

SESSION II.  
1912.  
NEW ZEALAND.

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JOINT LIBRARY COMMITTEE: REPORT ON THE  
NEW RULES.

(MR. ANDERSON, CHAIRMAN.)

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*Report brought up on the 15th October, 1912, and ordered to be printed.*

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ORDERS OF REFERENCE.

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*Extract from the Journals of the House of Representatives.*

FRIDAY, THE 2ND DAY OF AUGUST, 1912.

*Ordered*, "That a Library Committee be appointed, consisting of ten members, with power to confer with any similar Committee appointed by the Legislative Council; three to be a quorum: the Committee to consist of Mr. Anderson, Mr. Laurenson, Mr. McCallum, Mr. Myers, Dr. A. K. Newman, Mr. E. Newman, Mr. Russell, Hon. Mr. Speaker, Mr. G. M. Thomson, and the mover."—(Hon. Mr. FISHER.)

*Extracts from the Journals of the Legislative Council.*

TUESDAY, THE 2ND DAY OF JULY, 1912.

*Ordered*, "That Standing Order No. 295 be suspended, and that a Select Committee for the management and extension of the library be appointed, with power to confer with any similar Committee of the House of Representatives: the Committee to consist of the Hon. the Speaker, the Hon. Colonel Baillie, the Hon. Mr. Jones, the Hon. Mr. Kelly, the Hon. Sir H. J. Miller, the Hon. Mr. Ormond, the Hon. Mr. Rigg, the Hon. Mr. Stevens, the Hon. Mr. Wigram, and the mover."—(Hon. Mr. SAMUEL.)

THURSDAY, THE 1ST DAY OF AUGUST, 1912.

*Ordered*, "That Standing Order No. 295 be suspended, and that the name of the Hon. Mr. Bell, Minister of Internal Affairs, be added to the Library Committee."—(Hon. Mr. BELL.)

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REPORT.

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I AM directed by the Joint Library Committee to report,—

That it has passed a resolution rescinding all rules and regulations in force for the management and control of the library, and making new rules in their stead, a copy of which rules is attached hereto.

15th October, 1912.

G. JAS. ANDERSON, Chairman.

## GENERAL ASSEMBLY LIBRARY.

RULES MADE BY THE JOINT LIBRARY COMMITTEE ON THE 11<sup>TH</sup> DAY OF OCTOBER, 1912.*Management.*Joint  
Committee.

1. The Library shall be managed and controlled by the Joint Library Committee, consisting of the Library Committees appointed by Parliament sitting together; and such Joint Committee shall continue to act until another Joint Committee meets.

Recess  
Committee.

2. During each recess the members of Parliament residing in or within fifteen miles of the City of Wellington shall, together with any member of the Joint Library Committee who shall actually attend any meeting, constitute a "Recess Committee," which, during the recess only, may meet and appoint its Chairman, and exercise all the powers of the Joint Committee, except that it shall be bound by, and shall not alter or rescind any of, the resolutions, rules, or regulations of the Joint Committee, or make any arrangements other than those of a temporary nature. The Chief Librarian shall convene the first meeting of the Recess Committee within two weeks after the prorogation.

Hours when  
Library open.

3. (1.) During each session the Library shall be open—  
 (a.) When either House is sitting;  
 (b.) From 8 a.m. to 11 p.m. on week days;  
 (c.) From 9 a.m. to 10 p.m. on Sundays.
- (2.) During each recess the Library shall be closed on those days on which the Government Offices at Wellington are closed, and shall be open—  
 (a.) From 9 a.m. to 5 p.m. on week-days other than Saturdays;  
 (b.) From 9 a.m. to 1 p.m. on Saturdays.

*Privileges.*List of persons  
with full  
privileges.

4. The Joint Committee from time to time shall prepare, and may alter,—  
 (1.) A "List of persons with full privileges," who shall be entitled—  
 (a.) To enter, remain in, and use the Library;  
 (b.) To borrow books, but so that no such person shall have more than ten books at any one time;  
 (c.) If a member of Parliament not residing in the City of Wellington or its suburbs (but not otherwise), and during a recess only, to borrow books by post.

Lists of persons  
with limited  
sessional  
privileges.

- (2.) A "List of persons with limited sessional privileges," who shall, subject to any limitations noted on the list, be entitled, during each session only,—  
 (a.) To enter, remain in, and use the Library, with the exception of the sociology-room, on days on which neither House sits, during the hours of 12.30 p.m. to 2 p.m., and 6 p.m. to 7 p.m.;  
 (b.) To borrow books, but so that no such person shall have more than two books at any one time, nor borrow any book which has been in the Library for less than three months.

List of persons  
with limited  
recess privileges.

- (3.) A "List of persons with limited recess privileges," who shall, subject to any limitations noted on the list, be entitled, during each recess only,—  
 (a.) To enter, remain in, and use the Library only for the purpose of referring to or studying such books, not being works of fiction, relating to a special subject, as he shall specify to a member of the Library staff;  
 (b.) To borrow any such books, but so that no such person shall have more than two books at any one time.

