

Rules of the Guille-Allès Library
(Revised October 2015)

1. In these Rules:-
 - (a) “the Board” means the Board of Management of the Guille-Allès Library and Museum;.
 - (b) “book” includes every book, journal, pamphlet, music score, manuscript, picture, print, photograph, engraving, etching, deed, map, chart, plan, recording, electronic publication and any other article of like nature forming part of the contents of the Library or lent or provided to any person by or on behalf of the Council;
 - (c) “the Managing Director” means the Managing Director appointed by the Council of the Guille-Allès Library and Museum;
 - (d) “the Librarian” means the Chief Librarian appointed by the Board, or, in his or her absence, any other person appointed to act on his or her behalf;
 - (e) “the Library” means the Guille-Allès Library;
 - (f) “Library Card” means a Card issued by the Board to a person enrolled on the Register in accordance with these Rules and for the time being a force;
 - (g) “Member” means a person to whom a Library Card has been issued and not withdrawn;
 - (h) “these Rules” means the Rules of the Library and include any amendments which may from time to time be made.

A. General Rules

2. The Library shall be open at such times as the Board shall from time to time determine.
3.
 - (a) Persons wishing to become Members must apply to the Board for a Library Card in the form prescribed by the Board and appended as a schedule to these Rules and such application shall be regarded as an agreement to comply with these Rules.
 - (b) Library Cards will remain valid for a period of three years. Upon expiry of this period Library Cards may be re-issued for a further three years if the Member has complied with these Rules and the details on the Form of Application remain valid.
 - (c) Members whose Library Cards are not re-issued within one month of the date of expiry or whose personal details have changed may be required to make a fresh application to become a member.

- 4 An application for a Library Card on behalf of any person who is under the age of sixteen shall be endorsed by that person's parent or guardian who must undertake to act as guarantor and, if a Library Card is issued to the applicant, to be responsible for the proper observance of all of these Rules by the applicant and to pay any sum which the applicant may be charged or required to pay to the Board under the provisions of these Rules until such time as the applicant shall have attained the age of eighteen.
- 5 Subject to having been enrolled on a register kept by the Board the following persons shall be entitled on the production of a valid Library Card to borrow books from the circulating stock of the Library without charge, to refer to books in the restricted stock of the Library for the purposes of study or research and to have access to all of the services provided by the Library, subject to such conditions as the Board may from time to time determine:-
- (a) Persons of the age of sixteen or more whose usual place of residence is in the Island of Guernsey and whose names appear in the current Register of Electors or who produce other satisfactory evidence that they are so resident.
 - (b) Persons under the age of sixteen whose usual place of residence is in the Island of Guernsey and whose application for a Library Card has been endorsed by a parent or guardian in accordance with Rule 4 of these Rules.
 - (c) At the discretion of the Board, persons other than those whose usual place of residence is in the Island of Guernsey, who produce satisfactory evidence as to the place at which they are usually resident and who pay such deposit as the Board may from time to time determine.
- 6 A Library Card shall not be transferable and may be withdrawn by the Board if the person to whom a Library Card has been issued fails to comply with these Rules.
- 7 Any deposit paid in accordance with Rule 5(c) shall be returned to the person who paid the deposit -
- (a) If that person satisfies the Board that his usual place of residence is in the Island of Guernsey, or -
 - (b) If that person returns to the Board his Library Card and any books belonging to the Library which are in his possession.
- 8 Subject to the provisions of Rule 4 of these Rules, a person to whom a Library Card has been issued will be responsible for the safe custody of that Card. The loss of the Library Card or any change of address shall be notified by the Member to the Board forthwith. If a Library Card has to be replaced the Member may be required to pay the cost of such replacement.

- 9 Subject to the provisions of Rule 4 of these Rules, Members will be responsible for any books which may be borrowed on their Library Cards and will be required to pay the cost of replacing or repairing, as the case may be, any book which has become lost or damaged whilst in their possession or control.
- 10 Members may borrow such number of books and other items, as the Board shall from time to time determine. In special circumstances further books may be borrowed at the discretion of the Librarian.
- 11 (a) Books which have been borrowed may not be retained for more than the standard loan period which the Board may from time to time determine (currently 21 days) but the Librarian may on request extend this time for a further period provided that the book is not required by another Member.
- (c) Subsequent extensions of the standard period may be made at the discretion of the Librarian.
- (c) In special circumstances the Librarian may set a loan period shorter or longer than the standard period.
- 12 Subject to the provisions of Rule 4 of these Rules, a Member who retains books for more than the standard period, shall unless an extension has been granted, be liable to pay to the Board an overdue charge by way of compensation at such rate or rates as may from time to time be determined by the Board and stated in the appendix to these Rules.
- 13 Where any book has been lent to a Member and it has not been returned within the time limited by the Rules and such overdue charges as may have been imposed under these Rules have not been paid, the Member to whom the book has been lent shall not, except with the consent of the Librarian, borrow any further books from the Library.
- 14 Members may have books reserved for them on payment of a reservation fee of such amount as the Board may from time to time determine. Members for whom any book has been reserved will be notified by post, by telephone or by email, as may be most appropriate, and the book will be retained for a period of seven days from the date on which the Member reserving the book has been notified. If the book reserved is not collected during this period the reservation will be cancelled.
- 15 If any Member requests that a book be obtained for him through the medium of the inter-library lending service or if, at the Member's request any service is performed for him other than a service which he is entitled to receive without charge under the provision of Rule 5 of these Rules he shall be required to pay such sum as in the opinion of the Board is necessary to cover the cost of meeting his request.

- 16 Except with the consent of the Librarian a Member shall not bring any animal into the Library.
- 17 It is forbidden -
- (a) To smoke or vape in any part of the Library.
 - (b) To strike a light in any part of the Library.
 - (c) To behave in a disorderly manner or to use violent, abusive or obscene language in the Library.
 - (d) To perform any act which is likely to disturb, obstruct, interrupt, annoy or in any way inconvenience any other person in the proper use of the Library.
- 18 Every Member who, in the opinion of the Librarian, contravenes any of Rules 16 or 17 of these Rules may be excluded or removed from the Library by the Librarian. A report about the circumstances in which any Member may have been excluded or removed from the Library shall forthwith be made by the Librarian to the Managing Director who, at his discretion may direct that the Member excluded or removed may be permitted to re-enter the Library or may refer the matter to the Board in order that the Board may consider whether the Library Card issued to the Member concerned should be withdrawn.
- 19 No Member shall soil, deface, damage or destroy any part of the premises of the Library or any part of any book, furniture fittings or other contents of the Library and any Member who performs any act which constitutes a breach of this Rule shall pay to the Board such sum may be necessary to compensate for any loss or damage sustained as a consequence of that act.
- 20 Where any sum due by or on behalf of any Member in accordance with these Rules has not been paid within 14 days of the date on which that Member has been notified in writing of the amount due that person shall not borrow any further books from the Library until the sum due has been paid.
- 21 Subject to the provisions relating to the responsibility of guarantors in Rule 4 of these Rules, any sum which any Member may be charged by or required to pay to the Board to under the provision of these Rules shall constitute a debt due by that Member to the Board and be recoverable at law at the discretion of the Board
- 22 A copy of these Rules and of any amendments as may from time to time be made hereafter shall be displayed in the Library.
- 23 The Librarian shall have the right to refuse further loans to any individual whose total debts to the Library are larger than the upper limit which the Board will from time to time agree until payments have been made which reduce the debt to an acceptable figure.