

# **Borrowers' Handbook**

**Public  
Library**

*SAN FRANCISCO*

*🍀 JULY, 1901 🍀*

Form No. 11-7-01-5000

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*Secretary* . . . . GEORGE A. MULLIN

# Borrowers' Handbook

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## Open Days and Hours.

The Library will be open every day from 9 a. m. to 9 p. m., except Sundays, legal holidays, and the evenings before Christmas and New Year's. On Sundays it will be open from 1:30 to 5 p. m.

It may, however, be closed at any time by action of the Trustees.

## Who May Become Borrowers.

All residents of the City and County of San Francisco, twelve years of age and over, and all non-resident taxpayers of said city and county, may become borrowers.

## How to Become a Borrower.

Apply at the Library for an application (*Form No. 30*), fill it out according to directions thereon, and return it.

Call again next day, and if the application be approved, a *card* will be issued which entitles the owner to full privileges of the Library for the period of two years from the date of issue.

Cards may be used either at the Main Library or at any of the Branch Libraries, but all books must be returned to the place from whence obtained.

#### How to Draw a Book.

At the Branch Libraries, readers may make their selections from the shelves, provided every book is presented at the desk for charging before being taken outside the railing. At the Main Library a collection of selected books is set apart on open shelves from which borrowers may draw books in the same manner. Borrowers desiring books from the main collection, and those prefer-

ring to make their selections from the catalogue, will hand in at the Delivery Desk, on blanks provided for the purpose, the numbers of the books desired. A request for a book for home use must be accompanied by the borrower's card, which will be retained until the book is returned. Requests for books for use in the Library will be made on pink blanks, stating the name and address of the borrower as well as the number of the book wanted.

#### **Caution to Borrowers.**

Borrowers must examine books and periodicals drawn by them, and before leaving the Library report to the attendant delivering the book any mutilation or defacement, as the last borrower will be held responsible for any mutilation or defacement discovered on the return of a book or periodical.

## RULES CONCERNING BOOKS.

There are Three Classes of Books.

I. Books issued simply on presentation of card or slip, for use either at home or in the Library.

II. Books issued on card or slip, by permission of the Librarian

III. Books issued on slip, not to be taken out of the Library. Among these are: books of reference, books restricted by terms of gift, books not easily replaced, books deemed unsuitable for general circulation, and periodicals dating back more than five years. Books with purely medical contents will be issued only to adults, to medical students, and to physicians. The Librarian will exercise his discretion in granting the use of any books of the classes named in this paragraph. An appeal

from this decision may be made to the Trustees at any regular meeting.

**The Number of Books that May Be Drawn at One Time.**

Only one book at a time may be obtained for either home or Library use. An exception will be made when a single volume is of little service without others of the set to which it belongs.

**How Long a Book May Be Retained.**

Books may be retained two weeks, if no less limit be set at the time of drawing, and may be renewed at the discretion of the Librarian for the same period, either on personal or written application, after which they cannot be again issued to the same borrower until they shall have been at least one day in the Library. Application for renewal may be made not more than five days prior to the

date on which the book is due.

Books in the hands of borrowers are, however, always subject to recall for Library purposes.

Books must be returned at the expiration of the time for which they are issued. If a book becomes due on a closed day, the time will be extended to the next open day.

The written application for renewal must contain—

1st. Name and address of borrower.

2d. Class number of book, and

3d. The date on which the book was drawn.

The application must be received at the Secretary's office on or before the day on which the book is due.

Current periodicals must be returned at the expiration of four days, and are not renewable.



**Fine for Books Overdue.**

A fine of five cents will be imposed for each day or fraction thereof that a book or periodical is overdue. Borrowers refusing to pay will be denied the privileges of the Library.

**Penal Code.**

Section 623½ of the Penal Code reads:

“Whoever willfully detains any book, newspaper, magazine, pamphlet, manuscript, or other property belonging to any public or incorporated library, reading-room, museum, or other educational institution, for thirty days after notice in writing to return the same, given after the expiration of the time which by the rules of such institution such article or other property may be kept, is guilty of a misdemeanor, and shall be punished accordingly.”

**Forbidden.**

I. Borrowers are forbidden to lend Library books or periodicals, or to exchange them with other borrowers. Each book or periodical must be kept in the personal custody of the borrower, and must be returned on the card on which it was drawn.

II. Marking, writing in, or in any way defacing any Library book, periodical, pamphlet or paper is strictly forbidden, and will subject the offender to the penalties of the law.

**Penal Code.**

Section 623 of the Penal Code reads:

“And every person who maliciously cuts, tears, defaces, breaks or injures any book, map, chart, picture, engraving, statue, coin, medal, apparatus, or other work of literature, art or mechanics, or object of curiosity, deposited in

any public library, gallery, museum, collection, fair or exhibition, is guilty of misdemeanor."

The Trustees offer a reward of Fifty Dollars for the detection and conviction of any person mutilating any book, periodical, pamphlet or journal belonging to the Library.

