

LAWS OF GUYANA

NATIONAL LIBRARY ACT

CHAPTER 40:01

Act

12 of 1908

Amended by

12 of 1926

22 of 1928

13 of 1950

17 of 1957

4 of 1972

Current Authorised Pages

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**Note
on
Repeal**

This Act repealed the Georgetown Public Free Library Ordinance (12 of 1926)

CHAPTER 40:01
NATIONAL LIBRARY ACT
ARRANGEMENT OF SECTIONS

SECTION

1. Short title.
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1929 Ed.

c. 89

1953 Ed.

c. 160

12 of 1908

**An Act to make provision for the establishment of a
National Library in Georgetown.**

[8TH JULY, 1908]

Short title.

[4 of 1972]

1. This Act may be cited as the National Library Act.

Interpretation.

[4 of 1972]

2. In this Act—

“the committee” means the committee appointed under this

Act;

“library” means the National Library established under this Act;

“library buildings” means any buildings forming part of or used by the National Library and any building leased or let, temporarily or otherwise, by the Government or any person, for the purposes of the National Library.

Establishment of National Library.
[4 of 1972]

3. (1) There is hereby established a library to be known as the National Library of Guyana, the Headquarters of which shall be situated in the City of Georgetown.

(2) The committee may establish branches of the library and other public library services at any place in Guyana.

Existing libraries; transitional provisions.
[4 of 1972]

4. (1) As from the date of coming into operation of the amendments to the National Library Act contained in the Law Revision Act, the Public Free Library in the city of Georgetown established under this Act shall be deemed to be Principal branch of the National Library established by the committee under section 3(2) and shall be known as the Central Library of the National Library and the branches of the Public Free Library in the town of New Amsterdam and in the town of Linden established under this Act and in operation at the date mentioned above in this subsection shall be deemed to be branches of the National Library established by the committee under section 3(2).

(2) All other library services established under this Act and in operation at the date mentioned in subsection (1) shall be deemed to be library services established under section 3(2).

Maintenance of library.

5. The library shall be maintained and all pensions and gratuities awarded shall be paid out of moneys provided

by Parliament and such other moneys as may be contributed by local government authorities.

National
library
committee.
[4 of 1972]

6. (1) This Act shall be carried into effect by a committee consisting of a chairman, who shall be the Minister or someone designated by him, and not more than twelve nor less than nine other persons, six to be appointed by the Minister and the remainder to be appointed by such local government authorities as may be designated by the Minister having regard to the contributions made by such local government authorities to the maintenance of the library.

(2) A member of the committee shall hold office for two years from the date of his appointment.

(3) As from the date of coming into operation of the amendments to the Library Act contained in the Law Revision Act, 1972, the committee of the Public Free Library as constituted at that date shall be deemed to be the committee established by subsection (1) and from that date shall be known as the committee of the National Library.

Establishment
of library.
[13 of 1950
4 of 1972]

7. (1) Subject to this Act, the committee may provide a collection of exhibits indicative of the resources of Guyana, and its industries at their various stages, and may arrange for lecturers and classes to be held for the instruction of school children and others in those resources and industries and in scientific subjects, and may supply and fit up the library buildings with the requisite furniture, fittings and conveniences.

(2) No charge shall be made for admission to the library or the lecturers or classes aforesaid.

Vesting of land
in committee.

8. The plot of land situate at the corner of High Street and Church Street and known as lots seventy-six and seventy-seven, in South Cummingsburg, west ward, in the City of Georgetown, together with all buildings erected or in the

course of erection thereupon, are hereby vested in the committee for the purposes of this Act.

Property vested in committee.

9. All property presented to, or purchased or acquired for, the library, or for the lecturers or classes under this Act shall be vested in the committee.

