

*R. Law Public
Library History*

BY-LAWS

AND

RULES

Lawrence Free Public Library

(CARNEGIE BUILDING)

LAWRENCE. KANSAS

(PUBLISHED BY THE BOARD OF DIRECTORS)

1908

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LAWRENCE PUBLIC LIBRARY
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ARTICLE I.

7-30
SECTION 1. The annual meeting of the Board of Directors shall be held on the first Tuesday of February of each year, at ⁷ o'clock p. m. Regular meetings shall be held on the first Tuesday of each month at ^{4:30} p. m. Special meetings shall be called at any time by the Secretary upon request of the President or any two members of the Board; notice of such meeting, specifying the purpose for which it is called, shall be given personally to each member in the city not less than four hours before the hour of such meeting.

SEC. 2. ~~Seven~~⁵ directors shall constitute a quorum of the Board; but no appropriation of moneys shall be made or indebtedness incurred without the concurring votes of a majority of all the members of the Board. 8 members now

SEC. 3. The order of business at regular meetings shall be as follows:

1. Roll call.
2. Reading of the minutes of the previous meeting.
3. Communications.
4. Unfinished business.
5. Reports of committees.
6. Reports of officers.
7. Bills.
8. New business.

SEC. 4. The order of business for the annual meetings shall be:

1. Presentation of credentials, new members.
2. Roll call.
3. Reading minutes of last annual meeting.
4. Reports of officers and committees.
5. Election of officers.
6. Adjournment.

SEC. 5. Any question before the Board shall be taken by yeas and nays at the request of one member of the Board.

ARTICLE II.

SECTION 1. At its annual meeting in February, the Board shall elect a President, Vice-President, Secretary and Treasurer, who shall hold office for one year, and until their successors are elected and qualified.

SEC. 2. It shall be the duty of the President to preside at all meetings of the Board, sign all drafts on the Treasurer for expenditures approved by the Board, to appoint all standing committees and to prepare for the approval and consideration of the Board, its annual report to the Mayor and City Council, required by Section 5, Ordinance 44, of the City of Lawrence.

SEC. 3. In the absence or disability of the President his duties and powers shall devolve upon the Vice-President.

SEC. 4. The Secretary shall keep a correct record of all transactions of the Board, keep books of account in which all money transactions of the

Board shall be set forth, pay over all money received by him to the Treasurer, and take his receipt therefor, make out and sign all drafts drawn on the Treasurer by order of the Board, keep all business papers filed for convenient reference, and give notice of all meetings of the Board as required by these by-laws.

SEC. 5. The Treasurer shall receive from the Secretary or from other sources all moneys coming to the Board, and shall pay out such moneys only upon orders signed by the President and Secretary. He shall keep correct accounts showing receipts and disbursements, and make a full report thereof in writing at the annual meeting of the Board.

SEC. 6. The Secretary and Treasurer shall each be bonded to the Board by some reliable security company to be approved by the Board in such sums as the Board of Directors shall require, for the faithful performance of their respective duties, the costs of said bonds to be paid by the Board.

SEC. 7. In the case of the death or resignation of any officer of the Board, the vacancy shall be filled at the next regular meeting by election.

SEC. 8. Whenever any certain sum of money has been appropriated by the Board for any purpose, the President and Secretary may, at the written request of the chairman of the proper committee issue one or more orders on the Treasurer for the purpose and on account of such appropriation until such appropriation is exhausted and the committee has reported.

ARTICLE III.

SECTION 1. The Standing Committees shall be four in number and shall consist of three members each and the Mayor, ex-officio: The Committee on Building and Grounds, Committee on Finance, Library Committee and Administration Committee. Each Committee shall make full report to the Board at its annual meeting in February and oftener when called for by the Board.

SEC. 2. The Committee on Building and Grounds shall have the supervision of all matters relating to the purchase, lease or occupation of buildings and grounds or the erection of any buildings for library purposes, and to maintenance, alteration, repair, furnishing, heating, lighting and insurance.

SEC. 3. The Committee on Finance shall have supervision of all matters relating to the accounts and finances of the Board, examine and audit all vouchers and accounts against the Board, examine and audit the books and accounts of the Secretary and Treasurer.

