

# Rules of the Salida Public Library

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1. The Library shall be open for the exchange of books every day from 10 a. m. to 12 m.; 2 p. m. to 5:30 p. m., and in the evening from 7 to 8:30, with the following exceptions, viz: Thanksgiving Day, Christmas, New Years and July 4th. The Reading Room shall be open during library hours, and Sundays from 3 to 5 p. m. for the use of papers, magazines and books.

2. Any respectable resident of the city of the age of ten years or over may obtain cards for taking out books by complying with one of the following rules:

(a) Getting a voucher signed by a well-known property owner of the city. Blanks for this purpose will be furnished by the librarian; or,

(b) A deposit of \$3.00 with the librarian for which a receipt will be duly given. On surrender of cards and payment of fines, if any, the money will be refunded. Cards issued for not less than one month on deposit.

Strangers in Salida may obtain cards, as above, good for the period of one month only. If one's guarantor removes from the city, ceases to be a tax-payer, or otherwise is incapacitated, a new guarantor should be obtained at once in the same manner as before.

3. All books are issued, renewed and discharged by cards which are furnished by the Librarian to persons entitled to use the same. A fee of five cents per card is charged to cover the expenses of the charging system. Cards are subject to revocation at any time for cause, and to renewal when filled. They are inscribed with the name, the residence and the register number of the holder, and further bear the date that the books become due. Should a card be lost, notice must at once be given to the librarian. Replacement of the same cannot be made immediately. No person is entitled to more than one card.

4. The open-shelf system is used at the Salida Public Library. Each person may go to the shelves and select his or her books. See that the book drawn is always in a whole condition when you take it.

5. Abuse of books, non-payment of fines when due, and the like, shall be sufficient cause for forfeiture of privileges. Books exposed to infectious disease should be destroyed by fire by the person holding them. Notice should be given to the librarian of the same as soon as feasible, and this should be confirmed by the attending physician. Books thus destroyed must be settled for at a price in the discretion of the librarian.

6. Only one book at a time is issued on a card, which may be kept two weeks, subject to a renewal of an additional two weeks, at the discretion of the librarian. Those labeled "Eight Day Books," may be kept eight days only, and cannot be renewed or transferred. After a book has been charged to any person, it cannot be changed the same day. Books may be exchanged any day, except as specified above. Books cannot be reserved for any one. Writing in the books or turning down the leaves of the same is forbidden, and all injuries other than reasonable wear, and all losses shall be adjusted to the satisfaction of the librarian. A fine of ten cents a week, including Sundays and holidays, shall be paid on each book not returned according to rule. All fines must be paid before another book can be drawn. Delinquents and their guarantors may be notified by the librarian, at her discretion, of any violation of rule by the card holder. Reference books are not to be taken away.

7. Non-residents of the city shall be entitled to the privileges of the library upon the payment of \$2.00 per year, or \$1.00 for six months, payable in advance, and all the rules of the library shall be applicable to such non-residents.

8. Silence is the rule in the library and reading room, and all patrons of the library are expected to observe this rule.