

## Period of Loan

- Each book issued is lent for a set period, as indicated by the date stamped in the book. If it is not required by another reader, the period of loan may be extended, either on presentation of the book for redating, or by application in person, in writing or by telephone. The period of loan may not be renewed more than twice without presentation of the book for redating. Failure to apply for renewal on or before the due date (within library opening hours) will result in the book becoming overdue for return.

## Charges in Respect of Books Overdue for Return

- A reader of any age borrowing a book from the adult library and retaining it beyond the date upon which it is due for return is required to pay such overdue charges as may be determined, until the book is returned. For items incurring a hire charge, the hire fee is due for every repeat period (or part period) during which the item is retained. Any such charge is to be paid before another book is issued. A receipt will be issued on request.

No such charges are made for books borrowed from children's libraries, although an administrative charge will be levied where the reader is sent notification of overdue books.

The Library Authority may at its absolute discretion suspend or cancel any ticket or tickets on account of any person, including a child, habitually failing to return books on or before the proper date of return (within library opening hours), or failing to pay charges due.

## Return of Books - Damaged Books

- If any book is lost or on examination is found to have sustained damage (from whatever cause) the reader may be required to pay the cost of replacement of the book, or, at the discretion of the Librarian, to compensate the Library Authority for the loss or damage sustained. Any charges for overdue retention will also accumulate until payment is made for the book lost or damaged. Any damage already done to a book prior to issue must be reported to the Librarian otherwise the reader may be held responsible for such damage on return.

The cost of any loss, damage, late, or non-return of a book by a reader is recoverable at law from the reader at the discretion of the Library Authority.

## Play Sets and Sets of Music

- The normal period of loan for sets of plays or choral or orchestral music shall be three months, and no such set will be lent except to a borrower who satisfies the Librarian that he represents an authentic group or association of persons, and is authorised by them to pay all charges due.

## Requests for Books

- Any books may be requested or reserved and a charge for reservation and notification will be made at the time of reservation. Payment does not guarantee supply and will not be refunded.

No charge will be made for the reservation and notification of children's books.

- A book borrowed through a scheme of co-operation between the Library Authority and another authority in response to a reader's request will be sent to his nearest library for collection and may be subject to additional charges. The borrower shall comply with any instructions regarding use of the books as may be required by the owning authority.

Improper use of the request service or failure to comply with instructions may result in withdrawal of the service from an individual by the Librarian.

## Explanatory Note

In connection with these Regulations governing the use of Bournemouth Libraries, various charges are applicable and may be changed from time to time by the Library Authority. Please ask the staff for the current scale of charges.



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# REGULATIONS

governing the use of  
Bournemouth Borough Council's  
Libraries

*made by  
Bournemouth Borough Council  
as the Library Authority*

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*These Regulations are supplementary to the Borough Council's Byelaws made under Section 19 of the Public Libraries and Museums Act 1964.*

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### Interpretation

1. In the following Regulations, unless the context otherwise requires:
  - (a) 'The Act' means the Public Libraries and Museums Act 1964.
  - (b) 'The Library Authority' means the Bournemouth Borough Council being the Authority for administering the Act within the Borough of Bournemouth.
  - (c) 'Library' means any library for the time being maintained by the Library Authority for the purpose of its functions under the Act and includes a vehicle when being used for those purposes. 'Mobile library' means such vehicular library.
  - (d) Words importing the masculine gender include the feminine.
  - (e) 'The Librarian' means the Head of Libraries or, in her absence, any other person authorised by the Library Authority to act on her behalf.
  - (f) 'Library officer' means the Librarian or any other person employed by the Library Authority for the purposes of its functions under the Act.
  - (g) 'Book' includes any and every book, journal, pamphlet, music score, manuscript, picture, print, photograph, engraving, etching, deed, map, chart, plan, sound recording, video recording, and any other article of like nature forming part of the contents of the Library or lent to any person by or on behalf of the Library Authority.
  - (h) 'School' includes any educational establishment.
  - (i) 'A ticket' is a ticket issued by the Librarian to a reader which signifies his right to borrow a book or books.
2. The Librarian shall have the general charge of the Library and shall be responsible for the safe custody of the books and all other property belonging thereto. The Library shall be open on such days and during such times as the Library Authority may from time to time determine.

### Use of Library Service - Adults

3. Any person having any of the following qualifications is entitled to the issue to him by the Librarian of a ticket:
  - (a) Any person over fifteen years of age (or younger at the discretion of the Librarian) whose residence or place of work is within the Borough of Bournemouth.
  - (b) Any person of the like age who is undergoing full-time education within that area.
  - (c) Any person whose residence or place of work is within any area adjacent to the Library Authority area in respect of which there is in operation any co-operative scheme between the Library Authority and any other authority.

### Use of Library Service - Children

4. Any child whose residence is within the above-mentioned area or who is undergoing full-time education within that area or within any area adjacent to the Library Authority area in respect of which there is in operation any co-operative scheme between the Library Authority and any other authority may obtain a ticket on the presentation to the Librarian of the appropriate form of application completed by his parent or guardian, or in the case of a child resident at school on the recommendation of the Headteacher thereof.

### Facilities for the Borrowing of Books - Issue of Tickets

5. Any person wishing to borrow a book or books shall apply for a ticket by completing and presenting to the Librarian the appropriate form provided by the Librarian, accompanied by acceptable proof of identity and address. Such person's signature upon the form shall signify his willingness to be bound by these regulations. A ticket is not transferable, and every change of address by a reader shall be notified by him to the Librarian.
6. A ticket remains in force for two years from the date of issue unless surrendered or cancelled at an earlier date. Every reader is held responsible for all books borrowed in respect of his ticket. Readers leaving the Library Authority's area must return all tickets to the Librarian for cancellation. The loss of any ticket or tickets is to be reported immediately and such ticket

or tickets will be replaced at the Librarian's discretion for a small charge. Notwithstanding such replacement the reader will be held responsible for all books borrowed in respect of the lost ticket.

7. A person having made application at a library for a ticket shall not pending the issue or refusal of a ticket in respect thereof, nor while any ticket so issued remains valid, make any other application for tickets except as follows:  
A reader may hold and use a ticket issued to him through a mobile library in addition to any ticket otherwise issued to him. A reader may hold and use a ticket for use in computerised Libraries and separately hold tickets for use in non-computerised Libraries.
8. A ticket shall be valid for use at any library, but any books borrowed at a particular library normally should be returned to that library.
9. The number of books which may be borrowed will be to a maximum from time to time determined. An adult's ticket shall be valid for the loan of any type of item. The borrowing of videos is restricted to the age group indicated by the film's classification. Children's tickets are available only for children's books, except at the discretion of the Librarian. Organisations may request tickets for sets of drama, choral or orchestral music.

### Interavailability of Tickets

10. Any person presenting to the Librarian a ticket currently in force and valid and issued by a library authority in Great Britain or Northern Ireland may borrow a book from any library including a mobile library.

A person temporarily visiting the Borough of Bournemouth and not possessing a current ticket from his home library may borrow books after signing the appropriate form and paying any deposit fee that may be fixed from time to time.

### Mobile Libraries

11. Any person not possessing a ticket of his own but residing within the area of the Library Authority or within any area adjacent thereto in respect of which there is in operation any co-operative scheme between the Library Authority and any other authority enabling him to do so shall be entitled to borrow a book or books from a mobile library subject to the prior completion of the appropriate form of application.