SEC. 4. The Committee on Library shall have control and supervision of all matters relating to the selection, purchase, exchange, binding and circulation of books and periodicals; the sale and exchange of duplicates, and of old magazines and papers not kept for filing and binding; the arrangement, printing, sale and disposition of catalogues and finding lists, and of the statistics of circulation; and in all matters relating to the stamps, plates, labels and printed forms in use in the Library. It

shall be the duty of the Committee to report upon the condition and circulation of the books for the preceding month at the regular meeting of the Board in each month. It shall be its further duty to examine as often as practicable the books in the Library, and to exclude from circulation, and, if deemed expedient, from the Library, also, any and all books offensive to good morals, if any such shall be found in the Library. In every such case the Committee shall report to the Board, giving the reasons for whatever action shall have been thus taken. No purchase of books or periodicals shall be made except by authority of the Board.

SEC. 5. The Committee on Administration shall have the care and oversight of all matters pertaining to the employees of the Library. It shall recommend to the Board for appointment candidates for librarian and assistants, for janitor, and such other employees as may be needed, recommending to the Board in each case the wage to be paid.

This Committee shall have the power to temporarily fill vacancies in the force of employees, reporting its action to the Board at its first meeting thereafter.

SEC. 6. The librarian, janitor, and such assistants as may be needed, shall be appointed and their compensation fixed by the Board. The terms of service of such employees shall end at the pleasure of the Board. Matters pertaining to the employment, compensation and discharge of employees shall be considered in executive session only.

SEC. 7. All bills for expenditure of money except current and incidental expenses, shall, unless otherwise ordered by the Board, be referred to the proper committee for consideration and report thereof.

SEC. 8. These by-laws may be altered or amended at any regular meeting by a two-thirds vote of the entire Board, notice having been given in writing at a previous regular meeting.

ARTICLE IV. (RULES.)

1. The Library shall be open on all secular days except Decoration Day, the Fourth of July, Labor Day, Thanksgiving Day, Christmas and New Year's from 10 o'clock a. m. to 9 o'clock p. m. (The delivery desk will close at 8:30 p. m.)

2. Any person of good deportment and habits may use the reading and reference rooms. No person who is intoxicated or unclean in person or dress shall be admitted to or allowed to remain in the reading or reference rooms. No person shall be allowed to use tobacco, to converse, lounge, or to sleep, partake of refreshments, or use the rooms for any purpose other than for the legitimate objects of a library.

3. The assembly room may be secured for any purpose not inconsistent with the principal uses of the building by arrangement with the Administration Committee, and on terms established from time to time by the Board of Directors; provided, however, that no lecture, entertainment or proceed-

ing shall be permitted in the Library building in the interests or advocacy of partisan politics or sectarian religion.

4. The Librarian shall have charge of the rooms and direction of the working force of the Library and shall be responsible for the safety of the books and public property contained therein, and shall have executive superintendence of all matters, under the supervision of the standing committees. She shall keep exact and detailed accounts of all moneys received from fines and other sources, shall report the same monthly to the Board at the regular meetings, and shall pay over all moneys promptly to the officers designated by the Board. She shall act with the Library Committee in the purchase of books, and shall present to the Board at its regular meeting each month a detailed report of all books that have been added to or lost from the Library, and she shall make a summarized annual report covering the same grounds at the annual meeting in February of each year. She shall be assistant secretary of the Board of Directors, and shall be present at all meetings and assist the secretary in his labors.

5. It shall be the duty of the janitor to take care of the Library building and grounds, attend to lighting, heating and cleaning the building, and its contents and to perform such other duties as may be directed by the Librarian or the Administration Committee.

6. All residents of the city of Lawrence, Kansas over ten (10) years of age, are entitled to draw books

from the Library for home use upon signing an obligation to observe the rules and regulations made for the government and safety of the Library, and presenting a card signed by some resident of the city of Lawrence, whose signature shall be satisfactory to the Library Committee; said card shall be in the following form:

DON'T FOLD THIS CARD. SIGN WITH INK.
 GUARANTY.

I, the subscriber, hereby recommend the applicant on the reverse side of this card, as a proper person to enjoy the privileges of the Library, and do hereby guaranty the observance of all rules and payment of all fines, and will make good any injury or loss which the Library may sustain through or by said borrower.

