

LIBRARY NEWS

CEYLON NATIONAL LIBRARY SERVICES BOARD

VOLUME ONE, NUMBER THREE, JULY - SEPTEMBER, 1973

CONTENTS

UNESCO Public Library Manifesto

Public Library Aims and objectives
Frank M. Gardner

The Local Authorities (Standing By-Laws) Act

BL-2755

20 JUL 1991
SRI LANKA NATIONAL
LIBRARY SERVICES BOARD

UNESCO PUBLIC LIBRARY MANIFESTO

In 1949, Unesco issued a manifesto on the purpose of the public library.

To mark International Book Year, Unesco asked the Public Libraries Section of the International Federation of Library Associations to prepare a revised manifesto, taking into account the changes and developments that have taken place over nearly twenty-five years.

This new manifesto appears below. It will be translated into all the major languages of the world and presented to the conference of IFLA at Budapest later this year. (1972)

The establishment and maintenance of public libraries is a task of government at national and local level.

It is the hope of Unesco that where the public library does not meet the needs outlined in this manifesto, educationists, social and cultural workers, and community leaders will stimulate interest, and promote by all means the creation of a public-library service which will be a central and dynamic force in the busy and growing community.

THE PUBLIC LIBRARY

UNESCO AND PUBLIC LIBRARIES

The United Nations Educational, Scientific and Cultural Organization was founded to promote peace and spiritual welfare by working through the minds of men and women.

This manifesto proclaims Unesco's belief in the public library as a living force for education, culture and information, and as an essential agent for the fostering of peace and understanding between people and between nations.

THE PUBLIC LIBRARY

A democratic institution for education, culture, and information

The Public Library is a practical demonstration of democracy's faith in universal education as a continuing and lifelong process, in the appreciation of the achievement of humanity in knowledge and culture.

The public library is the principal means whereby the record of man's thoughts and ideas, and the expression of his creative imagination are made freely available to all.

The public library is concerned with the refreshment of man's spirit by the provision of books for relaxation and pleasure, with assistance to the student, and with provision of up-to-date technical, scientific and sociological information.

The public library should be established under the clear mandate of law, so framed as to ensure nation-wide provision of public library service. Organized co-operation between libraries is essential so that total national resources should be fully used and be at the service of any reader.

It should be maintained wholly from public funds, and no direct charge should be made to anyone for its services.

To fulfil its purposes, the public library must be readily accessible, and its doors open for free and equal use by all members of the community regardless of race, colour, nationality, age, sex, religion, language, ~~status or educational attainment.~~

RESOURCES AND SERVICES

The public library must offer to adults and children the opportunity to ~~keep in touch~~ with their times, to ~~educate themselves~~ continuously and keep abreast of ~~progress in the sciences and arts.~~

Its contents should be a living ~~demonstration~~ of the evolution of knowledge and culture, constantly reviewed, kept up to date and attractively presented. In this way it will help people form their own opinions and develop their creative and ~~critical capacities and~~ powers of appreciation. The public library is concerned with the communication of information and ideas, whatever the form in which these may be expressed.

Since the printed word has been for centuries the ~~accepted~~ medium for the communication of knowledge, ideas and information, ~~books, periodicals, newspapers~~ remain the ~~most important~~ resources of public libraries.

But science has created new forms of record and these will become an increasing part of the public library's stock including print in reduced form for compact storage and transport, films, slides, gramophone records, audio and video tape, for adults and children, with the necessary equipment for individual use and for cultural activities.

The total collection should include material on all subjects, to satisfy all tastes at differing educational and cultural standards.

All languages used by a community should be represented, and there should be books of world importance in their original languages.

The public library building should be centrally situated, accessible to the physically handicapped, and open at times convenient to the user. The building and its furnishings should be attractive, informal and welcoming, and direct access by readers to the shelves is essential.

The public library is a natural cultural centre for the community, bringing together as it does people of similar

interests. Space and equipment are therefore necessary for exhibitions, discussions, lectures, musical performances and films, both for adults and children.

Branch libraries and mobile libraries should be provided in rural and suburban areas.

Trained and competent staff in adequate numbers are vital to select and organize resources and assist users. Special training will be required for many activities such as work with children and handicapped, audiovisual materials, and the organization of cultural activities.

