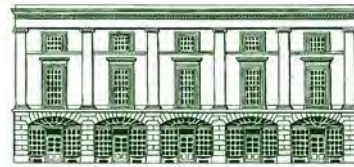


# The Rules of The Leeds Library



FOUNDED 1768  
The Leeds Library

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## Welcome to the Leeds Library

The Leeds Library has existed since 1768 for the benefit of its members. It is both a company and a registered charity. In order to deliver its services effectively and for the benefit of all its members all new members must agree to the Rules of the Library relating to the conduct of members and the day-to-day management of the Library.

The Rules, which comply with the Library's Articles of Association, are made by the Trustees of the charity, who also serve as Directors of the company and are elected from the Library's members. The Rules can be amended by the members of the Library at its Annual and other General Meetings. The documents that govern the Library consist of the Articles of Association of the company, which are available on request, and the Rules which are set out below.

I/We agree to abide by the Rules of the Leeds Library

Signed.....

Name .....

Date.....

A. Membership

1. Classes

The classes of membership are as follows:

Individual Individual membership is open to individuals aged 26 or over.

Couple Two people living at the same address aged 26 years and over

Family Two people living at the same address aged 26 years and over plus any children aged under 18 and living at the same address

Young Person Young person's membership is open to individuals aged 16-25 years

Student Student membership is open to anyone over 18 in full-time education.

Corporate Corporate membership is available to corporate bodies including businesses, government departments, semi-government agencies, societies, schools, colleges, university departments and libraries.

Honorary Trustees may, at their discretion, award Honorary membership either for a limited period or for life to any person they consider appropriate in recognition of their services to the Library.

2. Each person applying for membership of the Library must use the application form provided for that purpose.

3. An application for membership may be refused by the Trustees without a reason being assigned.

4. Membership is terminated if a member dies or, if the member is an organisation, ceases to exist.

5. It is the responsibility of each member to inform the Library of any change of address, telephone number or email address.
6. The Trustees will endeavour to maximize the beneficial use of the Library. Whilst doing so, they will ensure that the size of the membership does not rise to a level detrimental either to the effective use and enjoyment of the Library by existing members or to the effective management of the Library.

## B. Subscriptions

1. The annual rates of subscription are set by the Trustees under Article 21.1.1 of the Library's Articles of Association (see extracts at Annex A).
2.
  - (a) New members will pay the full amount of the annual subscription on the date of joining or by quarterly direct debit payments through the year. Subsequent payments of subscription will be due and payable on the anniversary date of joining and may be paid in full on that date or by quarterly direct debit.
  - (b) For members who joined before 1 January 2011 subscriptions are due and payable on 1 January each year and may be paid in full on that date or by quarterly direct debit.
3. No member whose annual subscription remains unpaid after one month of the date of their annual subscription shall be entitled to use the Library in any way.
4. A membership will be terminated where the respective annual subscription remains unpaid after 6 months.

## C. Borrowing

1. Each member shall be entitled to borrow books, periodicals (journals and magazines) and audio-visual items (DVDs, CDs and talking books). Borrowing rights vary by membership class and are detailed at Annex B.

2. In demand books, periodicals and audio-visual items may be borrowed for up to three weeks. Books that are not in demand and published in the last 100 years may normally be borrowed for twelve weeks.
3. Books and periodicals published over 100 years ago may not be borrowed other than in exceptional circumstances at the Librarian's discretion.
4. All books, periodicals and audio-visual items are available for consultation and research within the Library.
5. All items must be returned at the end of the loan period. All items may be renewed unless required by another member. Overdue notices will be issued 3 weeks and 6 weeks after the expiry date of the loan period to the member for all books that are past their return date. A third and final notice including an invoice for the cost of replacement of outstanding items will be issued after 9 weeks.
6. The Library staff shall issue a recall notice for any item requested by another member provided that the item is overdue.
7. No member may take a book, periodical or other item from the Library unless its loan has been properly recorded by the Library staff.
8. All costs involved in replacing any unreturned, lost or damaged books shall be sought from the appropriate member, together with a charge to cover administration costs.
9. No member shall write upon or otherwise deface books, periodicals or other items belonging to the Library. No member should repair books belonging to the Library.

D. General conduct

1. Members may bring up to two guests into the Library at the discretion of the Librarian. Members must accompany their guests at all times. All guests must be signed into the Library.

2. Visitors, including researchers, are admitted on such terms as determined from time to time by the Trustees.
3. The use of mobile telephones is allowed in the entrance lobby. Mobile telephones may not be used for calls in any other part of the Library.
4. Laptop and tablet computers may only be used in silent mode.
5. Smoking, including e-cigarettes, is not allowed in any part of the Library.
6. Members must not act in ways that endanger their own health and safety or the health and safety of others. **Members may not use the Library's ladders, stepladders and kick stools.**
7. If any member shall be deemed to be guilty of misconduct in the Library or shall disobey any of the rules and regulations of the Library, such conduct shall be reported by the Librarian to the Board of Trustees. A member may be suspended or expelled by a resolution passed by a majority of not less than two-thirds of the Trustees present and voting at a meeting of the Board of Trustees of which notice has been duly given provided that a complaint in writing of conduct detrimental to the interests of the Library has been communicated to the member by the Trustees not fewer than 14 days before the meeting. Such complaint shall contain particulars of the conduct complained of and shall call upon the member to answer the complaint and to attend the meeting. The meeting shall consider evidence in support of the complaint and such evidence as the member may wish to place before the meeting. Due notice having been served on a member, if that member then fails to attend the meeting without due cause then the meeting may **proceed in the member's absence.**

E. Sub-committees

1. The Trustees may, under Article 16.4, appoint one or more sub-committees to make inquiry or to supervise or perform any function or duty.