Borrowers finding any book or periodical defaced or mutilated, are required to report the fact to the Librarian before taking the book from the Library.

#### Loss or Injury.

If a book belonging to a set be lost or injured, the book must be replaced, or the set paid for by the borrower.

Borrowers refusing to comply with this regulation will be denied the privileges of the Library, besides being held legally responsible.

**RULES CONCERNING CARDS.****How Transferable.**

Cards may be transferred for the use of members of the owner's household only. When an infringement of this rule is detected, the borrower will be denied the privilege of the Library.

**Change of Residence.**

Notice of change of residence of borrower or guarantor must be given immediately to the Secretary of the Library. Neglect to give this notice will subject the borrower to a forfeiture of privileges.

**Surrender of Cards.**

Cards must be surrendered at the Library when the holders cease to be residents or taxpayers of San Francisco.

If a borrower's card be lost, a duplicate may be issued upon a

new application, endorsed by the same or another guarantor, two weeks after filing the application. If a duplicate card be lost, three months must elapse after notice to the Secretary and filing of new application, before a triplicate card can be issued.

Borrowers' cards found in books or elsewhere must be returned to the Secretary.

Cards may be cancelled at any time by the Librarian.

#### Liability of a Guarantor.

A guarantor must be a resident taxpayer of San Francisco. The guarantor is understood to guarantee the card issued on the application signed by him, and he is liable on his guaranty for all uses made of the card guaranteed, *until its return and cancellation*. If a book or periodical is not returned, or a fine not paid within ten days

after it becomes due, the guarantor will be required to pay such fine or the value of such book or periodical. The guarantor will be denied the privilege of the Library for non-compliance with this rule.

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## MISCELLANEOUS.

### Complaints.

Complaints about the service of the Library must be made to the Librarian immediately after the occurrence of the cause of complaint; and, if in writing, must be signed by the writer's name and address.

Complaints against the management of the Library, or the conduct of any employee thereof, must be reduced to writing and submitted to the Trustees through their Secretary.

**No Admittance to the Book Shelves.**

Except as otherwise in these rules expressly provided, no person other than an officer or employee will be admitted to the shelves or behind the Library railing unless by permission of the Trustees, or when invited by the Librarian or Secretary.

**Writing with Ink.**

All writing in the reading-room must be done with a pencil. The use of ink is forbidden.

**Abuse of Library Privileges.**

When, in the judgment of the Librarian, a violation of any of the rules of the Library demands summary action, he may cause the offender to be at once ejected, and excluded from the Library until such time as the Trustees may have opportunity to give final decision.

**Gifts.**

The Trustees will gladly accept, for the Library, gifts of books and pamphlets of every description that may be of public interest.

On notice to the Librarian, packages in the city will be sent for.

Contributors living at a distance may forward at the expense of the Library.

**Conduct.**

1. Men and boys will remove their hats on entering the Library.

2. Visitors will not be allowed to rest their feet on the tables or chairs.

3. Loud talking or laughing is forbidden.

4. Visitors defacing in any way the property of the Library, cutting or injuring books, furniture, or fixtures, scribbling on the



walls, turning on and off lights, will be subject to such punishment as the Board may deem proper.

The special officer is instructed to see that these rules are strictly enforced.

## MAIN LIBRARY.

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Hours, 9 a. m. to 9 p. m.; Sundays  
1:30 to 5 p. m.

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### Delivery Room—

At main entrance.

### Reference Room—

Entrance at the left of Delivery Room.

### Periodical Room—

Contains current numbers and bound volumes. Entered from stairway at left of Delivery Room.

### Juvenile Department—

Entered from stairway at right of Delivery Room.

### Reading Room for Men—

For use in the Library of books, issued at left of Delivery Desk. Entered from stairway at left of Delivery Room.

### Newspaper Department—

In basement of City Hall. Entrance from Park Avenue, near Larkin Street. Open from 9 a. m. to 2 p. m., 6 p. m. to 8 p. m.; Sundays, 1:30 to 5 p. m.

**BRANCH LIBRARIES**  
and  
**Reading Rooms.**

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**No. 1, Mission—**

2664 Mission St. Hours, 9 a. m. to  
9 p. m.

**No. 2, Potrero—**

1152 Kentucky St. Hours, 2 to 9 p.  
m.; Saturdays, 9 a. m. to 12 m.;  
2:30 to 9 p. m.

**No. 3, North Beach—**

1503 Powell St. Hours, 9 a. m. to  
1 p. m., 2:30 to 9 p. m.

**No. 4, Richmond—**

254 Fourth Ave. Hours, 2 to 9 p.  
m.; Saturdays, 9 a. m. to 12 m.,  
2:30 to 9 p. m.

**No. 5, Harrison—**

716 Harrison St. Hours, 9 a. m. to  
1 p. m., 2:30 to 9 p. m.

**No. 6, Fillmore—**

2016 Fillmore St. Hours, 9 a. m. to  
1 p. m., 2:30 to 9 p. m.

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Sunday hours, 1:30 to 5 p. m. for all  
branches.



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