USE BY CHILDREN

It is in early life that a taste for books and the habit of using libraries and their resources are most easily acquired. The public library has therefore a particular duty to provide opportunity for the informal and individual choice of books and other material by children. Special collections and, if possible separate areas should be provided for them.

The children's library can then become a lively, stimulating place, in which activities of various kinds will be a source of cultural inspiration.

USE BY STUDENTS

Students of all ages must be able to rely on the public library to supplement the facilities provided by their academic institutions. Those pursuing individual studies may be entirely dependent on the public library to meet their needs for books and information.

THE HANDICAPPED READER

There is an increasing concern with the welfare of the elderly and all handicapped people. Problems of loneliness, and mental and physical handicaps of all kinds, can be alleviated in many ways by the public library.

Improved means of access, provision of mechanical reading aids, books in large print and recorded on tape, service in hospitals and institutions, and personal service to the home are some of the ways in which the public library can extend its services to those who need it most.

THE PUBLIC LIBRARY IN THE COMMUNITY

The public library should be active and positive in its outlook, demonstrating the value of its services and encouraging their use.

It should link itself with other educational, social and cultural institutions, including schools, adult-education groups, leisure-activity groups and with those concerned with the promotion of the arts.

It should be watchful for the emergence of new needs and interests in the community, such as the establishment of groups with special reading requirements and new leisure interests to be represented in the library's collections and activities.

(Unesco Bul. Libr., vol. XXVI, no. 3, May-June, 1972)

PUBLIC LIBRARY AIMS AND OBJECTIVES

by Frank M. Gardner,
formerly Borough Librarian,
Luton (United Kingdom)

~~Examines the 'Statement of public library aims and objectives' recently prepared as a basis for a nationally adopted standard by the Public Library Research Group of the London and Home Counties Branch of the Library Association in the United Kingdom and suggests that similar definitions might be helpful for developing countries.~~

Increasingly, over the last few years, the public library services of the developed countries have been seeking to define their role in the provision and exploitation of total library and information resources available or, to narrow the point, the developed public library services in the developed countries, those where library services generally have kept up with technical development.

This self-examination and self-appraisal therefore, applies particularly to the public library services of the United Kingdom, the United States and Scandinavia. The reasons are not far to seek. There has been an explosive increase in the materials available, an increase in the facilities for library education, in the number of trained librarians, and an increase in the number and kinds of libraries. The information and study resources available to students from primary-school level upwards, specialized bibliographical resources of all kinds, have proliferated over the last twenty-five years.

Students of librarianship have themselves benefited from this change. Not only are they taught to a high level of competence, they are encouraged to think for themselves, ask question about what they studying. In the circumstances, it is not surprising that many of the questions are directed at the aims and objectives.

of the public library service, which appears to be an amorphous, ill-defined organization, rather like a large jelly-fish which can be seen to exist but appears to have little content.

To some of those within the service it appears that it is expanding without actual movement, to those outside it, that whatever functions it has would be better performed, and in fact are already being better performed, by other, more purposive organizations.

Yet the public library exists, and in the United Kingdom, for instance, it is a fairly important part of the apparatus of local government. Here too, at upper levels, a similar question is being asked. In the modern world of local-government management, where does the public library fit in? What sort of grouping is appropriate? If the main purpose of the public library is educational, then it should be attached to education. If it is cultural, then it could be conveniently placed with museums, art galleries, theatre. If it is recreational, then attachment to games and sports would be reasonable. The different attachments found for public library services in various local authorities reflect the difficulty of resolving this problem, and it has not even been resolved by central government, as the reorganization of local government grinds slowly on in the House of Commons.

In these circumstances, the publication, by a research group of the London and Home Counties Branch of the Library Association, of a 'Statement of public library aims and objectives'¹, is interesting.

Its preamble states,

The recently formed Public Library Research Group of the London and Home Counties Branch of the Library Association felt the area most urgently in need of its attention was this field of objectives and the associated one of output measurement. It has therefore prepared the following document as a basis for a nationally adopted standard and invites comments and suggestions.

The aim of the public library as defined by the group is :

to contribute to sustaining the quality of life in all its aspects - educational, economic, industrial, scientific and cultural - and promote the concept of a democratic society in which equal opportunity exists for all to develop into true citizens with whole and balanced personalities leading to an increase in the sum total of man's happiness and awareness of himself, his fellow men and his environment. This contribution is effected through the public libraries as a multi-purpose information - education - culture agency. It should make freely available the records of man's experience in the form of books and related materials to all who may ask, and thus promote and foster the free flow of information and ideas.