Functions and powers of committee. To manage and control library. [17 of 1957 4 of 1972]

10. (1) The general management, regulation and control of the library and of any exhibits or other property shall be vested in and exercised by the committee, and the committee—

- (a) shall perform such of the functions of the National Library agreed upon by the committee with the approval of the Minister, collect, receive and preserve all books required to be deposited in the library by the Publications and Newspapers Act;
- (b) may provide in the library books, newspapers, periodicals, prints, maps, philosophical, musical and other instruments, apparatus and equipment, and specimens of art and service, and cause them to be repaired where necessary; and
- (c) may cause books, newspapers, periodicals, or prints to be bound or, when superfluous or useless, to be sold or otherwise disposed of as the committee shall decide, and when sold pay the proceeds thereof into the general revenue of the library.

c. 21:01

To make appointments and necessary regulations.

(2) The committee may appoint salaried officers and servants and dismiss them, and make all necessary

regulations for the good government, arrangement, and preservation of the library and exhibits, and for the temporary loan of books therefrom, under any precautions and restrictions to them seeming right, and from time to time may alter and amend the regulations and make others in lieu thereof.

(3) The committee may, in accordance with any regulations that the committee may, with the approval of the Minister, make for this purpose, award pensions and gratuities to any of its officers or servants, and such pensions and gratuities shall be paid out of the moneys provided under section 5.

(4) All awards and payments of pensions and gratuities made by the committee to any of its officers or servants prior to the commencement* of the Public Free Library (Amendment) Ordinance, 1957, shall be, and are hereby deemed to have been, validly made.

17 of 1957

Rules.
[13 of 1950
4 of 1972]

11. (1) The committee may—

- (a) make rules for the conduct of its business and the regulation of its proceedings;
- (b) let to any person or body of persons on any term it thinks fit, and charge rent for, any of the rooms or halls of any library building vested in the committee for the purpose of lectures, or holding classes or exhibitions or for such other purposes as the committee may consider desirable.

(2) A lease granted under this section—

* The 25th day of May, 1957.

- (a) shall contain a clause empowering the committee to determine the lease by not more than twelve months' notice in writing given at any time; and
- (b) shall be filed as of record in the deeds registry within three months of its execution.

Chairman of committee and quorum.

12. (1) The chairman shall preside at all meetings of the committee, but in his absence the members present shall choose one of their number to act as chairman.

(2) Five members of the committee shall constitute a quorum for the transaction of business.

Accounts and audit.

13. Accounts shall be kept of the receipts and expenditure under this Act, and the accounts shall be audited by the Director of Audit in like manner and with the like incidents and consequences as if they were accounts which he is bound to examine, inquire into, and audit under the Audit Department Act.

c. 73:01

SUBSIDIARY LEGISLATION

**NATIONAL LIBRARY (MANAGEMENT AND
CONTROL) REGULATIONS**

ARRANGEMENT OF SECTIONS

REGULATION

1. Citation.
2. Interpretation.
3. Safe keeping of books.
4. Reserved enclosure.
5. Opening of library.
6. Borrowers of library.
7. Application Card.
8. Applicants over eleven years.
9. Borrower's ticket.
10. Loss of ticket.
11. Access to bookshelves.
12. Borrowers to attend personally.
13. Books to be returned within fifteen days.
14. Exchange of books.
15. Renewal of issue.
16. Borrowing a particular book.
17. Delivery of books.
18. Stock-taking.
19. Return of all books.
20. Books not returned in accordance with regulations.
21. Infectious disease.
22. Reference department.
23. Rights of public.
24. Retention of newspaper.
25. Prohibited persons.
26. Offence.
27. Defacing of books.
28. Control of person in library.

REGULATION

29. Removal of persons from library.
30. Complaints.
31. Punishment.

Reg. 2/1946
23/1956
15/1960
4 of 1972

NATIONAL LIBRARY (MANAGEMENT AND CONTROL) REGULATIONS

made under section 10

Citation.
[4 of 1972]

1. These Regulations may be cited as the National Library (Management and Control) Regulations.

Interpretation.
[Reg. 23/1956]

2. In these Regulations—

“assistant librarian” means any officer appointed as such by the committee and includes any person appointed to have charge of a branch public library;

“book” includes newspaper, periodical, pamphlet, picture, engraving, photograph, map, plan and any other article of a like nature;

“librarian” means the appointed person by the committee to have charge of the library;

“library” includes the several rooms, entrances and passages of the library building and the compound within which the building is situate.

