

**CHAPTER 49**

## NASSAU LIBRARY

**NASSAU LIBRARY RULES***GN 118/1961  
SI 76/1968*

## (SECTION 4)

*[Commencement 10th June, 1961]*

1. These Rules may be cited as the Nassau Library Rules. Citation.

2. In these Rules, unless the context otherwise requires — Interpretation.

“library” means the Nassau Public Library, Reading Room and Museum established under the Nassau Library Act;

“subscriber” means a subscriber to the library;

“trustees” means the trustees of the library.

3. (1) The annual election of three trustees by the subscribers shall be held on a day named by the four trustees appointed by the Minister or by a majority of them within one calendar month after their appointment. Election of trustees.

(2) Only such persons shall be eligible for election as trustees who have been subscribers for at least one year or four quarters continuously prior to nomination, have paid their subscriptions, are citizens of The Bahamas of full age and are nominated in writing by not less than three other subscribers; such nominations shall be exhibited in the library for not less than seven days before the day of election. Citizens of The Bahamas  
*5 cf 1987, Sch*

4. Persons who have been subscribers for at least one year or four quarters continuously prior to the election, have duly paid their subscriptions previously to the day of the election and are Citizens of The Bahamas of full age shall be entitled to nominate subscribers for election as trustees and to vote at the election of trustees. Voters.

Notice of election.

**5.** The librarian shall within fourteen days after the appointment of the four trustees by the Minister exhibit a notice in a conspicuous place in the library indicating the date appointed for the election. the requisite qualifications for, and the time and procedure for the nomination of candidates, the requisite qualifications for voters and the hours during which ballot papers may be deposited in the ballot box. The librarian shall at the same time exhibit in the library a list of subscribers who are qualified to be elected as trustees and a list of the trustees appointed by the Minister.

Mode of election.

**6.** The mode of election shall be by ballot. The voting papers shall be deposited in a ballot box which shall be in the charge of the librarian at the library between the hours of ten o'clock in the morning and two o'clock in the afternoon on the day of election.

Ballot box.

**7.** The ballot box shall be kept locked and the key thereof placed and retained in the charge of the trustee of the month.

Method of voting.

**8.** A subscriber intending to vote for the election of trustees may exercise his right to do so either by himself depositing his voting paper in the ballot box, or by having it deposited by the librarian, or by any other authorised person.

Scrutiny of ballot.

**9.** In the afternoon of the day of election, the trustees appointed by the Minister or a majority of them shall meet at the library and then hold a meeting and at such meeting the trustee in charge of the key of the ballot box, or one of the other trustees, shall open the box and take out the voting papers. Such three of the nominees as may. upon a scrutiny of all papers found in the said box, appear to have a majority of votes shall be deemed to be duly elected.

Equality of votes.

**10.** If two or more of the nominees have an equality of votes another election by ballot to make up the necessary number of elected trustees shall be held in the manner directed by the trustees present at the meeting. Such direction shall be embodied in a resolution passed for the purpose.

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- 11.** Whenever a vacancy shall occur among the elected trustees the election of another trustee to fill the vacancy shall take place at such time as may be directed by the remaining trustees. Such election shall be by ballot. Vacancy among elected trustees.
- 12.** At the first meeting of the trustees after the election of trustees in each year and afterwards as vacancies may occur the trustees shall elect a chairman, who shall continue in office until the next annual election or until his successor shall have been elected. Chairman.
- 13.** (1) A meeting of the trustees for the purpose of transacting the business of the library shall be held quarterly on such day and at such hour as the trustees may appoint. Meetings of trustees.
- (2) Special meetings of the trustees may be held, on requisition of any trustee. The librarian shall send a written notice of an agenda for every such meeting to each trustee at least twenty-four hours before the time appointed for holding the meeting.
- 14.** At every meeting the minutes of the preceding meeting shall be read and if found correct confirmed and signed by the chairman. Procedure at meetings.
- 15.** At a special meeting no business other than such as is mentioned in the notice of meeting shall be transacted. Special meetings.
- 16.** At all meetings three trustees shall constitute a quorum. Quorum at meetings.
- 17.** The librarian shall attend all meetings of the trustees unless they shall otherwise direct. Attendance of librarian.
- 18.** Each trustee shall act in rotation as trustee for the month. Such rotation shall be arranged by the trustees. Such trustee shall settle all questions which may arise during his month of office between the librarian and the subscribers or in relation to the management of the library. Any such decision shall be subject to revision by the other trustees. It shall be the duty of the librarian to consult the trustee for the month upon all questions or differences arising between the librarian and any subscriber and to act in all matters under the direction of such trustee. Trustee for the month.
- 19.** The name of the trustee for the month shall be posted up in a conspicuous place in the library. Posting name of trustee.