No one could quarrel with such sentiments, which echo those in the Unesco Manifesto², recently revised by the Public Library Section of IFLA.

The group then goes on to define objectives, as follows:

(I) Education

To foster and provide means for self development of the individual/group at whatever stage of education, closing the gap between the individual and recorded knowledge.

~~(II) Information~~

~~To bring to the individual/group accurate information quickly and in depth, particularly on topics of current concern.~~

(III) Culture

To be one of the principal centres of cultural life and promote a keener participation, enjoyment and appreciation of all the arts.

(IV) Leisure

~~To play a part in encouraging the positive use of leisure and providing material for change and relaxation.~~

It is specifically stated that this order does not indicate priorities, apart from the comparatively light weight given to the provision of entertainment reading (my italics). Thus though items I, II and III are interchangeable, No. IV is always No. IV.

Of course no one could quarrel with the objectives - they have been stated and restated ad nauseam.

The statement is further elaborated, and it is here a new note is sounded, into sub-objectives, with the principal activities, materials required and methods required under each sub-objective.

Thus, the sub-objectives under I are :

- (i) To promote the use of public libraries as educational agencies for the individual.
- (ii) The supplementing of formal educational programmes.
- (iii) To promote the creation of specialized resources.

The activities, materials and methods arise naturally after the definition of the sub-objectives, and need not be elaborated here. As an example, under sub-objective I.(iii), two principal activities are defined, of which the second is 'responsibility for special subject or author collections under international, national, or regional schemes of co-operative acquisition and storage', the materials are 'books, periodicals and documentary and audio-visual materials (organised) in special subject or author collections', and the methods 'provision of information for co-operative union catalogues; to meet enquiries in the special subject'.

Under II the sub-objectives are defined as :

- (i) To promote the use of public libraries as information centres.
- (ii) To promote the use of public libraries as referral contact points to specialized sources of information.

Under III they are defined as:

- (i) To promote and encourage the use of public libraries as centres where individuals can take part in the arts in a positive way.
- (ii) To encourage the public librarian to assume the role of initiator and organizer of cultural events.
- (iii) To encourage the public librarian to liaise with local societies and cultural organizations, fostering the creative use of leisure in the field of the arts.
- (iv) To promote and encourage the use of public libraries as a 'special library' agency for local associations and cultural organizations.
- (v) To promote and encourage the use of public libraries as cultural information centres.

And under IV :

- (i) To promote the provision of ~~general leisure material~~ for the individual.
- (ii) To promote the provision of leisure and amenity services to special groups in the community.

It is interesting to note here that the principal activities under IV.(i) are given as 'lending functions' only; the leisure use of periodicals, for instance, in the library, is not thought worthy of mention, nor the leisure use of reference materials. This is important, since it casts a revealing light on the orientation of the group towards priority in objectives.

Under IV.(ii), activities noted are 'out-services (to old people, invalids and other handicapped people, to young people, and to the institutionalized) - in the home, in old people's clubs, youth clubs, and nurseries, in hospitals and prisons'.

One must say at once that the form of the Statement is arresting and attractive. Set out in chart form, without any undergrowth of verbiage or explanation, it does in fact cover an enormous amount of ground. Whether the same ground has been covered before or not, this method of approach is new.

Possibly because of its deceptive simplicity, the statement has attracted a good deal of comment. Some of it has been on the final sub-objective, which appears to bring together service to special groups in a general hold-all of leisure services. As has inevitably been pointed out, out-services to old people or the handicapped are not necessarily purely for amenity purposes, and certainly out-services to young people and youth clubs, if entirely for amenity purposes, destroy the whole conception of sub-objectives I.(i), and I.(ii), since surely there are educational functions whether youth clubs and young people are served in the library or not. Since this is the only mention in the whole statement of young people, one wonders how the sub-objective of co-operation with school libraries would be incorporated.

This may appear to be a simple matter to rectify, but it is not, since rectification would concern the other major criticism that has been made - that the needs, expressed or latent, of the user should be the point of departure, not the desires of the administrator.