Safe keeping of books.

3. The librarian shall be responsible for the safe keeping of the books.

[Subsidiary]

National Library (Management and Control) Regulations

Reserved enclosure.

4. No person shall be permitted to pass within the reserved enclosure known as the reference department except in accordance with these Regulations.

Opening of library.
[Reg. 23/1956
4 of 1972]

5. (1) The library shall be open to the public on the days (other than public holidays) and at times set out in the Schedule:

Provided that the committee may by notice published in the *Gazette* amend the Schedule.

(2) The committee may, at its discretion, order either the library or part thereof to be closed for any specified time.

Borrowers of library.
[4 of 1972]

6. (1) Any person who desires to become a borrower shall apply to the librarian or an assistant librarian for an application card which shall be filled in, so far as practicable, on the library premises and in the presence of the librarian or an assistant librarian.

(2) An application shall be in such form as the committee may from time to time determine and an applicant shall fill in on the application card such particulars as may be called for including his full name, residence, occupation, and place of business and shall affix his signature thereto.

(3) An applicant who has no regular employment or who is a school child must, in addition to the particulars in paragraph (2)–

- (a) in the case of the central branch library, obtain the signature of a person in regular employment with a recognised business address in Georgetown who is willing to be guarantor for the applicant;

(b) in the case of any other branch library, obtain the signature of a person in regular employment in the town or area where the branch is situated who is willing to be guarantor for the applicant.

(4) Where the guarantor of a school child is not the parent or guardian, the parent, guardian or teacher of the child shall also sign the application card.

(5) An applicant who is a housewife shall state her husband's name and business address.

(6) A guarantor is personally responsible for damage to or any loss of book or books borrowed by the person for whom he has signed as guarantor and his guarantee shall remain in force for three years unless he has been previously released by the Committee.

(7) A guarantor will not be released unless he is clear of all or any liability for books already borrowed.

(8) The committee may refuse to accept any person as guarantor without assigning a reason.

(9) A borrower shall give notice of any change of address, either of himself or of his guarantor, within seven days of such change or his tickets may be liable to be forfeited.

Application card.

7. When the application card has been completed it shall be left with the librarian and, if on examination the particulars given are found to be correct, borrower's tickets shall be issued to the applicant.

[Subsidiary]*National Library (Management and Control) Regulations*

Applicants
over eleven
years.
[4 of 1972]

8. Each applicant over the age of eleven years may be issued with two borrower's tickets.

Borrower's
tickets.
[Reg. 23/1956]

9. (1) A borrower's ticket is not transferable and shall not be used except by the person to whom it is issued, or by someone authorised by him in writing.

(2) Where a borrower is about to leave Guyana or ceases to use the library he shall return his tickets to the librarian or an assistant librarian.

(3) If a borrower neglects to comply with the provisions of the preceding paragraph he and his guarantor, if any, shall be liable for loss of or damage to any books taken out on his ticket or tickets.

Loss of ticket.
[Reg. 23/1956
4 of 1972]

10. (1) A borrower shall immediately report to the librarian or an assistant librarian the loss of any ticket issued to him and may, on the payment of ten cents, obtain the issue of a new ticket to replace the one lost.

(2) The borrower and his guarantor remain responsible for any books borrowed on a lost ticket, even though the loss is reported and a new ticket issued to him.

Access to
bookshelves.

11. (1) Borrowers shall have access to the bookshelves in the lending department.

(2) Borrowers shall enter the lending department by proper entry thereto and shall exhibit their tickets when making such entry.

(3) Borrowers shall leave the lending department by the proper exit and shall surrender their tickets in exchange for the books they desire to borrow. Only one book may be borrowed in respect of one ticket.

