

ORDINANCE No 64 - GENERAL, No 26

REGULATIONS AS TO CUSTODY AND MANAGEMENT OF LIBRARIES

At Edinburgh, the Fourth day of February Eighteen hundred and ninety-five years.

WHEREAS by the Universities (Scotland) Act, 1889 (hereinafter referred to as the first-mentioned Act), the Commissioners under the said Act are empowered by section 14, sub-section 10, to make Ordinances to ensure the better custody and management of any Libraries of the Universities, or of the contents thereof, or any collections or objects acquired or to be acquired for the use of the Universities or of any class therein; and by the said section 14, sub-section 16, to repeal or modify any Ordinance made under the provisions of the Universities (Scotland) Act, 1858: And whereas the Commissioners under the Universities (Scotland) Act, 1858, issued the Ordinances numbered 68 and 89 for the regulation of the Libraries of the Universities, and it is expedient to amend and consolidate the provisions for regulation of the Libraries:

THEREFORE the Commissioners under the first-mentioned Act statute and ordain as follows:-

- I. The Librarian in each University shall have the ordinary management of the Library of the University, subject to the superintendence of the Library Committee appointed under the provisions of Ordinance No 8 [St Andrews, Aberdeen, and Edinburgh, No 1 - Libraries and Museums¹, and Ordinance No 52 [Glasgow, No 6 - Libraries and Museums].
- II. The Librarian in each University, and such Assistant Librarians as the University Court, on the report of the Library Committee, may think necessary, shall be appointed by the University Court. The University Court shall also have the power of suspending or dismissing such Librarian and Assistant Librarians.
- III. All books ordered for the Library by the Library Committee shall be sent direct to the Librarian, and all books received by him shall be forthwith catalogued by him in such manner as the Library Committee may direct, and stamped with the Library stamp; and no person shall be allowed to use or borrow any book until it has been entered in the catalogue and stamped.
- IV. The Librarian shall, with the approval of the Library Committee, from time to time prepare a list of such books, manuscripts, and other works as cannot, in consequence of any deed of gift or otherwise, be lent out of the Library; and the Library Committee shall from time to time make such regulations as they shall think expedient for allowing access to such works for consultation.
- V. Manuscripts, rare books, works of reference, and such other works as the Library Committee shall determine, shall not be lent out of the Library, except under regulations to be made by the Library Committee and approved by the Senatus Academicus and the University Court; and, in addition to such general regulations, the Library Committee may, in each individual case of borrowing such works, impose such special conditions as they may think necessary or expedient: Provided always that every such special permission and all such additional conditions imposed by the Library Committee shall be entered in the Minute-Book of the Committee.
- VI. It shall be in the power of the Librarian at any time to withdraw any work from circulation, subject to appeal to the Library Committee.
- VII. It shall be in the power of the University Court, after consultation with the Senatus Academicus, and on the report of the Library Committee, to sell or exchange such works as they consider it in the best interests of the Library to dispose of.

¹ Repealed by Edinburgh Ordinance No 182

VIII. A general inspection of the Library of each University shall take place in each University, at such times and during such periods as the University Court, on the report of the Library Committee, shall determine, and all works whatsoever, and by whomsoever borrowed, shall be returned to the Library before the commencement of such periods, under a penalty previously fixed and publicly notified by the University Court.

IX. The Library Committee in each University shall frame regulations to be approved by the University Court, under which the persons hereinafter mentioned may respectively borrow or consult books. Such regulations shall prescribe, inter alia, (a) the number of books which the said persons shall be entitled to borrow; (b) the period for which they shall be allowed to retain them; (c) the penalties to be imposed in the event of their failure to return books in due time, or in the event of books being lost or injured.

The persons entitled to borrow books shall be:-

1. Members of the Senatus Academicus and University Lecturers.
2. University Assistants and Examiners.
3. The Librarian and Assistant Librarians.
4. Matriculated Students.
5. Extra-academical Teachers, recognised by the University Court, in the town in which the University is situated.
6. Students enrolled in any Scottish University as attending the lectures of extra-academical teachers in the town in which the University is situated, and who are already entitled by Ordinance to the use of the Library.
7. Persons who have retired or who shall hereafter retire from the office of Principal or Professor.
8. Members of the University Court.
9. Members of the General Council.

Provided that no member of the University Court or of the General Council shall be entitled to obtain from the University Library books required by the teachers or students of the University in the prosecution of academic work and research, and that it shall be in the discretion of the Librarian, subject to appeal to the Library Committee, to decide from time to time what books are so required.

