

1914

c 202 Public Libraries Act

Ontario

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CHAPTER 202.

An Act respecting Public Libraries and Art Schools.

HIS MAJESTY, by and with the advice and consent of the Legislative Assembly of the Province of Ontario, enacts as follows:—

1. This Act may be cited as "*The Public Libraries Act.*" Short title.
9 Edw. VII. c. 80, s. 1.

2. In this Act,—

Interpretation.

- (a) "Board" in Part I. shall mean a Public Library "Board."
Board, in Part II. shall mean a Board of Management of a Public Library Association, and in Part III. shall include both;
- (b) "Electors" shall mean persons qualified to vote at "Electors."
municipal elections;
- (c) "Minister" shall mean Minister of Education; "Ministor."
- (d) "Regulations" shall mean regulations made under "Regulations."
the authority of *The Department of Education* Rev. Stat.
Act. 9 Edw. VII. c. 80, s. 2. c. 265.

PART I.

ESTABLISHMENT AND MANAGEMENT.

3. A public library may be established in any city, town, Establishment
village, or police village in manner hereinafter provided. of public
9 Edw. VII. c. 80, s. 3. libraries.

4.—(1) The council of a city, town or village upon receipt Petition for
of a petition, Form 1, signed, in the case of a city by at least
one hundred, in the case of a town by at least sixty, and in
the case of a village by at least thirty electors, shall prepare
and submit to the electors in the manner provided by The Rev. Stat.
Municipal Act a by-law, Form 2, for the establishment of c. 192.
a public library.

(2) The council of the township, or the councils of the Township by-
townships in which a police village is situate, upon receipt laws for
of a petition, Form 1, signed by at least thirty electors resident police villages.
in such police village, shall prepare and submit to the electors
within the police village a by-law, Form 2, for the establish-
ment of a public library therein.

By-law
for taking
over property
of library
association.

(3) Where an association has been established under Part II., or under any Act relating to Mechanics' Institutes, and the members of such association, at any annual meeting or at a special meeting called for the purpose, by resolution declare that they desire that the library of the association be transferred to a board appointed under this Part, the council may submit to the electors a by-law for taking over the assets and property of the association and for establishing the library as a public library under this Part. 9 Edw. VII. c. 80, s. 4.

Duty of
council to
pass by-law.

5. Where the by-law receives the assent of the majority of the electors voting thereon it shall be the duty of the council to pass the same without unnecessary delay. 9 Edw. VII. c. 80, s. 5.

If defeated
not to be
re-submitted
in same year.

6. Where the by-law does not receive such assent no new by-law for the same purpose shall be submitted to the electors within the same year. 9 Edw. VII. c. 80, s. 6.

Board of
management.

7.—(1) The general management, regulation and control of the library, and of any reading-room and museum established in connection therewith shall be vested in a board, which shall be composed of the mayor of the city or town, or the reeve of the village or township, and three other persons to be appointed by the council, three by the public school board, or the board of education, and two by the separate school board, if any.

How
constituted.

Board in
police village,
how composed.

(2) The board in a police village shall be composed of the police trustees and two persons appointed by the board of the school section or each of the school sections comprised in, or forming part of the police village, and two persons appointed by the separate school board, if any, having jurisdiction in the police village.

Who not
eligible.

(3) No person who is a member of the body entitled to appoint shall be qualified to be a member of the board, and no person shall be appointed who is not a British subject and a resident of the municipality or police village.

Annual retire-
ment of one
member from
each class.

(4) Of the members appointed by the council, and the public school board, or board of education and the separate school board, respectively, one shall retire annually but may be reappointed.

Term of office
of first mem-
bers.

(5) Of the three members first appointed by the council and public school board or board of education respectively, one shall be appointed to hold office until the first day of February after his appointment, one until the first day of February in the following year, and one until the same day in the year next thereafter; and of the two members first appointed by the separate school board one shall be appointed to hold office until the first day of February after

his appointment, and one until the first day of February in the following year; but every member shall continue to hold office until his successor is appointed.

(6) If a member of the board is convicted of any offence against the criminal laws of Canada, or becomes insane, or absents himself from the meetings of the board for three consecutive months without being authorized by resolution entered upon its minutes, or ceases to be a resident within the municipality or police village, he shall *ipso facto* vacate his seat, and the remaining members shall forthwith declare his seat vacant and notify the appointing body accordingly. When office of library trustee to become vacant.

(7) In case of a vacancy by the death or resignation of a member, or from any cause other than the expiration of the term for which he was appointed, the member appointed in his place shall hold office for the remainder of the term. Vacancies.