2. Each sub-committee must contain no fewer than two Trustees and must be chaired by a Trustee
3. Membership of each sub-committee is open to both Trustees and other members of the Library. Sub-committee chairs may seek the approval of the Board of Trustees for any appointment to the sub-committee.
4. All acts and proceedings of sub-committees shall be fully and properly reported to the Board of Trustees.

F. Officers

1. At their first meeting following the annual general meeting the Trustees may elect from amongst their number:
  - (a) a Chair, as designated under Article 16.3, who shall be the Chair of the Trustees;
  - (b) a Vice-Chair who shall deputise for the Chair as required;
  - (c) a Company Secretary as designated under Article 17.

June 2019

EXTRACTS FROM THE ARTICLES OF ASSOCIATION OF THE LEEDS LIBRARY

A. Article relating to membership

9.1.

Such persons or organisations as are admitted to Membership in accordance with the rules made under Article 21 [see below] shall be Members of the Charity.

9.2.

Unless the Trustees or the Charity in General Meeting shall make other provision under Article 21, the Trustees may in their absolute discretion permit any member of the Charity to retire, provided that after such retirement the number of members is not less than two.

9.3.

Membership is terminated if:

- i. the member dies or, if it is an organisation, ceases to exist;
- ii. any sum due from the member of the Charity is not paid in full within six months of it falling due.

B. Article relating to the formation of sub-committees

16.4.

The Trustees may appoint one or more sub-committees consisting of at least two Trustees (one of whom must be the chairman) for the purpose of making any inquiry or supervising or performing any function or duty which, in the opinion of the Trustees, would be more conveniently undertaken or carried out by a sub-committee, provided that all acts and proceedings of any such sub-committee shall be fully and properly reported to the Trustees.

C. Articles relating to the appointment of officers

16.3

The Trustees may elect one of their number to be the chairman of their

meetings and may at any time remove him from that office. Unless he is unwilling to do so, the Trustee so elected shall preside at every meeting of the Trustees at which he is present but, if there is no Trustee holding that office or if the Trustee holding it is unwilling to preside or is not present within five minutes after the time appointed for the meeting, the Trustees present may elect one of their number to be the chairman of that meeting.

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Subject to the provisions of the Act, a Secretary may be appointed by the Trustees for such term, at such remuneration (if not a Trustee) and upon such conditions as they may think fit: and any Secretary so appointed by them may be removed by them.

D. Article relating to the authority of the Trustees to make rules

21.1.

The Trustees may from time to time make such rules or bye laws as they may deem necessary or expedient or convenient for the proper conduct and management of the Charity and for the purposes of prescribing classes of and conditions of membership and, in particular but without prejudice to the generality of the foregoing, it may make such rules or bye laws [to] regulate:-

21.1.1.

the admission and classification of Members of the Charity and the rights and privileges of such Members and the conditions of membership and the terms on which Members may resign or have their Membership terminated and the entrance fees, subscriptions and other fees or payments to be made by members;

21.1.2.

the provision of library facilities for and the way in which those facilities are to be used by Members and for the occasional use of the library facilities by non-Members;

21.1.3.

the setting aside of the whole or part or parts of the Charity's premises at any particular time or times or for any particular purpose or purposes;



21.1.4

the procedure at general meetings and meetings of the Trustees and committees of the Trustees in so far as such procedure is not regulated by the Articles and the procedure for the election of Trustees;

21.1.5.

generally all such matters as are commonly the subject matter of Charity rules.

- E. Article relating to the powers of the Charity in General Meeting to amend the Rules

21.2.

The Charity in General Meeting shall have power to alter, add to or repeal the rules or bye laws and the Trustees shall adopt such means as they think sufficient to bring to the notice of Members of the Charity all such rules or bye laws which shall be binding on all Members of the Charity provided that no rule or bye law shall be inconsistent with or shall affect or repeal anything contained in the Articles.

## BORROWING RIGHTS

The Table below sets out members' borrowing rights.

| Membership class | Total number of items that may be borrowed | Consisting of   |
|------------------|--|---|
| Individual       | 30   | Up to 10 in demand books<br>Up to 10 not in demand books<br>Up to 10 periodicals<br>Up to 10 audio-visual items |
| Couples          | 20 each                                    | Up to 10 in demand books<br>Up to 10 not in demand books<br>Up to 10 periodicals<br>Up to 10 audio-visual items |
| Family           | 20 for each adult                          | Up to 10 in demand books<br>Up to 10 not in demand books<br>Up to 10 periodicals<br>Up to 10 audio-visual items |
|                  | 5 for each child under 18                  | Up to 5 in demand books<br>Up to 5 not in demand books<br>Up to 2 periodicals<br>Up to 2 audio-visual items     |
| Student          | 15   | Up to 10 in demand books<br>Up to 10 not in demand books<br>Up to 10 periodicals<br>Up to 10 audio-visual items |
| Young person     | 15   | Up to 10 in demand books<br>Up to 10 not in demand books<br>Up to 10 periodicals<br>Up to 10 audio-visual items |