

Adopted A/N 909 dt 23/11/66
Administrator's Notice No. 218. [23 March 1966.]

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STANDARD LIBRARY BY-LAWS.

The Administrator hereby, in terms of sub-section (1) of section *ninety-six bis* of the Local Government Ordinance, 1939, publishes the standard by-laws set forth hereinafter, which have been made by him in terms of the said sub-section.

Definitions.

1. In these by-laws, unless the context otherwise indicates—

“book” means any library material and includes a book, magazine, document, print, newspaper, film, picture and record;

“committee” means the library committee appointed in terms of section 2;

“council” means a town council, village council, health committee, the Peri-Urban Areas Health Board established in terms of section *two* of the Peri-Urban Areas Health Board Ordinance, 1943 (Ordinance No. 20 of 1943), and includes the management committee of a town council, village council or health committee, a local area committee as defined in section 1 of the said Ordinance and any officer employed by a council acting by virtue of powers vested in a council in connection with these by-laws and delegated to him in terms of section *fifty-eight* of the Local Government (Administration and Elections) Ordinance, 1960;

“librarian” means the person appointed by the council for the exercise of control over and the management of the library and any person duly authorized by the council to act on his behalf;

“library” means the public library of the council;

“member” means any person whose name appears on the list of members kept by the librarian;

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“~~director~~
~~organizer~~” means the officer appointed in terms of section *one* of the Transvaal Provincial Library Service Ordinance, 1951,

and any other word or expression to which a meaning has been assigned in the Local Government Ordinance, 1939, the Transvaal Provincial Library Service Ordinance, 1951, and the Local Government (Administration and Elections) Ordinance, 1960, shall have that meaning.

“Voter” A person who is residing within the area of jurisdiction of Middelburg and whose name appears on the Parliamentary Voters-roll, in respect of the election area or portion thereof making up a part of the area of jurisdiction, and his dependents.

“Non-Voter” Someone not complying with the definition of a Voter.

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Library Committee.

2. (1) The council may annually, on the date mentioned in paragraph (b) of sub-section (1) of section *sixteen* of the Local Government Ordinance, 1939, appoint a library committee (hereinafter referred to as the committee), comprising not less than three members of which not less than one member shall be a councillor, to advise the council on matters regarding the library.

- (2) A member of the committee shall be appointed by virtue of his interest and efficiency in library matters.
- (3) At its first meeting, the committee shall elect a chairman from among its members and a vice-chairman to preside in the absence of the chairman and where both the chairman and the vice-chairman are absent from any meeting of the committee, the committee shall elect one of its members to preside.
- (4) The council shall appoint one of its officers as secretary of the committee.
- (5) The committee shall meet as often as it may deem necessary, but not less than once every three months.
- (6) The majority of the members of the committee shall constitute a quorum and all questions shall be determined by a majority of votes. In the event of an equality of votes the presiding member shall, in addition to his deliberative vote, have a casting vote.
- (7) During a meeting the librarian shall be at the disposal of the committee in an advisory capacity and he may, when attending a meeting, take part in the discussion.
- (8) Should the library be affiliated to the Provincial Library, the organizer or his representative may attend any meeting of the committee in an advisory capacity and may participate in the discussion. A copy of the agenda and the minutes of every meeting of the committee shall, when made available to members of the committee, be supplied to the organizer. *director.*
- (9) Notice of a meeting of the committee shall be given not less than three days prior to the date of such meeting to members of the committee, the librarian and, in the event of sub-section (8) being applicable, to the ~~organizer~~. *AN 672 - 8/4/77*
- (10) Subject to the provisions of these by-laws, the committee shall arrange its own procedure. *AN 672 - 7/6/77*
- (11) This section shall not be applicable to a council which has entrusted a committee, appointed in terms of section sixty of the Local Government (Administration and Elections) Ordinance, 1960, with its library matters.

Membership.

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"With the exception of the stipulation of paragraph (b) and sub-article (2), the Council can allow membership of the library to any Voter, and or Non-Voter, on such conditions as may be determined by the Council, and only if such a person promises to be obedient to the stipulations set out by these by-laws and undertake to keep the household rules, set out by the Council and the library."

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library, adopted by the council.

3(1)(a)(ii) ~~All permanent residents of the~~

"All Voters join free of charge. Non-Voters may join by paying a deposit of R200.00 and a year membership fee of R50.00. (The deposit is refundable on cancellation of membership, and the return of all outstanding books. Only 2 books may be taken out at a time.)"