(8) Subject to the foregoing provisions each of the members appointed by the council, or public school board, or board of education, shall hold office for three years from the first day of February in the year in which he is appointed; and each of the members appointed by the separate school board, for two years from the first day of February in the year in which he is appointed. Terms of office of subsequent members.

(9) The first appointment of members shall be made at the first meeting of the appointing body after the final passing of the by-law, and the annual appointments thereafter shall be made at the first meeting of the appointing body after the first day of January in each year; and any vacancy arising from any cause, other than the expiration of the time for which a member was appointed, shall be filled at the first meeting thereafter of the appointing body, but if for any reason an appointment is not made at the prescribed time the same shall be made as soon as may be thereafter. When appointments to be made.

(10) The board shall be a body corporate by the name of "The ——— Public Library Board," inserting the name of the municipality or police village. Corporate name.

(11) The board shall, at the first meeting in February of each year, elect one of its number as chairman who shall hold office for one year, and he shall preside at meetings of the board when present, and in his absence a chairman may be chosen *pro tempore*, and the chairman shall have the same right of voting as the other members of the board, and no other, and any question upon which there is an equality of votes shall be deemed to be negatived. Chairman.

(12) The board shall meet at least once in every month and at such other times as it may think fit. Meetings.

(13) The chairman or any two members may summon a special meeting of the board by giving at least two days' Special meetings.

notice in writing to each member specifying the purpose for which the meeting is called.

Quorum.

(14) No business shall be transacted at any general or special meeting unless four members are present.

Record of business.

(15) All orders and proceedings of the board shall be entered in books to be kept for that purpose and shall be signed by the chairman.

Record as evidence.

(16) The orders and proceedings so entered and purporting to be so signed shall be deemed to be the originals thereof, and such books may be produced and read as evidence of the orders and proceedings in any judicial proceeding. 9 Edw. VII. c. 80, s. 7.

Duties of board.

8.—(1) Subject to the restrictions and provisions herein-after contained the board shall procure, erect, or rent the necessary buildings for the purposes of the library and reading-room, and for all other purposes authorized by this Act; and shall purchase books, newspapers, magazines, maps and specimens illustrative of the arts and sciences for the library, reading-room and museum, and do all things necessary for keeping the same in a proper state of preservation and repair; and shall provide the necessary fuel, lighting, and other accommodation; and may appoint and dismiss at pleasure the officers and servants of the board.

Limit as to expenditure on capital account.

(2) A board shall not in any year purchase any land or erect any buildings or make any addition or alterations there-to exceeding in cost \$2,000 without the authority of the municipal council. 9 Edw. VII. c. 80, s. 8 (1, 2).

Reading-rooms, branch libraries, museums.

(3) A board may open a reading-room or museum, or both, in connection with the library; may establish branch libraries and branch reading-rooms in the municipality or police village. 9 Edw. VII. c. 80, s. 8 (3); 1 Geo. V. c. 79, s. 16 (1), *part*.

Museums in cities of 100,000.

(4) In a city having a population of 100,000 or over the board shall not establish a museum without the consent of the municipal council. 9 Edw. VII. c. 80, s. 8 (4).

Library Board in city of 200,000 may lease unoccupied portion of premises for Art museum.

(5) The Board of a Public Library of a city having a population of 200,000 or over may permit an incorporated Art Museum to occupy, for the purposes of its gallery or museum, any part of the library building not required for immediate use for the purposes of the board upon such terms and conditions and for such period, not exceeding five years, as may be agreed on, provided that it be a term of the agreement that the board may determine such right of occupation whenever the space is required for the purposes of the board, and that it be also a term of the agreement that the pictures and objects of art of the museum shall be open to public view free of charge on such days as the board and

the Council of the museum may agree. 9 Edw. VII. c. 80, s. 8 (7).

9.—(1) The board may make rules for the use of the library, reading-rooms and museum, and for the admission of the public thereto, and for regulating all other matters and things connected with the management of the library, reading-rooms, and museum; and for the management of all property under its control; and may impose penalties for breaches of the rules, not exceeding \$10, for any offence. 9 Edw. VII. c. 80, s. 9 (1); 1 Geo. V. c. 79, s. 16 (1), *part*.

Board may make by-laws respecting use of library.

(2) After such rules have been published once a week for at least two weeks in a newspaper published in the municipality or police village, or in a newspaper circulated therein if no newspaper is published therein, they shall be binding on all persons concerned.

