
Rules for the Government of the Lakewood Public Library

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These are the Rules for the Government of the Lakewood Public Library, the date of its promulgation unknown.

The original is in the Library's Archives.

Lakewood Public Library -
Policies & Procedures

1988

Lakewood Public Library

Rules for the Government of the
Lakewood Public Library

LAKWOOD LOCAL HISTORY
REFERENCE ONLY

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Rules for the Government of the Lakewood Public Library

1. The Librarian shall devote his entire time to the duties of his office, and shall have superintendence of the buildings and property of the Library, and of all the books and other public property contained in them, and shall be responsible for the exercise of due care for the safety thereof.

He shall assign assistants and other employes to such work as he deems expedient for the efficient management of the library, and be responsible for the orderly deportment of such assistants and other employes and readers, and for the enforcement of all rules governing the same, and for the enforcement of promptness and the exercise of due courtesy by all employes in the discharge of their duties to the public and each other. He shall recommend to the Board for appointment such library assistants and other employes as he may deem necessary for the efficient management and care of the Library, and also any changes in the assistants and other employes that he may deem necessary for such efficient management and care.

He may attend all meetings of the Board and may take part in their deliberations subject to their rules, but he shall not vote. At the close of each financial year, he shall submit to the Board a detailed report as to the progress and condition of the Library during the previous year, accompanying the same with such recommendations and suggestions as may seem to him expedient. This report shall be submitted in time to accompany the annual report of the Board. The Librarian shall perform such other duties as may be required of him by the rules of the Board, or by their order from time to time.

2. The following persons are entitled to draw books from the Public Library without charge, subject to the rules governing their issue:

I. Residents of Lakewood who are known to the Librarian, either personally or through printed or other adequate information, or who are introduced in writing, or definitely vouched for in writing by responsible citizens.

II. Non-residents who pay taxes on property in the city of Lakewood.

III. Persons of proper age attending educational institutions in the city of Lakewood fur-

nishing a satisfactory guarantee from the authorities of the institution which they attend.

IV. Persons temporarily resident in the city, provided they furnish a sufficient guarantee, or make a sufficient deposit of money.

V. Non-residents employed or regularly engaged in business or professional pursuits within the city limits, provided they furnish a satisfactory guarantee accompanied by an agreement, signed by themselves and their guarantor, to notify the Librarian in case the card holder ceases to be thus regularly occupied in the city.

3. Non-residents other than those mentioned in Rule 2, may draw books from the Library upon the same conditions as residents, by paying in advance a fee of one dollar for one year.

4. The name and residence of all persons drawing books must be registered, and all changes of residence be promptly reported by them. The Librarian, when he deems it necessary, may require a special deposit for the care and return of any book or books.

5. Two books may be drawn at the same time, and two volumes of the same set may be counted as one book. Additional books may

be issued subject to the usual fine for overdetention, provided the additional books are such as are not in demand. Cards, however, may be issued to teachers in public, parochial and regularly organized private schools in the city, to assistants in the Public Library, on which three books may be drawn at one time in addition to those to which such persons are entitled as residents of the city, such additional books to be for professional use. The Librarian may extend the same privilege to others engaged in study and research who give satisfactory evidence of their need for the books. Books may be kept two weeks only, but may be redrawn once for the same period. Loans for a longer period may be arranged at the discretion of the librarian in charge when the conditions justify it.

6. Books of reference may be taken from the Reference Department only on the order of the Librarian, provided no book of great value, or book or periodical required for frequent reference shall be taken.

7. No book shall be retained or laid aside by any employee of the Library for any reader, except on the following conditions: first, any person entitled to draw books, desiring a book which is out of the Library, can, by leav-

ing an addressed postal card, be notified of the return of the book and have it retained not exceeding forty-eight hours; second, he may request by message to have a book charged on his card and held to be called for for a period not to exceed forty eight hours, provided the book is in when asked for.

8. The library card must be presented at the time of drawing.

9. A fine of two cents a day up to the value of the volume or set, will be imposed for retaining a book longer than the time provided by the rules, except that for juvenile books the fine shall be one cent a day, or, at the discretion of the Librarian, suspension of borrowing privileges for a limited period. A fine will also be imposed for turning down leaves, marring, or in any way injuring or defacing a book. If a book be lost or destroyed, the borrower shall pay the cost of replacing the book or set if the book belongs to a set. A charge may also be made for change of records in cases where a book which has been lost and paid for is returned and the money refunded, also for messenger service when necessary to send for overdue books or fines.

10. Any person incurring a fine may draw a book once after the penalty is incurred, and

the further privileges of the Library may thereafter be suspended until such fine shall have been paid.

11. For the convenience of those leaving the city for the summer, additional books may be issued on one card on and after June 16th. to be returned on their return to the city and in no case later than September 30th. Any books so issued must be returned at the expense of the borrower at any time after the expiration of four weeks if required. From this rule all seven and fourteen day books and all books in active demand are excepted.

12. Aid to readers will be rendered by the Librarian and his assistants as far as consistent with their other duties.

13. Applicants for positions in the Lakewood Public Library service, other than the Librarian, are required to fill out in their own hand-writing an application in such form as ordered by the Board and leave the same with the Librarian.

14. Applicants for positions in the Lakewood Public Library must have passed such examinations as the Board shall require. The names of those passing a satisfactory examination, and possessing the other requisite

qualifications, will be placed on the eligible list. All who are selected from the eligible list for appointment shall, if required, pass a physical examination and furnish a certificate from a medical examiner satisfactory to the Board. The names of all persons which have been on the eligible list for two years without appointment shall be dropped. Persons over thirty-five years of age, inexperienced in library work, shall not be eligible for appointment in the Library. The qualifications for acceptable library service in the lowest grade may be summarized as follows:

Equivalent of a high school education, fair knowledge of books, good health, courteous manner, neatness in appearance and in work, accuracy, speed, reliability, general intelligence and good judgment.

The more general qualifications mentioned will be tested by one year's work in the Library as apprentice. Those serving the apprenticeship acceptably, before being eligible to appointment as regular assistants, will be required to take the Apprentice Course (which is given without charge for tuition) and to pass an examination in the same. Only regular technical training at one of the library schools, or a sufficient previous experience in library

work can be accepted as an equivalent to the year's experience as an apprentice before receiving a regular appointment.

Apprentices are to report for duty whenever needed during their first year of service.

There are five grades of regular assistants in the Library and certain special positions. For each additional year of satisfactory service and progress in the grade there is a fixed increase of salary up to the following number in each grade:

First grade	5 years
Second grade	4 years
Third grade	2 years
Fourth grade	2 years
Fifth grade	2 years

The appointment of apprentices and of assistants of the first grade, and promotions to higher grades is by special action of the Board. Only those who have passed through the previous grades of the service in this Library, or have in other ways fully qualified themselves, will be eligible to such appointment or promotion. The Board may also recognize special ability and efficiency by more rapid promotion