



Jersey

PUBLIC LIBRARY (JERSEY) RULES 2003

Official Consolidated Version

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PUBLIC LIBRARY (JERSEY) RULES 2003

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THE EDUCATION, SPORT AND CULTURE COMMITTEE, in pursuance of Regulation 8 of the Public Library (Jersey) Regulations 2003, orders as follows –

Commencement [[see endnotes](#)]

1 Opening hours

- (1) All sections of the Jersey Library will normally be open during the hours set out on the appropriate notice boards.
- (2) Notices of closures for holidays and special occasions will be posted within the Library and publicized in the media.

2 Registration of borrowers

- (1) An application to become a registered borrower shall be made on a form provided by the Library.
- (2) The applicant must produce either 2 proofs of his or her identity and permanent address, or his or her driving licence.
- (3) The application form of a person who is under the age of 18 shall be countersigned by a parent or guardian, who shall be responsible for the safe return of items.
- (4) The parent or guardian must produce proof of his or her own identity and permanent address, in the manner specified in paragraph (2).

3 Library cards

- (1) A registered borrower will be issued with one library card.
- (2) There are 4 kinds of library card –
 - (a) a full adult card, which will be issued to a borrower who has attained the age of 18 and lives in Jersey, and is not a person to whom sub-paragraph (b) refers;

- (b) a provisional card, which will be issued to a borrower who has attained the age of 18, and lives in Jersey at the time when he or she applies for registration, but has not lived in Jersey for more than 12 months;
- (c) a visitor's card, which will be issued to a borrower of any age who is visiting Jersey, and either deposits his or her home library card at the Library or pays a deposit of £25; and
- (d) a young reader's card, which will be issued to a borrower who is under the age of 18 if –
 - (i) he or she lives in Jersey, and has done so for more than 12 months, or
 - (ii) his or her parent holds a provisional card or a visitor's card.
- (3) A person who may borrow items from the Library by reason of holding a visitor's card shall be entitled, on surrendering the card, to a refund of the deposit less any money owing by the person under these Rules to the Library.
- (4) If an applicant for a provisional card wishes to be eligible to use the learning centre, the applicant must pay a charge of £5 when applying for his or her card.

4 Changes of address

A borrower, or a parent or guardian who is responsible for the safe return of items, must inform the Library promptly of any change of his or her permanent address.

5 Borrowing

- (1) No item may be borrowed except by a registered borrower.
- (2) No item may be borrowed by a person except on production of his or her library card.
- (3) Not more than 12 items may be borrowed at any one time.
- (4) A person may be refused permission to borrow an item from the Library while any money remains owing by that person under the Library Rules.

6 Recording the issue of borrowed items

- (1) Before taking an item from the Library, a borrower must present the item at an issue desk, and ensure that its issue is officially recorded.
- (2) Alternatively, borrowers may use the self-issue system, where provided.

7 Reference material

Items may not be borrowed from the reference section.

8 Reservations

- (1) Reservations may be made for items in stock, on payment of a reservation charge of 75p per item.
- (2) Suggestions for stock will be considered on individual merit.
- (3) Not more than 6 reservations or suggestions will be held by the Library from the same person at any one time.

9 Care of borrowed items

- (1) A borrower must keep a borrowed item in clean condition.
- (2) A borrower must not turn leaves down in a borrowed book or make any mark on a borrowed item.
- (3) A borrower must report any damage to a borrowed item promptly to the Library.
- (4) A borrower will be charged the replacement or reinstatement cost of any item that is lost or damaged during the period in which it is borrowed by that person.

10 Return of borrowed items

- (1) A borrower must return a borrowed item to the Library –
 - (a) within the period indicated when the item is issued; or
 - (b) if the borrowing of the item has been renewed under Rule 11, within a period for which it has been so renewed.
- (2) A borrower who returns an item to the Library shall hand it in at an issue desk on entering the Library.

11 Renewals

- (1) A borrower may apply for the extension of the borrowing period in respect of any item either –
 - (a) by producing the item and his or her library card at an issue desk; or
 - (b) by providing details of the item and of his or her card by telephone, e-mail or letter, or on the Library's website.
- (2) However, only 3 renewals may be made by telephone, e-mail or letter or on the website (or by any combination of those methods), and any subsequent application for renewal must be in accordance with paragraph (1)(a).
- (3) The Library may refuse to extend the borrowing period for an item that is in demand.

12 Overdue items

- (1) If an item is not returned to the Library within the permitted borrowing period, the borrower shall pay an overdue charge of 5p per item for each day that it is overdue, subject to a maximum charge of £2.50.
- (2) However, in the case of a borrower who is under the age of 18, the overdue charge that is payable shall be 2p per item for each day that it is overdue, subject to a maximum charge of £1.
- (3) The punctual return of borrowed items is the responsibility of the borrower.
- (4) Reminders concerning overdue items may be sent by the Library, but no responsibility will be accepted by the Minister for Children and Education for the timing or delivery of reminders.²

13 Lost cards

- (1) A lost library card will be replaced on payment of a charge of £2 if the borrower has attained the age of 18, or of £1 if he or she is under that age.
- (2) However, the person to whom the lost card was issued by the Library remains responsible for items borrowed on it before the person informs the Library of the loss.

14 Conduct in the Library

- (1) The use by any person of library facilities in the Library is a matter in the discretion of the Chief Librarian.
- (2) No person shall eat or drink in the Library, except in an area designated for the purpose.
- (3) No person shall smoke in the Library.
- (4) No person shall cause any annoyance or inconvenience to any other person using the Library.
- (5) No person shall bring any animal except a guide dog into the Library.
- (6) No person shall behave in the Library in any way that is prejudicial to the good conduct of the Library.
- (7) A person who is required by a member of the Library staff to leave the Library must do so forthwith.

15 Citation

These Rules may be cited as the Public Library (Jersey) Rules 2003.

ENDNOTES

Table of Legislation History

Legislation	Year and No	Commencement
Public Library (Jersey) Rules 2003	R&O.92/2003	1 October 2003
States of Jersey (Amendments and Construction Provisions No. 6) (Jersey) Regulations 2005	R&O.46/2005	9 December 2005
States of Jersey (Transfer of Functions No. 8) (Miscellaneous Transfers) (Jersey) Regulations 2015	R&O.158/2015	1 January 2016
States of Jersey (Minister for Children and Education, Minister for Housing and Communities and Minister for External Relations and Financial Services) (Jersey) Order 2021	R&O.29/2021	2 March 2021

Table of Renumbered Provisions

Original	Current
15	spent, omitted from this revised edition
16	15

Table of Endnote References

¹ *These Rules have been amended by the States of Jersey (Amendments and Construction Provisions No. 6) (Jersey) Regulations 2005. The amendments replace all references to a Committee of the States of Jersey with a reference to a Minister of the States of Jersey, and remove and add defined terms appropriately, consequentially upon the move from a committee system of government to a ministerial system of government*

² *Rule 12(4) amended by R&O.158/2015, R&O.29/2021*