Promulgation of regulations.

(3) Nothing herein shall preclude the recovery of the value of articles or things damaged, or the amount of damage sustained, from persons liable for the same. 9 Edw. VII. c. 80, s. 9 (2, 3).

Recovery of damages.

10. The board shall submit to the municipal council, on or before the fifteenth day of February in each year, a detailed estimate of the several sums required for the ensuing financial year to pay

Submission of estimates by board to council.

(a) the interest on any money borrowed as hereinafter mentioned, and

(b) the amount required to be raised for the sinking fund, or to pay any instalment of principal and interest, and

(c) the expense of maintaining and managing the libraries, reading-rooms and museums under its control. 9 Edw. VII. c. 80, s. 10; 1 Geo. V. c. 79, s. 16 (1), *part*.

11. The board shall keep distinct and regular accounts of its receipts, payments, credits and liabilities, and the accounts shall be audited by the municipal auditors at the expense of the municipal corporation in like manner as the accounts of a municipal corporation, and shall, after having been audited, be laid before the council by the board. 9 Edw. VII. c. 80, s. 11; 3-4 Geo. V. c. 51, s. 1.

Board to keep regular accounts.

12.—(1) The council of the municipality, in addition to all other rates and assessments levied and assessed for municipal purposes, shall levy and assess in each year a special rate to be called "The Public Library Rate," sufficient to provide the amount estimated by the board as hereinbefore provided, but such rate shall not exceed one-half mill in the dollar unless, by a vote of two-thirds of all the members of

Special rate for library purposes.

the council, such rate is increased to an amount not exceeding in the whole three-fourths of a mill in the dollar.

In cities of
100,000.

(2) In a city having a population of 100,000 or over the council shall not levy in any year a rate greater than one-quarter of one mill in the dollar, and such further rate as may be necessary to raise the money required to pay the annual interest and sinking fund on money borrowed for the purpose of acquiring a site or of purchasing or erecting buildings.

Rates for
public
library in
police village.

(3) The council of the township in which a police village in which a public library has been established, under the provisions of this Part, is situate, in addition to all other rates and assessments levied and assessed for municipal purposes in the police village, shall levy and assess in each year a special rate to be called "The Public Library Rate" sufficient to provide the amount estimated by the board, not exceeding one-half mill in the dollar on the assessment of the police village.

By-laws for
incurring
debts for free
libraries.

(4) Where a board requires the council to raise money for the purpose of acquiring a site or purchasing or erecting buildings, which money, together with the amount required for the expense of maintaining and managing the libraries, reading-rooms, museums, classes and art schools under its control, would involve the levy in any one year of a rate greater than one-quarter of a mill in the dollar, in the case of a city having a population of 100,000 or over, or greater than one-half mill in the dollar in the case of any other municipality and of a police village, the council, by a two-thirds vote of all the members thereof, may refuse to raise such sum, and, if the board so requires, the question shall be submitted by the council to a vote of the electors of the municipality entitled to vote on money by-laws, in the manner provided by *The Municipal Act*, and in the event of the assent of the electors being obtained it shall be the duty of the council to raise the amount in the manner provided by that Act.

When assent
of electors
required.

Rev. Stat.
c. 192.

Public library
debentures.

(5) The council may also, subject as hereinafter provided, on the requisition of the board, raise by a special issue of debentures of the municipality, to be termed "Public Library Debentures," such sums as may be required for the purpose of acquiring a site or of purchasing and erecting the necessary buildings, and in the first instance, for obtaining books and other things required.

Interest and
sinking fund.

(6) During the currency of the debentures so issued the council shall withhold and retain, as a first charge on the annual rate, the amount required to be raised in the year to provide for the payment or redemption of the debentures and the interest thereon.

(7) All money so levied or raised shall be received by the treasurer of the municipality in the same manner as other municipal funds, and be paid out by him on the order of the board, save as to the amount required to be raised in the year to provide for the payment or redemption of the debentures and the interest thereon.

Application of
moneys raised
on debentures.

(8) It shall not be necessary to submit to the electors a by-law authorizing the issue of debentures if the annual sum required to be raised in the year to provide for the payment or redemption of the debentures and the interest thereon does not exceed one-half mill in the dollar.

When by-law
need not
receive assent
of electors.

(9) Notwithstanding anything contained in this Act a municipal corporation may issue debentures for the purposes of this Act, according to the provisions of *The Municipal Act*.

Debentures
under Muni-
cipal Act.
Rev. Stat. c. 192.