Lists to be  
approved,  
entered, &c.

5. Such lists shall be submitted to the first meeting of the Joint Committee during each session, and when approved shall be entered in full in the minute-book, and every alteration thereof shall also be entered in full therein. Copies of the lists for the time being in force, signed by the Chairman, shall be kept at the Library available for reference and exhibition when required.

No other  
privileges except  
to literary  
workers, &c.

6. Privileges shall not be extended to any person other than in accordance with such lists, except only that limited privileges shall be granted to literary workers, students, and visitors in accordance with Rules 7 and 8.

Literary  
workers.

7. Literary workers and students may, except on days on which either House sits, with the permission in writing of the Chairman of Committee or Chief Librarian, enjoy, on the day specially mentioned in such permission, the privileges conferred hereby on "persons with limited recess privileges."

Visitors.

8. Any person introduced personally or in writing by a member of Parliament may, on the day when so introduced, be shown over the Library, and, if such day is not one on which either House sits, remain in and use the Library.

Suspension or  
revocation.

9. All privileges shall be subject to the rules and regulations for the time being in force, and any or all may be suspended or revoked in any particular case by the Joint Committee (or during a recess by the Recess Committee).

*Miscellaneous.*

10. (1.) The term "works of reference" for the purposes of this rule includes—

Works of  
reference.

- (a.) Statutes, *Gazettes*, Parliamentary Journals, reports, and publications, Law Reports, law books, and maps;
- (b.) Valuable illustrated books;
- (c.) Old and rare editions;
- (d.) Bound newspapers, magazines, and periodicals;
- (e.) Any book which the Chief Librarian shall for the time being label "Reference" or "Not to be taken out of the Library."

(2.) Works of reference shall not be taken out of the Library in any case, save only that, at the written request of a member of Parliament for the purpose only of use in debate in a Legislative Chamber, any work of reference, not being within either of the classes (b) or (c), may be obtained from a member of the Library staff, in which case it must be signed for, and be returned to a member of the Library staff not later than the time for the closing of the Library on the day when obtained.

11. The borrower of a book shall, personally or by his agent specially authorized in writing signed by him, indicate it to a member of the Library staff, who shall enter it in a book kept for that purpose, and obtain therein a signed receipt. A record shall be kept separately showing the books borrowed, and by whom, and when. Borrowing books.

12. Any member entitled and desiring to borrow books by post during a recess may, in writing, request the Chief Librarian to send him certain specified books, whereupon the Chief Librarian shall cause the books to be despatched by parcel post. The like entries and record shall be made as in the case of a book borrowed in person (the Chief Librarian signing a receipt), and the person to whom the books are despatched shall be deemed "the borrower" for the purposes of these rules. All books despatched by post must be returned by the borrower within three days after the gazetting of a Proclamation convening Parliament for the despatch of business. Borrowing by post.

13. Every borrower must return every book borrowed by him or by his authority not later than one month during a session, or two months during a recess, after the date of its issue. It must be handed to a member of the Library staff in order that its return may be duly noted and recorded. Should a borrowed book be urgently needed for a special purpose the Chairman of Committee may direct that it be returned forthwith, in which case it shall be returned accordingly, notwithstanding that a month may not have elapsed since the date of issue. Return of books.

14. On the first day of each month the Chief Librarian shall send to each borrower of a book who has had it for upwards of one month a notice reminding him that it has not yet been returned. At each meeting of the Committee the names shall be read of all borrowers who have failed to return books for one month after issue during a session, or two months during a recess. Monthly notices.

15. The borrower of a book shall return it in as good condition as when issued to him. If it shall be meanwhile damaged he shall pay to the Chief Librarian such sum as the Joint Library Committee shall fix as properly payable in respect of such damage. If it shall not be returned within three months after issue he shall pay to the Chief Librarian such sum as the Joint Library Committee shall fix as the value of the book, and if it be one of a set the Committee may fix the value of the set as the value of the book, in which case the borrower shall on payment be entitled to the remainder of the set. Liability for damage or loss.

16. If in the course of using the Library any person takes a book from a shelf in order to read from it, he shall when finished with the book hand it to some member of the Library staff, or lay it on a table in the room, in order that it may be replaced on the shelf by a member of the Library staff. Taking books from shelves.

17. Every other member of the Library staff shall report to the Chief Librarian any breach of rules that shall come to his notice, and the Chief Librarian shall report to the Committee at every meeting all breaches of rules which have occurred since the last meeting, in order that the Committee may take such steps to punish the offender or otherwise as may be thought desirable. Breaches of rules to be reported.

18. All rules and alterations of rules, and all resolutions with reference to the Library passed by either House, shall be entered in full in the minute-book. Rules to be entered in minute-book.

19. Copies of the rules shall be sent to each person entitled to full privileges within three days of the commencement of each session of Parliament. Copies to be sent out each session.

