

APPENDIX C

EARLY LIBRARY RULES AND REGULATIONS

First Rules and Regulations Formally Published

Circulation Department

Borrowers—Books for home use are free to all residents of Laurens. Adults are entitled to draw books upon giving satisfactory reference and subscribing to the following application obtained of the librarian.

I the undersigned, a resident of _____ hereby apply for a reader's card in the Free Public Library. I promise to observe all rules, pay promptly all fines and make good any loss or injury to the library incurred by me.

Signed _____

Children must obtain the signature of parent or other responsible guarantor to the following application to be obtained of the librarian.

I hereby agree to be responsible for the observance by _____ of the rules of the Free Public Library of _____ and will make good any injury or loss the library may sustain by any delinquency on (his or her) part.

Signed _____

Immediate notice of change of residence must be given at the library.

Residents of the county who are outside the corporate limits of the city may draw books from the library.

Persons temporarily in the city may borrow books upon depositing the value of the book with the librarian, the same to be refunded upon its return. A fee of ten cents per book shall be charged for its use.

Cards—Each borrower is supplied with a card which must be presented whenever a book is taken, returned or renewed.

If a borrower card is lost, a new one will be given after seven day's notice, or at once upon payment of 5 cents. If the lost card is found, it must be at once returned to the librarian.

A cardholder is responsible for all books taken on his card.

Books—One book, or one work, if not more than three volumes, may be drawn at a time.

Time Kept—Books may be kept two weeks and may be once renewed for the same period, provided they are not "seven day" books.

Books which are greatly in demand are marked "seven day" books, and can be retained only one week and can not be renewed.

Fines—A fine of 2 cents a day will be imposed for all books kept overtime. Books shall be withheld from card holders until all fines accrued shall have been paid. Any damage or injury received by a book while in a borrower's possession, beyond reasonable wear, shall be made good by the borrower.

Hours—The circulating department is open each Saturday from 2 to 5 p.m. and each Tuesday evening from 7 to 9. Mrs. Strain will act as librarian.

Reading and Reference Room

The reading room is free to everyone whether card holders or not.

Conversation or conduct inconsistent with quiet and order are prohibited.

Back numbers of papers and periodicals may be had on application to the attendants.

The librarian will aid any one wishing to look up material on any subject or topic, and will explain the use of the catalogues, indices [indexes] and other aids. All the books of the library are available to the student, whether shelved for reference or circulation.

Books will be reserved for the use of schools and study clubs upon request.

The reading room is open each Saturday from 2 to 5 and each Tuesday evening from 7 to 9.

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