(10) Notwithstanding anything in this section the council of a city having a population of 100,000 or over may submit to the electors qualified to vote on money by-laws, a by-law for raising money for acquiring a site or for purchasing or erecting buildings, and if so submitted the council shall not be required to pass such by-law until it has been approved of by a majority of such electors voting thereon. 9 Edw. VII. c. 80, s. 12.

Submission of
by-law to
electors in
cities of over
100,000.

13. All libraries, reading-rooms and museums established under this Part shall be open to the public free of charge; provided, however, that the board may impose such fee as seems proper on non-residents who may desire to use the library, reading-room or museum. 9 Edw. VII. c. 80, s. 13.

Admission to
be free.

Use of
library by
non-residents.

14. Any municipality or school section contiguous or near to a city, town, village or township in which a public library is situate may enter into an agreement with the board for the use of such library and for such representation on the board as may be deemed expedient. 9 Edw. VII. c. 80, s. 14.

Municipalities
may unite.

15. The teachers' institute of any inspectorate in which a public library is situate may place the books held by such institute in the custody of the board, and on so doing shall be entitled to appoint one member of the board, and in such cases every member of such teachers' institute shall be entitled to use the public library on the same terms as residents of the municipality in which the library is situate. 9 Edw. VII. c. 80, s. 15.

Rights of
teachers'
institute.

16. Every farmers' institute or woman's institute may affiliate with any public library on terms to be agreed upon with the board, and in the event of such affiliation every member of such farmers' institute or woman's institute shall be entitled to use the library on the same terms as residents

Affiliation of
farmers' or
woman's
institutes.

of the municipality in which the library is situate. 9 Edw. VII. c. 80, s. 16.

PART II.

LIBRARY ASSOCIATIONS.

Establishment
of Association.

17.—(1) In a township, and in any other municipality in which a public library has not been established under Part I, any number of persons not less than ten, being British subjects and not less than 21 years of age, may form an association for the purpose of establishing a public library, reading rooms and evening classes by making a declaration, Form 3, and filing the same with an affidavit of the due execution thereof in the office of the Registrar of Deeds for the registration division in which the public library is to be situate.

Fee on registering
declaration.

(2) For the filing of the declaration and for every certified copy the registrar shall be entitled to a fee of fifty cents.

Transmission
to Minister.

(3) A copy of such declaration shall be transmitted to the Minister.

Incorporation.

(4) The persons whose names are subscribed to the declaration and all persons who become members of the association as provided by section 18, shall be a body corporate by the name of "The ——— Public Library Association," inserting the name of the municipality in which the library is to be established. 9 Edw VII. c. 80, s. 17.

Members.

18. Any person 12 years of age or upwards may be a member of the association, but no person shall be elected or vote at any meeting who is not of the full age of twenty-one years. 9 Edw. VII. c. 80, s. 18.

Board of
Management.

19.—(1) The general management, regulation and control of the library shall be vested in and exercised by a Board of Management, which shall be composed of not less than five nor more than nine persons.

First meeting
for election
of Board.

(2) The persons whose names are subscribed to the declaration of incorporation shall meet within thirty days after the filing thereof and shall elect from among their number the members of the board.

Term of office
of members.

(3) The members so elected shall hold office until their successors are elected.

Annual election
thereafter.

(4) On the 2nd Monday in January in each year thereafter the members of the association shall meet and elect the members of the board for the year.

Election of
president and
appointment
of officers.

(5) The board shall, as soon after the election as is convenient elect one of its members as president, and shall also appoint a secretary, treasurer, and librarian and such other

officers as may be necessary for the purposes of the association. 9 Edw. VII. c. 80, s. 19.

20.—(1) The board shall provide suitable accommodation for the library, reading-rooms and evening classes, and shall have power to procure, erect or rent buildings for that purpose, and to purchase books, magazines, newspapers and other reading matter for the library and reading-rooms. Duty to provide accommodation.

(2) The board shall make rules for the management and use of the library and reading-rooms and for conducting the business of the board, for holding regular and special meetings, for defining the duties of the officers of the board, and the fees to be paid by members, and generally for such other matters, not inconsistent with this Act, as may be necessary for promoting the usefulness of the public library and reading-rooms and the efficiency and discipline of the evening classes. Rules and regulations.

(3) Minutes of all the proceedings of the board shall be kept and entered in books to be provided for that purpose by the board. 9 Edw. VII. c. 80, s. 20. Minutes.