In fixing the number of books to be borrowed by the afore-mentioned persons respectively, due regard shall be had to the preferable claims of those engaged in teaching and studying in the University.

X. Members of the General Council shall be required, as a condition of exercising the privilege of borrowing books, to pay such subscription as the University Court shall fix from time to time.

XI. The University Court shall determine what sum, if any, shall be deposited by those entitled to borrow books.

XII. The Library Committee, with the approval of the University Court, may admit to the use of the Library, upon such conditions as to subscription and otherwise as they may require, members of the General Councils of other Scottish Universities and graduates of the University who, by reason of being under the age of twenty-one years, are not qualified to be members of the General Council.

XIII. It shall be in the power of the Library Committee from time to time to grant the use of the Library to such extent and on such conditions as they shall think expedient to persons who may not be members of the University, for purposes of literary research, and the names of those privileged readers shall be reported annually to the University Court.

XIV. So long as any Library subscription or any fine incurred remains unpaid, and so long as any person continues in possession of a book which he is not entitled to retain, the right of the defaulter to the use of the Library shall be suspended and remain in abeyance.

XV. The Library Committee shall, in an annual report to the Senatus Academicus, furnish information as to:

1. The state in which the borrowing registers are kept, and whether there is in use any finding list or other means for facilitating the recall of books.
2. The condition of various catalogues, whether they are brought up to date or not; the amount of arrears, if any, of the cataloguing of the titles of current acquisitions; and what portions of the Library, if any, remain uncatalogued.
3. The amount of money spent in the purchase of books and periodicals respectively; and how the expenditure has been distributed among the several departments of literature and science.

XVI. At such time as shall be fixed by the Senatus Academicus, the Librarian shall report to the Senatus in reference to the year then ended:-

1. The particulars of every case of admission to special reading privileges.
2. The particulars of every case in which the right to the use of the Library has been suspended or is in abeyance.
3. Every case in which a book belonging to the Library has been replaced at the expense of a borrower.
4. The titles of all books belonging to the Library, known to have been lost or seriously injured, or found at the time of inspection to be amissing.
5. The titles of all books entered as missing in previous reports which have been recovered.
6. The number of accessions to the Library acquired by purchase and received in donation respectively.
7. Any other matter which the Librarian may think it of importance to bring under the notice of the Senatus Academicus, or which he may be directed by the Library Committee to report.

The Senatus Academicus shall forward the report to the University Court.

XVII. Ordinances numbers 68 and 89 of the Commissioners under the Universities (Scotland) Act, 1858, are hereby repealed, provided that the regulations therein contained shall continue to be in force in each University until new regulations have been framed by the Library Committee and approved by the University Court under the provisions of this Ordinance.

XVIII. This Ordinance shall come into force from and after the date of its approval by Her Majesty in Council.

IN WITNESS WHEREOF

Approved by Order in Council, dated 29 June 1895.

UNIVERSITY OF EDINBURGH ORDINANCE No 182

COMPOSITION OF THE LIBRARY COMMITTEE

At Edinburgh, the Eleventh day of December, Nineteen hundred and seventy-eight years.

WHEREAS the University Court, in terms of paragraph 2 of Part I of Schedule 2 to the Universities (Scotland) Act 1966, has power to amend the composition of any body other than the University Court, Senatus Academicus, and the General Council set up under the Universities (Scotland) Acts 1858 and 1889, to which the University Court appoints members:

AND WHEREAS the University Court deems it expedient to amend the composition of the Library Committee:

THEREFORE the University Court, in exercise of the powers conferred upon it by Section 3 of the Universities (Scotland) Act 1966, and with particular reference to Schedule 2, Part I, paragraph 2 of the Act, hereby statutes and ordains:-

1. The Library Committee shall consist of seven members of the University or others, appointed by the University Court, and seventeen members of the University or others, appointed by the Senatus Academicus. These members shall include students and professional library staff.
2. In addition to the members appointed in terms of Article 1 of this Ordinance, the University Librarian and the Deputy Librarian shall be members of the Library Committee *ex officio*.
3. The Library Committee shall be charged with the immediate superintendence of the University Library, and of the contents thereof, and of any Libraries acquired or to be acquired for the use of the University or of any class therein.
4. Ordinance No 8 (St Andrews, Aberdeen, and Edinburgh, No 1) is hereby revoked, in so far as it relates to the University of Edinburgh.
5. This ordinance shall come into force after its approval by Her Majesty in Council at a date to be determined by the University Court.