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~~returning of books. (Only two books that may be taken out.~~

- (b) The council may grant membership of the library to a pre-school or school-going child, should its parent or guardian consent thereto and undertake to stand surety for the observance by such child of these by-laws and the rules for conducting the business of the library, adopted by the council.
- (c) Application for membership shall be made on a form prescribed by the council for the purpose.

(d) The council shall issue a certificate of membership to a member authorizing him to borrow from the library such number of books at a time as may be determined by the council.

(e) A certificate of membership shall be valid for a period of three years as from the date of issue, and the membership of a person to whom such a certificate has been issued, shall lapse after such period, unless it be renewed.

(2) The council may grant library membership to a person residing outside its area of jurisdiction on conditions determined by it.

(3) A member desirous of terminating his membership of the library, shall return his certificate of membership to the librarian without delay, failing which he may be held responsible in terms of section 7 for all books borrowed on such certificate of membership.

(4) When a member changes his address, he shall notify the librarian in writing, within seven days, of such change of address.

(5) (a) When a member's certificate of membership gets lost, he shall forthwith notify the librarian, in writing, and the librarian may, on payment of an amount determined by the council, which shall not exceed 40 cents, issue a duplicate of such certificate.

(b) If a member gives notice in terms of paragraph (a), such member shall, notwithstanding the provisions of sub-section (1) of section 7, not be liable in terms of the said sub-section in respect of any book borrowed against the lost certificate of membership after the date of such notice.

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Loan of Books.

4. (1) A book shall be deemed to be on loan from the library to the member against whose certificate of membership it was lent.

(2) No person shall be in possession of any book not lent against a certificate of membership.

(3) A book bearing the mark of the library and on which there is no official indication that the book has been withdrawn, written off or sold from the library, shall be the property of the council.

(4) (a) A member borrowing a book from the library shall ascertain whether such book is not damaged and if damaged, he shall draw the librarian's attention to the fact.

(b) Should any previously undamaged book be found, when returned to the library, to be damaged, the council may stipulate that the last member to borrow the book from the library shall replace such book with a new copy of equal value or a copy acceptable to the council or shall pay the value of or an amount to make good the damage to the book as determined by the council, in addition to any other fines or other charges due in respect of such book, and such member shall then be obliged thus to replace the book or to pay the value or amount determined by the council, as the case may be.

(c) The librarian shall not place a damaged book on the shelf of the library intended for books which may be borrowed from the library by a member and shall not loan such book.

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Return of Books.

5. A member shall return a book borrowed by him to the librarian not later than the fourteenth day after the date on which he borrowed such book: Provided that—

- (a) the council may extend the period of loan of any book not in demand by any other member after consideration of an application to that effect by the member who borrowed the book, for not more than two further periods not exceeding fifteen days each;
- (b) should a member who borrowed a book, find it impossible to return such book personally, he may return it in some other manner;
- (c) a member who has borrowed a book shall not keep it for more than three days after receipt of a written notice from the librarian that such book is to be returned.

Overdue Books.

6. Should a member not return a book borrowed against his certificate of membership within the period stated in section 5 or any period determined by the council in terms of the proviso to that section, as the case may be, such member shall be liable for payment to the council of a fine of not less than one Rupee for every week or portion thereof during which such member fails to return such book: ~~Provided that the maximum fine in respect of every such book shall be thirty cents.~~

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Lost and Damaged Books.

7. (1) Should a book be lost or become damaged or be deemed to be lost in terms of sub-section (2), the member against whose certificate of membership such book was borrowed, shall, in addition to any fine or other charges for which he shall be liable in respect of the said book, be liable for payment to the council of the purchase "replacement cost thereof, or the amount to make good the damage, as may be determined by the Council, unless he replaces it with a copy of equal value or a copy acceptable to the Council."

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(2) A book kept for more than two months after the date on which it was borrowed and which the member who borrowed it, on receipt of a request to do so by registered post, fails to return within seven days, shall be deemed to be lost.

(3) A lost or damaged book shall remain the property of the council even if such book be replaced as contemplated in sub-section (1) or the purchase price thereof or the damage caused thereto and any fines or other charges in respect thereof, be paid to the council in terms of that sub-section.

(4) No further book shall be lent to a member liable in terms of sub-section (1) as long as he is so liable.

Reservation of Books. upon payment of

8. A member may reserve a book: Provided that no book shall be reserved for a longer period than the period specified in the notice sent to the member to the effect that the reserved book is available.

A fee of Rs-00 31
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Care of Books.

9. A member who has borrowed a book, shall be obliged—

- (a) to keep such book in a sound and clean condition; and
- (b) to see that the pages thereof are not creased or damaged in any other manner.

Exposure of Books to Contagious Diseases.