21. Where a municipal council has passed a by-law for taking over the assets and property of a library association and for establishing the library as a public library under Part I, upon the organization of a board of management under that Part, the association shall be dissolved and thereafter Part I of this Act shall apply to the library, and the assets and property of the association shall vest in the Public Library Board. 9 Edw. VII. c. 80, s. 21. Dissolution of association on taking over library under Part I.

PART III.

GENERAL PROVISIONS.

22. No public library established under Part II. which has not a membership of at least fifty persons over 21 years of age shall be entitled to share in any appropriation for public libraries. 9 Edw. VII. c. 80, s. 22. Conditions precedent to sharing in legislative grant.

23.—(1) Subject to the next preceding section and to the Regulations there shall be paid to the board of every public library established under this Act, out of any money appropriated for that purpose, not more than 50 per cent. of the expenditure made for books, magazines, periodicals, newspapers, bookbinding and materials used for cataloguing and classifying a public library under the Dewey Decimal or Cutter systems or a combination of such systems, but no grant shall be paid upon an expenditure upon books of fiction in excess of 45 per cent. of the amount expended upon other books, and no grant shall exceed in respect of books, book- Legislative grant to public libraries.

binding and materials for so cataloguing and classifying \$200 or in respect of magazines, periodicals and newspapers \$50.

Distribution.

(2) After the money payable under subsection 1 has been apportioned the Minister may authorize the payment out of the residue, if any, of the appropriation of the following sums, or a proportionate part of the same:

- (a) \$5 to a public library which has kept a reading room open not less than three hours per day for three days in each week; or
- (b) \$10 to a public library which has kept a reading room open not less than 3 hours per day for six days in each week; and
- (c) \$5 to a public library whose total receipts are less than \$25 per annum; or
- (d) \$10 to a public library whose total receipts are over \$25 and less than \$100; or
- (e) \$15 to a public library whose total receipts are over \$100 and less than \$200; or
- (f) \$20 to a public library whose total receipts are over \$200 and less than \$500.

Expenses of instruction, etc.

(3) The Minister may authorize to be paid out of any money appropriated for public libraries,

- (a) salaries and expenses of officers of the Department employed in giving special instructions to boards and to librarians, including the cost of books, blue prints, plans of library buildings, manuscripts, engravings and photographs and of other appliances or things authorized by the Minister, and
- (b) expenses incurred in holding meetings of library institutes.

How grant computed.

(4) In estimating the amount to which a public library is entitled only cash payments out of money received by way of grant or gift or as membership fees shall be included, and no public library shall be entitled to any grant under this section by reason of the expenditure of money borrowed by the board or by reason of payments made in promissory notes or in any other way than by cash only.

Training librarians.

(5) Subject to the regulations the Minister may apportion any money appropriated for holding schools for the training of librarians. 9 Edw. VII. c. 80, s. 23.

Travelling libraries.

24. Subject to the regulations the Minister may establish and maintain travelling libraries out of such sums as may be appropriated for that purpose and may purchase books, bookcases and other appliances required therefor and may

pay for cataloguing, classifying and annotating lists of books, and may employ and pay assistants to aid in circulating the libraries and pay the travelling expenses of the assistants. 9 Edw. VII. c. 80, s. 24.

25.—(1) Where a board makes a rule under which an age limit is established for children taking books from the library or a rule prohibiting the public, in the case of a free library, or the members of the association, in the case of any other library, from having free access to the books of the library or of a section of the library, the rule shall not take effect until it has been approved by the Minister. Rules as to access.

(2) If any such rule is in force at the time of the passing of this Act the board shall, within three months of the date of the receipt of a request from the Minister, forward to him a copy of such rule, and the Minister may disallow the same. Disallowance of rule.

(3) Failure to comply with the request of the Minister shall render such rule void. 9 Edw. VII. c. 80, s. 25. When rule void.

26.—(1) Subject to the regulations the Minister may Library institutes.

(a) provide for the establishment of library institutes and for the holding of the meetings thereof;

(b) employ library experts to attend library institute meetings and pay their travelling and other necessary expenses in going to, staying at and returning from the meetings, but nothing shall be paid to them for services;

(c) pay the travelling and other necessary expenses of one delegate from each board in attending a meeting of the institute.

(2) If a board, after having received notice of the date for holding a meeting of the library institute, does not send a delegate to such meeting the Minister may withhold a sum not exceeding \$5 from the next government grant payable to the board.

(3) All expenses incurred in establishing and maintaining library institutes may be paid out of any money appropriated for that purpose or out of any money appropriated for public libraries. 9 Edw. VII. c. 80, s. 26.