Subscription for  
books.  
*SI 76/1968,*  
*para 2*

**20.** The rates of subscription for books shall be —

Yearly with the right to take out five volumes at a time.	\$4.50
Half yearly, with the right to take out five volumes at a time.	\$2.50
Quarterly, with the right to take out two volumes at a time.	90 cents
Quarterly, with the right to take out one volume at a time.	45 cents

Subscriptions  
payable in  
advance.

**21.** All subscriptions shall be paid to the librarian in advance.

Neglect to renew  
subscriptions.

**22.** A subscriber neglecting to renew his subscription shall have his rights suspended until it is paid.

Reservation of  
books.  
*SI 76/1968,*  
*para 4*

**23.** A subscriber wishing to reserve a book when it is next available may do so on payment of ten cents to the librarian who shall notify the subscriber by post when the book is available. If the subscriber shall not call for the reserved book within three days of posting he shall lose his priority.

Proprietors of  
local newspapers.

**24.** Proprietors of newspapers published in The Bahamas shall be entitled to the privileges of subscribers and shall be considered and treated as such on their sending regularly to the library their respective papers on the first day on which the library is opened after the publication thereof.

Visitors.  
*SI 76/1968,*  
*para 5*

**25.** The rate of subscription payable by visitors to The Bahamas shall be fifty cents a month per volume and each visitor subscriber shall deposit the sum of five dollars as security for the return of books borrowed. Such deposit shall be refunded when all books have been returned by such subscriber.

Free use of  
library.

**26.** The use of the library may be allowed free of charge to teachers under the Ministry of Education and to any other person who shall apply to, and be approved by, the trustee for the month. This privilege shall not include the right to take out any book, newspaper or periodical.

Members of  
household.

**27.** The members of a household, one of whom is an annual subscriber, shall be permitted to take out books, newspapers and periodicals in the name of such subscriber.

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- 28.** An alphabetical list of subscribers, with the dates at which their respective subscriptions will expire, shall be kept. Every such list shall be revised prior to the annual election of the trustees. Alphabetical list of subscribers.
- 29.** All moneys shall be paid to the librarian, who shall deposit them in such bank as the trustees may direct, to the credit of the library. No moneys shall be drawn out of the bank except by order of the trustees. Money paid to the librarian.
- 30.** The librarian shall keep a correct account of all moneys received and paid away on account of the library. Accounts.
- 31.** The librarian shall keep a register of all books and a register of all newspapers and periodicals taken out of the library. Every book shall have affixed to it a ticket to show the period of time the book may be kept by the subscriber. Registers.
- 32.** A fine of five cents a day shall be exacted for keeping any book beyond the time prescribed in the notice affixed to such book. Fine for keeping book.  
*5 cf 1987, Sch*
- 33.** A fine of one dollar may be exacted from any subscriber who shall take a book away from the library without the consent of the librarian. Taking away unregistered books.  
*5 cf 1987, Sch*
- 34.** The penalty for not returning any newspapers or periodicals shall be five cents if not returned before eleven o'clock in the morning of the day on which the library shall next be opened; and shall be fifteen cents if not returned before one hour previous to the closing of the library; and shall be thirty cents a day for every additional day's retention. Penalty for not returning newspapers, etc.  
*5 cf 1987, Sch*
- 35.** A subscriber having incurred a fine for a breach of any of these Rules shall not be at liberty to take out a book, newspaper or periodical from the library until such fine shall have been paid. Subscribers owing fines.
- 36.** A book shall not be taken out again by the subscriber returning it if at the time of its being returned it is in demand by any other subscriber. Renewal of book in demand.
- 37.** Audible conversation, reading aloud or any noise calculated to disturb readers shall not be permitted in the reading room. Audible conversation.
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Smoking, etc

**38.** Smoking, eating and drinking are expressly forbidden in the library.

Misconduct

**39.** Misconduct on the part of any subscriber or of any person allowed the free use of the library shall justify the trustees in cancelling his or her subscription and all privileges.

Hours of opening

**40.** The library shall be opened and closed on such days and at such hours as the trustees shall from time to time decide.