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National Library (Management and Control) Regulations

Borrowers to attend personally.

12. (1) Borrowers shall attend personally to receive and return books.

(2) Where a borrower is unable to attend personally he shall send some competent person who can intelligently state his requirements and be entrusted with the books to be delivered.

(3) The librarian or any assistant may refuse to deliver books to a person whom she considers unfit to take care of them.

Books to be returned within fifteen days.
4 of 1972

13. (1) All books borrowed shall, unless the issue is renewed, be returned to the library within fifteen days (including the day of issue and return).

(2) Where a borrower fails to return a book within the specified time he shall pay a fine of one cent for each day or part of a day thereafter not exceeding twenty-eight days.

(3) Where a book is detained beyond twenty-one days from the date of issue a notice shall be sent to the borrower and if the book is not returned within twenty-eight days from the date of issue the book shall be deemed to be lost.

(4) Where a book is deemed to be lost under the preceding paragraph the liability of the borrower and the guarantor, if any, thereupon arises, and the borrower's tickets are liable to be forfeited.

(5) Where a monthly or quarterly periodical is lent such periodical must be returned within seven days. Should the periodical be detained beyond this time the borrower shall pay a fine of one cent for each day or part of a day it is so detained not exceeding fourteen days.

(6) A periodical shall be deemed lost if not

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National Library (Management and Control) Regulations

returned within fourteen days from the date of issue and the same incidence of liability shall thereupon arise as in the case of a book under paragraph (4).

(7) Where a lost book has been paid for by a subscriber, the property in the book shall vest in the subscriber and the library shall be under no obligation to repurchase the book or refund the money to the subscriber if he subsequently redelivers or offers to redeliver the book to the library.

Exchange of book.

14. A book may not be exchanged on the day of issue.

Renewal of issue.

15. The issue of a book may be renewed once provided it is not required by another person. Such renewal shall be by application or presentation of the book at the library.

Borrowing a particular book.
[4 of 1972]

16. (1) If the borrower desires to borrow any particular book which is not immediately available he may pay such sum as the librarian may require for the purpose of sending a postcard to him to notify him when the book is available.

(2) The book will be kept at the library for two days after such notice has been posted.

Delivery of books.

17. Borrowers or their messengers shall deliver all books returned to the librarian or assistant librarian. Borrowers remain liable for all books not so delivered.

Stock-taking.

18. (1) All books must be returned without regard to the date of issue before the date notified for the annual stock-taking.

(2) Notice of the date of annual stock-taking shall be given by means of notices posted in the library and published in two leading daily newspapers circulating in

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National Library (Management and Control) Regulations

Guyana at least fifteen clear days before that date.

(3) Borrower who fails to comply with paragraph (1) shall incur a fine of fifty cents and his tickets shall be liable to be forfeited.

Return of all books.

19. Where in the opinion of the committee it is essential that all books shall be immediately returned to the library the committee may call for their return by means of notices posted in the library and published in two leading daily newspapers circulating in Guyana.

Books not returned in accordance with regulations.

20. Should any book be not returned in accordance with these Regulations or it be returned in a torn, cut or soiled condition, or written over or with leaves turned down or, in the opinion of the librarian, be otherwise damaged the borrower, or in his default, the guarantor, if any, shall pay such a sum of money as will replace such book or the set of books to which it belongs or be a full compensation for the damage or loss sustained by the library.

Infectious disease.

21. (1) A person suffering from an infectious disease shall not borrow, read or use any book from the library.

(2) A borrower shall not permit the use of a book from the library by any person suffering from an infectious disease.

(3) Where an infectious disease breaks out in the house of a borrower who has therein books from the library he shall not return the books to the library but shall immediately notify the fact of the outbreak to the librarian who shall take proper steps for the disinfection and return of the books.

Reference department.
[Reg. 23/1956]

22. (1) Every holder of a borrower's ticket, and any other person with permission of the librarian, shall have access to the reference department and may, on application to

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National Library (Management and Control) Regulations

the assistant librarian having charge of such department, consult any books on the bookshelves in such department.