The public library service cannot itself have an objective, any more than any machine, be it a motor-car or a computer, can have an objective. There are three groups of people concerned with objectives for the public library: the managers, including the public library administrators themselves and their superiors; the people who pay, that is the national or local taxpayers; and the users.

The research group responsible for the Statement show their own point of view in their first paragraph: 'Modern management techniques..... set great store on the fulfilment of stated objectives..... the gap must be filled if the public library is to continue to justify its share of public funds'. They are the public library administrators who are concerned to prove to their superiors that taxpayers' money is justifiably spent.

It is not necessarily an unjustified point of view. There is a great deal of nonsense talked about the right of the user to choose, when it can be readily observed that the unlimited exercise of such a right leads only into a featureless desert, since in the era of the mass media the minority, if not protected, are uncatered for. The real danger in ignoring the needs of the user, whether those needs are expressed or not, lies in identifying the purpose for which the material is used with the material itself. A user may be reading political history for educational purposes (sub-objective I.i), to obtain a degree. On the other hand, he may be a retired bank manager reading it purely for entertainment (sub-objective IV.i). Does it matter, one might say? Indeed, it does matter, for the materials to be provided for the user at I.i, if he is identified, are much more varied and expensive than for the reader at IV.i. The staff too, are more mobilized, and identification and measurement are the reason for definition of objectives.

If one is defining objectives, one must at some stage say whether those objectives are being fulfilled, and it would be quite tempting to say that objective I.i was being fulfilled, and objective IV.i is even less important, so should be further reduced, when all the time it is just the retired bank manager who is enjoying himself.

The dilemma is not new; L.R. McColvin was aware of it in 1942 when he said, 'Quality is more important than quantity but the librarian must avoid betraying his own ideals of freedom by attempting to assert his own ideas and values'³. Sir Sydney Roberts was aware of it, but neatly avoided it by simply saying that 'the essential function of a public library is to supply to any reader or group of readers, the books and related material for which they ask'⁴.

The people who are not aware of the dilemma are the users. Most regular users of a good public library service are **totally**

unaware of its objectives, though they agree, by use, with most of them. They have always used a public library for education, for culture, for recreation and information, and apparently always will. One of the signs of health in the public library is its ability not only to serve the growth of other media of communication but also to use them, and sometimes also to witness their decline. The reason possibly is that the public library can cater for any number of minorities without trouble, and also absorb changes in the form of communication. It may well even be, as authors have realized, and governments are now realizing, the raft that takes literature itself into the twenty-first century, but that is another story. The public library is not in fact a sickly organism whose ~~illness requires diagnosis~~, but a healthy one whose main problem is such a quantity and variety of demand that the quality of supply is endangered. But the definition of priorities is difficult, and could lead to sickness.

To most users, the public library is for recreation or to assist recreation (is reading about how to play chess, for instance, a recreational, educational, informational, or cultural objective?). If much of the material that is provided and used is of low quality, then it is worth reflecting that to the non-users, non use is ~~usually because the material provided is of too high a quality~~. But that statement, again, has never been indubitably proved. Some non-users may be ~~because other sub-objectives are not being met~~.

Historically, also, the dilemma is a recent one. In 1927, the Kenyon Committee,⁵ was quite frank about the objectives of a ~~rural library service~~. First, it said, it should have in view, 'to relieve the tedium of idle hours quite irrespective of intellectual profit or educational gain'. Second, 'to secure that the taste for good English which should be acquired in the elementary school is kept alive and developed'. The acquisition of general knowledge, public affairs, local history, study of arts, trades and professions, and facilities for the serious student of any subject were the other objectives mentioned. Though no priority was accorded, one assumes that the pursuit of happiness was on the committee's mind, and however one disagrees, at least the statement was clear and refreshingly unequivocal.

This problem of objectives, and priority of objectives, is therefore historically important in British public libraries. The conflict of purpose may be imaginary, but the public library system of the United Kingdom and possibly the public library systems of the English-speaking world generally, are a special case, where the close connexion with local government, the increasing availability of funds for general cultural purposes, the flood of printed material, and more recently audio-visual materials, make it desirable that objectives should be defined.

The question is, whether such definition would be helpful or even possible for the developing countries, or even those developed countries where public libraries have not yet been established as indispensable community institutions.

They would probably be exceedingly helpful, since the definition of objectives, not for the application of management techniques, but for the most useful distribution of scarce financial, material, and human resources, is a necessity in a developing country.

