

Section A.7

Norfolk County Council Bye-Laws

These Bye-Laws are made under Section 19 of the Public Libraries and Museums Act 1964 by Norfolk County Council.

1. In these Bye-laws, unless the context otherwise requires:
 - a) the act means the Public Libraries and Museums Act 1964;
 - b) “the Library Authority” means the Norfolk County Council;
 - c) “library” means any library for the time being maintained by the Library Authority for the purposes of its functions under the Act and includes a vehicle when being used for those purposes;
 - d) “the librarian” means the person appointed as such by the Library Authority or, in his absence, any other person authorised by the Library Authority to act on his behalf;
 - e) “library officer” means the librarian or any other person employed by the Library Authority for the purposes of its functions under the Act;
 - f) “book” includes any and every book, journal, pamphlet, music score, manuscript, picture, print, photograph, engraving, etching, deed, map, chart, plan, gramophone record, cassette, compact disc, pre-recorded tape, film and any other article of a like nature forming part of the contents of the library or lent to any person by or on behalf of the Library Authority.
2. An act necessary for the proper execution of his duty by a library officer shall not be deemed to be a contravention of these bye-laws.
3. No person shall give a false name or address for the purpose of entering any part of the library or for the purpose of using any facilities provided in connection therewith.
4. No person who is offensively unclean in person or in dress, or who is suffering from an offensive disease, shall enter or use the library.
5. Except with the consent of a library officer, no person shall:

- a) cause or allow any dog (other than a guide dog accompanying a blind person) or other animal belonging to him or under his control to enter or remain in the library, or
 - b) bring into any part of the library a wheeled vehicle or conveyance (other than an invalid chair).
6. No person shall, after proper warning by a library officer, remain in the library after the time fixed for its closing.
7. No person shall, unless duly authorised, take any book from the library.
A person shall be guilty of a breach of this bye-law who takes or attempts to take a book past a security or checkout point without it being issued in accordance with the library's procedures, or without being given permission by a library officer to do so.
8. No person shall carelessly or negligently soil, tear, cut, deface, damage, injure or destroy any book or the furniture, fittings or other contents of the library.
9. Except with the consent of the library officer, no person shall make a tracing of any portion of a book.
10. No person who:
 - a) after the end of the period for which it was lent has the charge or possession of a book borrowed from the library or from any body or person acting on behalf of the Library Authority, and
 - b) after having being requested in writing by the Library Authority to deliver it up to the Authority, has failed to do so within a period of fourteen days after the date of the request, and
 - c) has not paid to the Library Authority in respect thereof an agreed sum by way of compensation.

shall, except with the consent of the Librarian, borrow any further books from the library.

11. No person from whom any sum is due to the Library Authority by reason of the charge made under Section 8(2) of the Act in respect of failure to return a book before the end of the period for which it was lent shall, except with the consent of the Librarian, borrow any book from the library after having been notified in writing by the Library Authority of the amount due.
12. (1) A person having the charge or possession of any book which the Library Authority is entitled to have returned to it shall deliver it up to the Librarian within fourteen days of the service upon him by the Authority of a notice requiring him to do so.

(2) For the purpose of this bye-law, a notice may be served upon any person by delivering it to him, or by leaving it at his usual or last known place of residence, or by sending it by registered post or recorded delivery service addressed to him at that place.

13. No person shall behave in a disorderly manner in the library or use violent, abusive or obscene language therein.
14. No person shall spit in the library.
15. No person shall, after a warning by a library officer, persist in sleeping in the library.
16. No person shall engage in audible conversation in any part of the library set apart as a reference department or for reading after having been requested not to do so by a library officer.
17. No person shall wilfully obstruct any library officer in the execution of his duty or wilfully disturb, obstruct, interrupt or annoy any other person in the proper use of the library.
18. No person shall display, distribute, affix or post any bill, placard or notice in, to or upon any part of the library.
19. No person shall, without the consent of the librarian, offer anything for sale in the library.
20. No person shall lie on the furniture or fittings of the Library or on the floor thereof except, with the consent of the Librarian, on the floor of any part of the library for the time being set apart for the use of children.
21. No person shall smoke or strike a light in any part of the library set apart for the use of the public, except in any part thereof which is for the time being used as a restaurant or in which, when it is being used for an educational, cultural or other event under Section 20 of the Act, the Library Authority allows smoking.
22. No person shall, except with the consent of a library officer, partake of refreshment in the library, except in any part thereof which is for the time being used as a restaurant or in which, when it is being used for an educational, cultural or other event under Section 20 of the Act, the Library Authority allows the partaking of refreshments.
23. Except with the consent of the librarian, no person shall cause or allow any apparatus for the reception of sound broadcasting or for the reproduction of sound to be operated in any part of the library set apart for the use of the public.
24. Any person who shall offend against any of the foregoing bye-laws (other than bye-laws 10 and 11) shall be liable on summary conviction to a fine not exceeding £100.
25. Any person who, within the view of the library officer, contravenes any of the foregoing bye-laws may be excluded or removed from the library by such an officer if:
 - a) his name and address are unknown to an cannot readily be ascertained by the officer; or

- b) from the nature of the contravention or from any other fact of which the officer may have knowledge or be credibly informed there is reasonable ground for belief that his continuance in the library may result in another contravention of the bye-laws or that his exclusion or removal from the library is otherwise necessary for the proper use and regulation thereof.
26. On the coming into operation of these bye-laws, the bye-laws relating to libraries which were made by Norfolk County Council on the 23rd day of August 1974 and were confirmed by the Secretary of State for Education and Science on the day of the 5th December 1974 shall be revoked.