(2) Before any person receives a book in the reference department, the number and title of the work shall be entered by the assistant librarian in a record book kept for that purpose and such person shall sign his name thereto.

(3) Any person who signs the record book shall be deemed to have agreed to comply with these Regulations.

(4) A person who obtains a book for consultation in the reference department shall not remove such book from the library on any pretext whatsoever and shall return the book to the assistant librarian whereupon a note of its return shall be made by the assistant librarian in the record book.

Rights of
public.
[Reg. 23/1956]

23. (1) Any person shall have access to the Public reading room and may read any newspapers, periodicals or magazines placed on the tables and reading desks in the said reading room.

(2). No person shall, on any pretext whatsoever, remove any newspapers, periodicals or magazines from the public reading room.

Retention of
newspapers.

24. No person shall be permitted to retain any newspaper longer than ten minutes, or any periodical or magazine longer than fifteen minutes, after another person has applied for it.

Prohibited
persons.

25. A person who, in the opinion of the librarian or an assistant librarian, is in a state of intoxication or is uncleanly in person or dress or is suffering from an infectious or offensive disease, shall not be admitted or allowed to remain in the library.

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National Library (Management and Control) Regulations

Offence.

26. No person shall—

- (a) lie on the benches or chairs or sleep in the library;
- (b) interfere with the arrangements of the library;
- (c) carry on a conversation in any part of the library building;
- (d) bring any dog within the library building;
- (e) smoke, partake of any refreshment or otherwise for any purpose for which it is not intended.

Defacing of books.

27. No person shall write upon, soil, damage, mutilate, deface or otherwise injure any book or the doors, walls, windows, furniture, fittings or any other property of the library.

Control of person in library.

28. The librarian or any assistant librarian may stop any person from doing any act which, in her opinion, is calculated to cause damage to any book or other property of the library.

Removal of person from library.

29. The librarian, any assistant librarian or any other person employed by the committee, or any police or town constable may remove from the library any person who commits a breach of these Regulations or is found using the library for a purpose for which it is not intended.

Complaints.

30. A book shall be kept in the library in which any proposal or complaint may be entered for the consideration of the committee.

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National Library (Management and Control) Regulations

Punishment.

31. Any person who commits a breach of, or fails or neglects or refuses to comply with, any of these regulations may be excluded from the library for such period as the committee may determine, and, in addition, shall be liable on summary conviction to a fine of fifty dollars.

[Reg. 15/1960
4 of 1972]**SCHEDULE****DAYS AND TIMES TO OPEN THE PUBLIC CENTRAL LIBRARY**

Department	Mondays to Fridays	Saturdays
Adult Lending Department	9 a.m.—6:30 p.m.	9 a.m.—6 p.m.
Reference Department	9 a.m.—6:30 p.m.	9 a.m.—6 p.m.
Juvenile Lending Department	2:30 p.m.—6 p.m.	9 a.m.—12 noon
Gramophone Record Library	9 a.m.—12 noon 1.30 p.m.—6 p.m.	9 a.m.—12 noon

c. 39:01

Provided that during the period when schools are closed for the Easter, August and Christmas holidays in accordance with regulation 59 of the Education Code the hours of opening of the Juvenile Lending Department shall be 9 a.m. to 11 a.m. and 2:30 p.m. to 6 p.m. on Mondays to Fridays and 9 a.m. to 12 noon on Saturdays.

