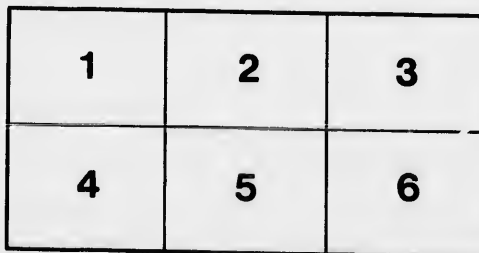
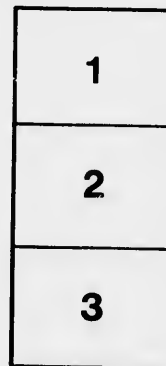
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Library

## LIBRARY OF QUEEN'S UNIVERSITY.

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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

to the use of the Library, and shall then under his name and address in the delivery-book place the titles of the books borrowed, their shelf marks, and the dates of borrowing, and shall require the borrower to write his initials after each title. When books are returned he shall mark the date of their return. Books re-borrowed he shall enter in the same way as books taken out for the first time.

(8) He shall attend daily during the Session, and once a week during the summer vacation, at such hours as the Curators may appoint, for the purpose of giving out and receiving books.

(9) He shall prepare from time to time and submit to the Curators a list of such books, manuscripts, and other works, as ought not to be given out, and of such books as may be lent on special conditions, and shall be guided by the said list after it has been adjusted and approved by the Curators, taking a record of all special conditions on which books are lent.

(10) He shall submit to the Curators on the first day of April and November in each year a statement of additions to the Library, and the sources whence they have been obtained; of books lost or missing, with the names of the persons to whom they were last lent; and of the fees or fines due, together with the names of the persons by whom they are due. On the former of these days he shall also submit a statement of all revenues and expenses in behalf of the Library.

(11) He shall recall all books at least twice a year, and report promptly any damage a book may sustain while in the hands of a reader.

(12) He shall conduct all correspondence referred to him by the Curators in the manner directed by the Curators.

(13) He shall see that all by-laws concerning readers are duly observed, and shall promptly report all cases in which he finds himself unable to enforce their application.

## II. Concerning Readers.

(1) Every registered Student, upon producing to the Librarian his registration ticket, with certification that he has paid his registration fee, upon purchasing a catalogue or showing that he has purchased one, and upon subscribing his name to such of the by-laws as he may be required to sign, is entitled to borrow during the Session three volumes and no more at one time, and for two weeks and no longer at one time, and to re-borrow the same books if during the time they have been in his possession no application has been made for them by another person entitled to the use of the Library.

(2) The use of works borrowed from the Library as text or class books is strictly forbidden, and when a Student transgresses this by-law, he forfeits all the privileges of a reader for the rest of the Session.

(3) No Student entitled to the use of the Library shall have his class tickets signed by any Professor without producing the Librarian's certificate, testifying that his position as regards the Library is in accordance with the by-laws.

(4) Every registered Student, having placed on record in a book kept by the Librarian his intention to return to the University, is entitled to borrow for summer reading five volumes and no more at one time, but for this privilege he shall deposit the sum of five dollars with the Librarian, whose receipt must be given up before the deposit can be returned. All books borrowed under this regulation must be returned in the following Session within eight days after the opening of the classes in the Faculty to which the Student will then belong.

(5) When books are not returned at the end of the period for which they may be taken out, a fine of five cents a volume shall be paid by the borrower, and a further fine of three cents a volume for each day as long as they are not returned, until the amount of the fine equal the price at which the book or books retained can be replaced. If the period close on a holiday, or a day on which the Library is closed, the first day thereafter on which the Library is open shall be the day on which books should be returned. Fines due on books borrowed for summer reading shall be deducted from the borrower's deposit, and fines due on books borrowed during the Session shall cause suspension of the use of the Library until the books be returned and the fines paid.

(6) The Secretary or any member of the Board of Trustees may have four volumes in his possession at one time, and for one month at a time.

(7) Any Professor or Lecturer actually engaged in teaching may borrow eight volumes at a time, and for one month at a time.

(8) The Librarian is entitled to the use of five volumes for two weeks at one time.

(9) Any Graduate of the University who is not a registered Student, having deposited five dollars in the hands of the Librarian and paid a subscription of three dollars, is entitled for one year from the date of deposit and subscription to the same privilege as registered Students, but, in other respects, only on the same terms as registered Students.

III. All books belonging to the Library shall be recalled annually on the 25th day of March, and none shall be given out until the first day of April following, and a fine of twenty cents shall be exacted for every volume retained, by whomsoever retained, during the whole or any part of the interval between these dates.

IV. An annual inspection of the Library by the Curators shall take place between the 8th and 16th of November, during which period the Library shall be closed, and all books, by whomsoever borrowed, must be returned to the Library before the commencement of that period, otherwise a fine of fifteen cents per volume shall be exacted, which fine shall be repeated weekly after the expiration of the time of inspection, so long as any volume is retained, until a copy of such volume of equal value be placed in the Library at the expense of the borrower.

V. Readers sending their books to the Library, or having books sent to their order, must bear all risk of loss or damage thereby occurring, and make good any loss or damage actually arising.

VI. No works of reference are allowed to be taken out of the Library, and encyclopædias, dictionaries, gazetteers, books of plates or designs, manuscripts, works in natural history bearing on classification, and all quarto and folio volumes, are to be considered as works of reference, unless otherwise marked by order of the Curators. The Curators may make arrangements for allowing such works to be consulted.

VII. Single numbers of magazines and periodicals are to be regarded as volumes.

VIII. A donation of fifty dollars or upwards, or of books to that value, entitles the donor to the use of the Library during his lifetime, but only in accordance with the by-laws respecting the number of books which may be borrowed, the time during which they may be retained, deposit, fines, &c., applicable to registered Students.

IX. Any Trustee or Professor, or any person in the company of a Trustee or Professor, may visit the Library at any time, but particular care must be taken when handling a book not to displace it.

X. Former by-laws are repealed, and these by-laws shall be printed and a copy handed to every reader at the time of his becoming a reader, and they shall also be written in a book over the words, "I hereby agree to observe the above by-laws and be subject to all the conditions therein contained, in so far as they are applicable to me, during the whole time I shall continue to borrow books from the Library of Queen's University." And every person on becoming a reader shall be required to write his name under the foregoing words of obligation.



