


RULES
OF THE
Sydenham
Public Library.

Registered under "The Public Libraries
Powers Act, 1875."

E. E. Wright, Printer, Sydenham.





CHRISTCHURCH CITY COUNCIL
CANTERBURY PUBLIC LIBRARY

New Zealand Collection

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29 August 1995

RULES

OF THE

SYDENHAM PUBLIC
LIBRARY.

Registered under "The Public Libraries Powers
Act, 1875."

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Name.

1. The Library shall be called "THE SYDENHAM PUBLIC LIBRARY." and shall be maintained in the Municipal Buildings facing Colombo Street, Sydenham, adjoining south side of Sydenham Park, or such other building as may be decided upon by the members of the Library and hereinafter called the Library.

Objects.

2. To provide suitable Reading, Recreation and Entertainment for the members.

## Constitution.

3. The members shall consist of an unlimited number of members of not less than the age of fourteen years.

## Officers.

4. The Officers of the Library shall consist of a President, Vice-President, Secretary, Assistant-Secretary, Treasurer, Librarian, two Auditors, and three Trustees, who shall be elected immediately after the incorporation of Library, and thereafter at the annual general meeting each year, except the Trustees, who shall hold office until their successors are appointed.

## Committee of Management

5. The Committee of Management shall consist of the members representing the Sydenham Ward in the City Council, together with five members of the Library and the Officers. Seven to form a quorum.

## DUTIES OF OFFICERS.

### The President.

6. The President shall preside at all General, Special and Ordinary Meetings of the Library, and at all Ordinary and Special Meetings of the Management Committee. He shall have a deliberative and casting vote, and shall sign all minutes of previous meetings upon their being confirmed.

### Vice-President.

7. The Vice-President shall officiate as Chairman at all meetings in the absence of the President, and as such shall have a deliberative and casting vote.

## The Treasurer.

8. The Treasurer shall receive all moneys from the Secretary, and shall pay the same into the Bank of New Zealand to the credit of the Library on amount reaching to £3. He shall sign all cheques in conjunction with the President or any other person appointed by the Committee. He shall keep the Bank Pass Book available at every meeting of the Committee, pay all accounts, and deliver up all books, vouchers, etc., the property of the Library, to the person appointed by the Committee upon receiving forty-eight (48) hours' notice.

## Secretary.

9. The Secretary shall keep a clear statement of the accounts of the Library and take correct minutes of all the meetings (except sub-committee meetings) conduct all correspondence, receive all moneys, and hand over the same to the Treasurer once a week. He shall compile an annual balance sheet and shall see to and arrange for the compiling of returns required by the Government according to Acts of Parliament, and shall, if required by the Committee hand over all books, vouchers, etc. in his possession to the person appointed by the Committee upon receiving three (3) days notice and shall carry out the instructions of the Committee,

## The Librarian.

10. The Librarian shall file all papers on the files of the Library and shall keep a correct return of magazines ordered and received, and shall enter the same in a book to be provided for the purpose. He shall keep a list of all the books in the Library and names of members taking same from the building

for home reading, and check all books going out and coming in.

### The Committee.

11. The Committee shall meet at least once in each month at 8 p.m. at the Library rooms: Any member absent for three consecutive meetings, whether general or special (always provided that notice of such meeting shall have been posted to his address 48 hours prior to such meeting) shall forfeit his seat on the Committee, always provided that the Committee shall have power to receive a written or verbal apology, or explanation, and shall be empowered to deal with the case on its merits. Should any member of the Committee retire or forfeit his seat during his term of office the Committee shall appoint some other member to fill his place.

- (a) In the absence of the President and Vice-President the Committee shall be empowered to appoint one of their number to act as Chairman, who shall have the powers of President by so acting. Sub-committees to appoint their own chairman.
- (b) The Committee shall arrange that one or more of their number shall be in attendance at the rooms each evening.
- (c) All members of the Committee attending shall be deemed to be Officers in Charge for the time being.
- (d) It shall be the duty of the Officers in Charge to see that good conduct is maintained by members. They shall be empowered to suspend any member for unruly

conduct or violation of the rules. Any member so suspended must at once leave the building, but he shall have the right of appeal to the Committee against such suspension, and the Committee shall consider and decide the same, such decision to be final. The Officer in Charge shall report to the President, who shall, if deemed necessary, call a Special Meeting of Committee to consider the matter.

### Regulations.

12. The Committee shall be empowered to make such regulations for the good government of the Library as they shall deem necessary, always provided that nothing therein shall over-ride or interfere in any way with the provisions of the Public Libraries Powers Act, 1875, or these rules.

### Privileges of Committee.

13. Any member of the Committee shall have access to all parts of Library rooms, but shall not be entitled to interfere with members unless for breach of rules. It shall be the duty of all Committeemen to enforce order at all times.

### Hours.

14. The Reading Rooms of the Library shall be open to the public every evening from 7 till 10 p.m., or at such times as the Committee from time to time shall decide. Circulating Book Room to be open on Monday, Thursday and Saturday evenings from 7 p.m. to 9 p.m., or such other times as the Committee may decide.

### Stimulants.

15. No intoxicating liquor shall be permitted within the precincts of the Library. No member under the influence of intoxicants shall be allowed in the Library rooms.

### Gambling.

16. No Gambling shall be allowed on the premises. Any violation of this rule shall render the member liable to expulsion.

### Smoking.

17. Smoking will not be allowed in the Book rooms or Reading room.

### Annual Meeting.

18. The Annual Meeting of the members of the Library shall be held in the rooms during the month of April.

### Notices of Meetings.

19. All General and Committee meetings shall be notified by circular at least 48 hours before meeting, and also notified on notice board in rooms. The President shall call a Special General meeting on receiving requisition signed by one-fifth of the members of the Library. Business to be specified on all such circulars.

### Subscriptions.

20. The subscription to the Library shall be 8s. for men, ladies 6s. per annum, payable quarterly, half-yearly or annually in advance and shall become due on the first days of January, April, July, and

October. Any member one month in arrears shall be deemed unfinancial and shall forfeit all privileges as a member until again becoming financial. Members joining during term to pay proportionate part of current quarters subscription.

20A. All receipts from entertainments and recreation departments other than from the reading and circulating library, shall be set apart and used only for the support of the recreation departments.

### Alteration to Rules.

21. No alterations or additions shall be made in the foregoing rules except at the annual meeting or a special meeting of members called for the purpose. One clear months notice of alteration or addition to rules shall be given in writing to the Secretary before the meeting, such notice of motion to be posted in the Library rooms 21 clear days before the meeting.

CANTERBURY PUBLIC LIBRARY



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**CERTIFICATE OF REGISTRATION.**

I, WILLIAM WALTERS SAMPSON, Deputy Registrar of the Supreme Court of New Zealand at Christchurch, do hereby certify that a duplicate of the foregoing declaration has been this day filed in the Supreme Court at Christchurch, and the execution thereof by the subscribing parties has been duly attested before me.

Dated this 26th day of November, 1907.

W. W. SAMPSON,

*Deputy Registrar of the Supreme Court of New Zealand.*

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Wright, Print.

