

Miscellaneous.

11. (1.) The term "works of reference" for the purposes of this rule includes—
 (a.) Statutes, *Gazettes*, Parliamentary Journals, reports, and publications, Law Reports, **Works of reference.**
 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.

12. 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.**

13. 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.**

14. 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.**

15. 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.**

16. 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.**

17. 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.**

18. 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.**

19. 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.**

20. 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.**

Approximate Cost of Paper.—Preparation, not given; printing (1,500 copies), £2 15s.

By Authority : JOHN MACKAY, Government Printer, Wellington.—1913.

Price 3d.]