Naturally, the objectives would be different ~~co-ordination~~ with adult literacy organizations, ~~central direction~~ of school library services, emphasis on reference rather than lending would be prominent. The provision of material and methods would necessarily be more ~~specifically~~ outlined.

The chart form of this statement, could however, be studied and easily adapted, since its merit is in its simplicity.

One would comment it, therefore, for further consideration, perhaps by the Public Libraries Section of IFLA, or the Working Group on Developing Countries. The initiative might even be taken by Unesco.

The objectives are not, of course, an end in themselves. The reason for their definition is to make output measurement feasible. R. Brown, Chairman of the group, has stated, 'We are now engaged on studying just how to measure the extent to which the public library service meets the needs of its actual and potential readership'.

This implies the creation of some sort of ~~yardstick, applicable~~ for the measurement of printed or audio-visual material, in terms of its quality. Such measurement cannot be absolute, though to compare, say, the value of 'Hamlet' with the 'Origin of species' is a daunting task. It must be relative, in terms of the user, and, one supposes, the level and purpose of use.

Can it be done? Probably not, but it will be interesting to see it attempted.

1. 'Library Association Record', December 1971. p. 233-4.
2. See 'Unesco Bulletin for Libraries', vol. XXVI, no. 3, May-June 1972, item 148.
3. E. R. McColvin, 'The Public Library System of Great Britain', Library Association, 1942.
4. United Kingdom, Ministry of Education, 'The Structure of the Public Library Service in England and Wales', HMSO, 1959.
5. United Kingdom, Board of Education, 'Public Libraries in England and Wales', HMSO, 1927.

(Unesco Bull. Libr., vol. XXVII, no. 4, July-August 1973)

(Extract from the "Gazette of the Republic of Sri Lanka
No. 32 of November 3, 1972)

L.D.-B. 36/52

THE LOCAL AUTHORITIES (STANDARD BY-LAWS) ACT

The draft by-law set out hereunder framed by the Minister of Public Administration, Local Government and Home Affairs under section 4 of the Local Authorities (Standard By-laws) Act (Chapter 261) are hereby published in terms of section 2 of the Act.

2. Village Councils are empowered by section 42 of the Village Councils Ordinance (Chapter 257), to make by-laws containing the provisions comprised in the said draft by-law and are authorised, subject to the provisions of sub-section (3) of the aforesaid section 2 to adopt the provisions contained in the said by-laws in accordance with the Act.

FELIX R.D. BANDARANAIKE,
Minister of Public Administration,
Local Government and Home Affairs.

Colombo, 12th October, 1972.

BY-LAW

The Standard by-laws published in Gazette No. 10,517 of April 10, 1953, as last amended by by-laws published in Gazette No. 14,703 of July 8, 1966, are hereby further amended by the insertion immediately after Part XLI thereof, of the following new part :-

"Part XLII".

PART XXXXII

BY-LAWS RELATING TO LIBRARIES

1. In these by-laws relating to libraries, unless the context otherwise requires, the expression "librarian" means the person appointed by the Council to be in charge of the library and includes his assistants.
2. The public library established and maintained by the Council may consist of -
 - (a) a Lending Library;
 - (b) a Reference Library;
 - (c) a Reading Room; and
 - (d) an extension library service which may comprise any of the following:-

- (i) a children's section in the library,
- (ii) lending of books to community centres and similar

- approved community-projects; and
- (iii) any other library service approved by the Council with the prior approval of the Commissioner of Local Government.
3. (1) The supervision and general administration of the public library shall be vested in a Library Committee (hereinafter referred to as the "Committee") composed of -
- (a) the Chairman for the time being of the Council,
 - (b) such other members of the Council not exceeding four as may be elected by the Council; and
 - (c) five prominent residents of the administrative area of the Council and elected by the Council.
- (2) The Council may appoint a librarian who shall be in charge of the public library and he shall be responsible for the maintenance of order in such library.
4. (1) The Chairman of the Council shall be ex-officio President of the Committee and he shall preside at every meeting of the Committee. In the absence of the Chairman at any meeting such member of the Committee as may be elected for the purpose by the other members present, shall preside at that meeting.
- (2) The presiding member at any meeting shall have an original vote and a casting vote if the votes cast on any question are equal.
5. No business shall be transacted at any meeting of the Committee unless there is a quorum of five members.
6. (1) The Committee shall have the power to allow any person to use any part of the premises of the public library, subject to such conditions, as it may deem necessary or to refuse any person the use of any part of the premises, if such person has contravened any of these by-laws delating to libraries.
- (2) The Library Committee shall meet whenever the Chairman calls for such a meeting giving them two clear days' notice. In the absence of such a request such meeting shall be held at least once in two months. The Librarian shall act as the Secretary of such meeting.