Signature
 Date19.... Residence.....Street

The privileges granted in consequence of this certificate may be revoked at pleasure by the Library Board, or by the signer, on surrendering the Library card and paying all indebtedness incurred thereon.

Individual, not firm names, are required.

Membership tickets are strictly limited to the use of the persons to whom issued, and positively are not transferrable.

7. Each person entitled to draw books from the Library shall be supplied with a card inscribed with his or her name, residence and register number. This card must be produced whenever a book is drawn, returned or renewed. Immediate notice of

a change of residence must be given to the Librarian. Neglect to give this notice shall subject the card holder to forfeiture of privileges.

8. Loss of card must be reported to the Librarian immediately, and a new card will be issued seven days from date of notice.

9. Each patron shall be entitled to draw one book a day and no book will be exchanged on the same day issued, except for purposes of study. Works of fiction and biography in two or more volumes may be treated as one volume. No book may be retained longer than two weeks; however, if the same book has not been called for by any other person, it may be taken for an additional two weeks.

10. No person shall lend his library card or book to one not a member of the same household, and no member of a household may use other than his own card for purpose of study, but volumes required in special emergencies may be issued at the discretion of the Librarian. A book will not be transferred from one card to another at the Library, but will be placed upon the shelf and delivered to the first person applying for it, other than the person or family by whom it has been returned. Books will not be reserved or promised by the Librarian in any case whatever.

11. The drawer shall be subject to a fine of two cents per day for any book kept for more than two weeks, and no other volume may be drawn till such fine shall have been paid to the Librarian.

12. Any person retaining a book beyond the limited time (two weeks), shall be notified of his delinquency by mail, but failure to receive such notice will not excuse borrower from fine. If a book is retained one week after notice of delinquency has been sent by mail a messenger shall be sent for it and all expenses incurred for postage and messenger shall be added to the fine of two cents per day and paid by delinquent.

13. Writing in books is prohibited, and all injuries to books beyond reasonable wear, and all losses, shall be promptly adjusted to the satisfaction of the Library Committee. Marking a book, even with lead pencil, or turning down the corner of pages will be considered an injury within the meaning of this rule.

14. The library cards of persons by whom fines or charges have been or shall be incurred, and who shall neglect to pay such fines or charges for thirty days after they are incurred shall be cancelled by the Librarian, and no card shall be issued to any such delinquent until all fines and charges shall have been paid.

15. Books of reference and unbound periodicals may be used in the Library, but may not be taken from the building.

16. The Librarian will not allow art books, rare and out-of-print books, or bound volumes of periodicals or newspapers to be taken from the Library proper except by authority of the Library Committee.

17. Any person who shall lose a book must replace it or pay the cost of replacing it. If it be a set

it must be replaced or the whole set paid for. In the latter case the remaining volumes shall become the property of the person paying for them, as soon as another set has been procured to take the place of that which has been rendered imperfect.

18. The books, papers and periodicals in the reading room and the reference room may be used by any person without formality, but must not be taken from the building. Books from the circulating department may be drawn for use in the building without the use of a borrower's card, by filling out a slip with name and address of the borrower and names of books. Books so drawn must not be taken from the building.

19. Any person abusing the privileges of the Library, or violating these regulations, shall be temporarily suspended from the use of the Library and the case shall be reported to the Board of Directors for proper action thereon.

20. No dog shall be allowed in the building.

21. The privileges of the Library shall be extended to persons who reside in Douglas county, outside the city limits, or in parts of adjacent counties which are commercially tributary to Lawrence, upon payment of one dollar per annum; provided, that the guarantors of non-residents shall in all cases be actual resident taxpayers of the city of Lawrence.

22. The Librarian shall exclude from the Library building all persons and books coming from homes known to contain infectious diseases until disinfected by the proper officer.

23. German books may be taken by out of town patrons without charge for same, provided that they are guaranteed by residents of the city, according to the rules.

24. All accessions of books, whether by purchase or gift, excepting government and state documents, shall be catalogued and arranged on the shelves in accordance with the Dewey system of classification. A book-plate bearing the donor's name shall be placed on the inside front cover of each gift book.