

CHELMSFORD CLUB BYE LAWS

10 BYE LAWS Library

	LIBRARY	
1.	The timings for opening of the Library and Reading Rooms is from 1 PM to 9 PM and will be closed for 1 day as weekly off.	Timings
2.	The Library will be in the charge of such staff as the Committee may decide from time to time. Members are particularly requested to show due consideration to the Librarian and his staff.	In-Charge
3.	The Librarian and his staff have no power to relax the Library Bye Laws. If any member has suggestion/complaint he is requested to submit in writing to the Secretary for transmission to the Library Sub Committee.	Suggestions/ Complaints
4.	A member (Life Member, Permanent Member, Corporate Member, Lady Member) will be issued a Card at an erstwhile charge, any change, if any, shall be notified by the management.	Library Card
5	A list of new books, which are to be put into circulation, will be posted in advance on the Library Notice Board.	Release of New Books
6	Books shall be returned within 30 days from the date of issue.	Return of Books
7.	If, however, the books are returned after the due date, the member shall be liable to pay an applicable fine as notified by the management, every week for delay for each book.	Fine
8	After expiry of 60 days, the book will not be accepted for return and the member will, in addition to the fine prescribed above, be liable to pay the cost of replacement of the book as certified by the Secretary, or if the book is not locally available, such compensation for the loss as the Library Sub Committee may decide. If books are not returned after the expiry of the period of 60 days, the cost of the books will be deducted from the member's account without any further notice.	Fine beyond 60 days on return
9	Books should not be left for return either with the receptionist or with any of the Club staff, all of whom have orders not to accept such books. All books left with any of the staff will be entirely at the member's risk.	Liability of Member

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10.	A member returning the book in a damaged condition will be liable to be charged the cost of restoration of the book to its proper condition or its cost.	Damaged Books
11.	If a member reports the loss of a book on or before the due date, he shall be liable for the cost of replacement of the book as certified by the Secretary, or if the book is not locally available, such compensation for the loss as the Library Sub Committee may decide, but not less than the cost of the book.	Reporting on Loss of book
12.	If the loss is reported after due date, the member shall, in addition to the payment provided above, be liable to pay such further sum not less than the cost of the book or as decided by the Library Sub Committee.	Reporting on loss of Book within 60 days
13.	Once action has been taken on clause (11) or clause (12) above, the book even if subsequently found will not be accepted.	
14	Passing of Books to other members is not permitted and a book issued in the name of a member will always be his responsibility.	Non-transferability of books
15	Books will not be reissued / renewed if reserved by other members.	Non issue of reserved books