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National Library (Superannuation) Regulations
National Library (Management and Control) Regulations

NEW AMSTERDAM BRANCH

Department	Mondays to Fridays	Saturdays
Adult Lending Department	9 a.m. – 12 p.m. 3 p.m. – 6:30 p.m.	9 a.m. – 12 noon
Juvenile Lending Department	3 p.m. – 6:30 p.m.	9 a.m. – 12 noon

LINDEN BRANCH

Department	Mondays to Fridays	Saturdays
Adult Lending Department	9 a.m. – 12 p.m. 3 p.m. – 6:30 p.m.	9 a.m. – 12 noon
Juvenile Lending Department	3 p.m. – 6 p.m.	9 a.m. – 12 noon

Reg. 17/1957

NATIONAL LIBRARY (SUPERANNUATION)
REGULATIONS

made under section 10

Citation. 1. These Regulations may be cited as the National Library (Superannuation) Regulations.

Interpretation. 2. In these Regulations—
“the committee” means the committee appointed under

[Subsidiary]

National Library (Management and Control) Regulations

section 6 of the Act;

“librarian” has the same meaning as in the National Library (Management and Control) Regulations.

Award of pensions.

3. Subject to these Regulations, the award by the committee of pensions, gratuities and other allowances to officers or servants of the committee shall be at the rates prescribed by, and *mutatis mutandis* in accordance with, the provisions of the Pensions Act.

Continuation of existing pensions.

4. Notwithstanding regulation 3, any person who, upon the commencement of these Regulations, is in receipt of a pension awarded by the committee shall continue to receive such pension at the rate so awarded.

Establishment register.

5. The librarian shall compile and keep a register (hereinafter referred to as the “establishment register”) wherein shall be entered—

- (a) the names of all officers and servants who are in the permanent, full-time service of the committee with a fixed or maximum salary of not less than \$1, 584 per annum or any variations thereof as may be applicable to public officers from time to time;
- (b) a record of the service from the date of the first appointment of every such officer or servant; and
- (c) such other particulars as may be necessary for the computation of pensions, gratuities or other allowances under these Regulations.

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First entries of names in register.

6. (1) The first entries of names in the establishment register and every succeeding entry of a name therein shall be authorised by a minute of the committee.

(2) All entries in the establishment register shall be authenticated by the signatures of the librarian and the chairman of the committee.

Rectification of errors.

7. Any error in, or omission from, the establishment register may be rectified with the approval of the committee.

Retiring from service of committee.

8. (1) The committee may require an officer or servant to retire from the service of the committee on or after attaining the age of fifty-five years or (except in the case of a male) on or after marriage:

Provided that where it is considered desirable in the interest of the library so to do the committee may require an officer or servant to retire from the service of the committee at any time after attaining the age of fifty years.

(2) The committee may permit an officer or servant to retire voluntarily from the service of the committee—

- (a) in special cases at any time after attaining the age of fifty years;
- (b) in the case of a married officer or servant (except in the case of a male) on or after marriage.

Award of pension.

9. Every officer or servant whose name is on the establishment register shall be eligible for the award of pension, gratuity or other allowance computed on the basis of service as shown by the record of service entered in the establishment register.

Computation of pension.

10. An officer or servant whose name is on the establishment register, but who immediately prior to his name being placed on such register has been in the continuous service of the

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committee shall be entitled to have such prior service taken into account in the computation of pension, gratuity or other allowance.

Special cases of pension.

11. In special cases any officer or servant of the committee whose name is not on the establishment register but who has continuously in the service of the committee for not less than 20 years shall be eligible for the award of an annual allowance not exceeding two-thirds of the pension that he might have been granted had his name been on the establishment register.

Award of gratuity.

12. Any officer or servant of the committee not otherwise eligible for allowance or gratuity under these Regulations may be awarded a gratuity in accordance with the provisions in force for superannuation benefits to non-pensionable Government employees holding approved appointments as authorised by Resolution LVI of the 8th May, 1957 of the Legislative Council or any resolution amending or revoking the same.

Resignation of officer.

13. Upon the resignation of an officer or servant employed by the committee, or upon the dismissal of such officer or servant for misconduct, the librarian shall remove the name of such officer or servant from the establishment register, and such removal shall be authenticated by the signatures of the librarian and the chairman of the committee.

Verification by Director of Audit.

14. The computation of every pension, gratuity or other allowance shall be verified by the Director of Audit.