LENDING LIBRARY

7. (1) No person shall be admitted as a member of the Lending Library unless he -
- (a) is not less than fourteen years of age;
 - (b) is literate;
 - (c) is resident, or has an office or a place of business, within the administrative limits of the Council.

- (d) deposits with the librarian a sum of five rupees; and
 - (e) is recommended by the chief occupier or owner of a house situated within the administrative limits of the Council fetching a monthly rental of not less than twenty-five rupees.
- (2) Every person desirous of being admitted as a member of the Lending Library shall make application in that behalf on a form obtainable from the librarian and shall have such application endorsed by any of the following :
- (a) a member of Parliament;
 - (b) a member of the Council;
 - (c) a member of the Library Committee;
 - (d) a minister of religion;
 - (e) a member of the medical or legal profession;
 - (f) a Justice of the Peace;
 - (g) a Government servant whose salary is not less than Rs.1,500 per annum.
 - (h) a Principal of a Secondary school ; or
 - (i) an employee of the Council whose salary is not less than one thousand five hundred rupees per annum.
- (3) No person who is entitled under the preceding paragraph to endorse an application shall be required to have his own application endorsed.
8. The librarian shall issue two tickets to every person who is admitted as a member of the Lending Library and such person shall be entitled to borrow one book on each such ticket.
9. A member of the Lending Library shall be responsible for any book removed from such library on a ticket issued to him.
10. Where a member of the Lending Library loses a ticket issued to him under by-law 8 he shall immediately give notice to the librarian of such loss. If the librarian is satisfied that no book has been borrowed from the Lending Library on such ticket he may issue to such member a duplicate ticket. No such duplicate ticket shall be issued by the librarian unless there has elapsed at least a period of thirty days from the date on which the loss was brought to his notice.
11. Any book borrowed by a member from the Lending Library shall be returned to the librarian within a period of fourteen days from the date on which it was borrowed. The member may be allowed by the librarian to borrow any such book for a further period of fourteen days if the book is not required by any other member.
12. Where a member fails to return any book to the librarian within the period of fourteen days referred to in by-law 11, he shall be liable to a fine of ten cents for each day the book is overdue.

13. Where a member fails to return any book he has borrowed from the Lending Library within thirty days of the expiry of the period of fourteen days referred to in by-law 11, then such book shall be presumed to be lost.
14. Where a book borrowed by a member is lost or presumed to be lost then such member shall be liable to pay the cost of its replacement.
15. No member shall damage or injure in any manner any book he has borrowed from the Lending Library.
16. It shall be the duty of every member to bring to the notice of the Librarian any damage or injury in any book he intends to borrow from the Lending Library. Where he has failed to bring any such damage or injury to the notice of the librarian such book shall be presumed to have been issued to him without any injury or damage.
17. Where the librarian is satisfied that a book returned by a member has been so damaged by him as to render it unfit for further circulation, such member shall be liable to pay the cost of its replacement. When the book has been replaced the damaged book shall be given to that member with the words "The Public Library - sold as damaged" stamped thereon.
18.
 - (1) No member shall lend to any person any book borrowed by him from the Lending Library.
 - (2) Any member who contravenes the provisions of paragraph (1) of this by-law shall forfeit his deposit and cease to be a member of the Lending Library.
19.
 - (1) No member shall return to the Lending Library any book which to his knowledge has been used by any person suffering from an infectious, contagious or cutaneous disease.
 - (2) Where a book borrowed from the Lending Library by a member has been used by any person suffering from any infectious, contagious or cutaneous disease such book shall be destroyed and that member shall pay to the librarian the cost of its replacement.
20. Where any dispute arises between two or more members of the Lending Library as to which member should borrow a particular book, the Librarian shall decide such dispute and his decision thereon shall be final and conclusive.
21. Any member who desires to borrow any book which has already been borrowed by another member shall enter his name and the title of the book in a register kept for that purpose and the librarian shall, on such book being returned by the member who borrowed it, issue it to the member who has entered his name in the register. Where two or more members have

entered their names in the register for any book, then such book shall be issued to them in the order in which they have entered their names in the register for.