10. (1) No person suffering from a contagious disease shall borrow or handle any book from the library and no person shall allow any other person suffering from a contagious disease, to handle a book lent to him.

(2) Any person being in possession of a book from the library which was exposed to a contagious disease, shall immediately advise the librarian that the book was so exposed.

Reference Department and Reading-room.

11. Books in the reference department and the reading-room of the library shall be used only in the room provided by the council for the purpose and shall only be removed therefrom with the consent of the council.

"THE LOAN OF RECORDS.

12.(1) *Application for Membership.*

- (a) Adult members of the public may apply for the loan of records by completing the prescribed membership form.
- (b) Two additional borrower's pockets shall be provided to every approved member with the clear indication 'PLATE/RECORDS' on the pocket.

(2) *Rules and Conditions.*

- (a) ~~Records shall be provided free of charge to approved members.~~
- (b) A member may borrow two records or one set at a time in the case of sets, for use at home.
- (c) The loan period for records shall be two weeks.
- (d) When the loan period mentioned in subitem (b) expires, such records may be lent to such member for an additional period of one week.
- (e) Should a member fail to return a record within the period for which the record has been lent to him, he shall pay a fine of Rs-00 per week or part of a week during which such member fails to return such record.
- (f) Records shall not be exposed to direct sunlight or any heat, and shall be kept in the cover when not in use.
- (g) Only a diamond or sapphire stylus shall be used for playing records.

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(15) A member is expected to report immediately to the librarian any damage done to an art print. A member shall be held responsible for any damage to an art print detected when it is returned by him. In the case of loss or serious damage, the member shall be liable to pay for the art print in accordance with the price of the print. The art print shall remain the property of the Transvaal Provincial Library and Museum Service.

(16) No art print may be reserved."

TARIFFS FOR THE HIRING OF THE LIBRARY'S AUDITORIUM

14(1) Monday's to Saturday's (except public holidays) from 8:00 to 24:00.

(a) Deposit

(i) Breakages deposit (refundable): R150,00 per occasion.

(b) Rental

(i) Welfare organisations: ~~R50,00~~ R35,00

(ii) Municipal and Library-use: Free.

(iii) All other organizations: ~~R25,00~~ R50,00

(iv) Bookings in advance

(a) At least 6 bookings per calendar year: R50,00 (per day).

(b) At least 10 bookings per calendar year: R450,00 (per year).

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Posting of By-laws in Library.

25/v 15 The librarian shall place a copy of these by-laws in a prominent place in the library and direct the attention of a person to whom a certificate of membership is issued, thereto.
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Contraventions.

- 16 Any person who—
 - (a) conducts or engages in audible conversation in any part of the library building to the annoyance of any other person in the library; or
 - (b) hampers, disturbs, obstructs or harasses any other person in the proper use of the library; or
 - (c) causes or permits any animal under his control to enter or remain in the library; or
 - (d) damages any part of the library building or the contents thereof; or
 - (e) furnishes a false name or address to the librarian for the purpose of entering any part of the library or obtaining any benefit or privilege therefrom; or
 - (f) enters or remains in the library while unclean in body or apparel, or while suffering from any contagious or offensive disease or being under the influence of intoxicating liquor; or
 - (g) contravenes any other provision of these by-laws,
- shall be guilty of an offence and liable to a fine not exceeding one hundred Rand

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"Photostatic copies:

16(1) The amount of 30c shall be payable per A4-size page and 60c per A3-size page or portion thereof for copies from any library book for educational purposes.

(2) The amount of 60c shall be payable per A4-size page and R1.20 per A3-size page or portion thereof for any other copies."

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17 PHONOGRAM TRESPASSING

(a) Loss of inner plastic cover: R 22.00

(b) Record dirty and fingerprinted: R 4.00

(c) Loss of outer plastic cover: R 4.00

(d) Damaged record: Refund fully.

(e) Loss of record-cover: Refund fully.

(f) Damaged compact disc: Refund fully.

(g) Damaged plastic cover: R10.00."

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"18 Determination of number of Visitors

The total amount of visitors that are allowed at the entrance to the Snow Cruywagen Library, and the Ouditorium at any occasion, is that which is stipulated from time to time by the Council.

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Art 12.

Administrator's Notice 964

30 July, 1980

MIDDELBURG MUNICIPALITY: ADOPTION OF AMENDMENT TO STANDARD LIBRARY BY-LAWS.

The Administrator hereby, in terms of section 101 of the Local Government Ordinance, 1939, publishes that the Town Council of Middelburg has in terms of section 96bis(2) of the said Ordinance, adopted the amendment to the Standard Library By-laws, published under Administrator's Notice 308 of 12 March, 1980, as by-laws made by the said Council.