22. Any member who ceases to reside, or to have an office or place of business within the administrative limits of the Council shall cease to be a member of the Lending Library and shall return to the librarian the two tickets issued to him under by-law 8.
23. The deposit of five rupees paid by any person under by-law 7(1) (d) shall less any sum due from him to the Lending Library, be returned to him on his ceasing to be a member.
24. The Lending Library shall be open daily between the hours of 9 a.m. and 6 p.m. except on Poya days, public holidays and such other days as the Committee may, after giving at least seven days' notice to the members, fix for stock-taking.

REFERENCE LIBRARY

25. No person shall make use of the Reference Library unless he -
- (a) has obtained permission from the librarian for that purpose ; and
 - (b) has signed the register kept in the Reference Library.
26. The Librarian may permit any person who -
- (a) is literate;
 - (b) is resident within the administrative limits of the Council ; and
 - (c) is not less than fourteen years of age, to make use of the Reference Library.
27. No person shall remove from the Reference Library any book issued to him for the purpose of reference.
28. (1) Subject to the provisions of paragraph (2) of this by-law, the Reference Library shall, on any day other than a Poya day or a public holiday, be kept open between the hours of 8 a.m. and 12 noon and 2.30 p.m. and 6.30 p.m.
- (2) The Council may by resolution -
- (a) extend the hours specified in paragraph (1) of this by-law;
 - (b) require the Committee to close the Reference Library on such days as may be fixed by the Council for purpose of stock-taking.

READING ROOM

29. No person shall make use of the Reading Room unless he -
- (a) has obtained permission from the librarian for that purpose; and
 - (b) has signed the register kept in the Reading Room.
30. ~~The Librarian may permit any person who -~~
- (a) is literate;
 - ~~(b) is resident within the administrative limits of the Council; and~~
 - (c) is not less than fourteen years of age to make use of the Reading Room.
31. (1) Subject to the provisions of paragraph (2) of this by-law, the Reading Room shall, on any day other than a Poya day or public holiday, be kept open between the hours of 8 a.m. and 12 noon and 2.30 p.m. and 6.30 p.m.
- ~~(2) The Council may by resolution -~~
- ~~(a) extend the hours specified in paragraph (1) of this by-law;~~
 - (b) request the Committee to have the Reading Room open on a Poya day or public holiday during such hours as may be specified in the resolution ; or
 - (c) require the Committee to close the Reading room on such days as may be fixed by the Council for purpose of stock-taking.
32. No person shall remove from the Reading Room any newspaper, periodical, magazine, map, document, manuscript or any other article placed in or belonging to the Reading Room.
33. The Council may by resolution require the Committee to have the Reference library, lending library and the reading room open on a Poya day or public holiday during such hours as may be specified in the resolution.

GENERAL

34. No person who is suffering or has recently suffered from any contagious, infectious or cutaneous disease or has recently been in attendance on any person suffering from such disease, shall enter the premises of the public library until the period of incubation and infection have elapsed.

National Digitization Project

National Science Foundation

Institute : National Library and Documentation Services Board

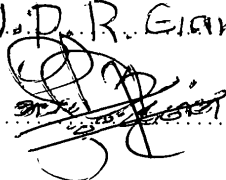
1. Place of Scanning : National Library and Documentation Services Board, Colombo 07

2. Date Scanned : 2017/11/01

3. Name of Digitizing Company : Sanje (Private) Ltd, No 435/16, Kottawa Rd.
Hokandara North, Arangala, Hokandara

4. Scanning Officer

Name : N. D. R. Ekanage

Signature : 

Certification of Scanning

I hereby certify that the scanning of this document was carried out under my supervision, according to the norms and standards of digital scanning accurately, also keeping with the originality of the original document to be accepted in a court of law.

Certifying Officer

Designation : Library Documentation Officer

Name : Iromi Wijesundara

Signature : 

Date : 2017/11/01

"This document/publication was digitized under National Digitization Project of the National Science Foundation, Sri Lanka"