27. The Judge of the County or District Court, upon the request of the board of any public library within his jurisdiction, may appoint the janitor to be a special constable, whose special duty it shall be to preserve the peace in the rooms of the library and in the building in which the library is situate, and to prevent the stealing, injury or destroying of the property of the board or association, and to apprehend offenders, and he shall have generally all the powers Janitor may be appointed special constable.

and privileges and be liable to all the duties and responsibilities which pertain to the office of a constable. 9 Edw. VII. c. 80, s. 28.

Neglect to keep library open.

28.—(1) Where a board fails or neglects to keep open the library for two years, or to furnish an annual report, as required by the Regulations, for two consecutive years, such failure or neglect shall effect a dissolution of the corporation, and the Minister may take possession of all its books, magazines and periodicals and dispose of the same as he may deem proper, but nothing herein contained shall confer any authority or control over any land belonging to a board or library association.

Failure to comply with regulations.

(2) Where a board in any year fails to comply with the Regulations the Minister may withhold the whole or any part of the government grant payable to the board for that year. 9 Edw. VII. c. 80, s. 29.

Seat vacated by interest in contract with corporation.

29.—(1) A member of a board shall not enter into any contract, agreement, engagement or promise, either in his own name or in the name of another, and either alone or jointly with another in which he has any pecuniary interest, profit or promised or expected benefit, with the board of which he is a member, or have any pecuniary claim upon or receive compensation from the board for any work, engagement, employment or duty on behalf of the board, and every such contract, agreement, engagement or promise shall be null and void, and a member violating the provisions of this section shall *ipso facto* vacate his seat.

(2) On the complaint of any ratepayer of the municipality or police village, or of the remaining member or members of the board, the Judge of the County or District Court or, if he is a member of the board, the Master in Chambers shall, on proof of the facts, declare the seat vacant, and the secretary of the board shall forthwith notify the appointing body to make a new appointment. 9 Edw. VII. c. 80, s. 30.

Newspaper proprietors inserting official advertisements not disqualified from sitting on boards, etc.

30. No person shall be disqualified from being a member of a board or from sitting and voting on such board by reason only of being proprietor of or otherwise interested in a newspaper or other periodical publication which is subscribed for or in which an advertisement is inserted by the board in the regular course of business if such subscription or advertisement is paid for at the usual rate, but such member shall not be entitled to vote where his own account is in question. 9 Edw. VII. c. 80, s. 31.

Penalty for disturbing a public library.

31. Any person who wilfully interrupts or disquiets a public library, reading-room, or museum by rude or indecent behaviour, or by making a noise either within the building or so near thereto as to disturb the persons using the same, shall

for each offence incur a penalty not exceeding \$20. 9 Edw. VII. c. 80, s. 32; 1 Geo. V. c. 79, s. 16 (1), *part*.

32. The penalties imposed by or under the authority of this Act shall be recoverable under *The Ontario Summary Convictions Act* and shall be paid to the board concerned. 9 Edw. VII. c. 80, s. 33. Recovery of penalties.
Rev. Stat. c. 90.

33. Every public library heretofore established or continued under any Act respecting public libraries is continued and shall be subject to the provisions of this Act. 9 Edw. VII. c. 80, s. 34. Existing libraries, etc., continued.

SCHEDULE.

FORM 1.

(Section 4.)

PETITION.

To the municipal council of
We, the undersigned electors of the city of
(or as the case may be), respectively, pray that a public library
may be established in this municipality under *The Public Libraries Act*. 9 Edw. VII. c. 80, Sched. Form 1.

FORM 2.

(Section 4.)

BY-LAW FOR ESTABLISHING A PUBLIC LIBRARY.

A by-law to provide for the establishment of a public library in the city of (or as the case may be).

Whereas electors have petitioned the council of the city of (or as the case may be), praying for the establishment of a public library under *The Public Libraries Act*.

Be it therefore enacted by the municipal council that—

1. In case the assent of the electors is given to this by-law, a public library be established in this municipality in accordance with the provisions of *The Public Libraries Act*.

2. The votes of the electors shall be taken on this by-law on the day of 19, commencing at nine o'clock in the forenoon and continuing until five o'clock in the afternoon, at the undermentioned places: (*Here insert (1) the wards; (2) the polling sub-divisions; (3) the places for holding the poll and the names of the deputy returning officers.*)

3. On the day of next, at his office in the at o'clock in the noon, the mayor (or reeve, or as the case may be), shall appoint in writing, signed by him, two persons to attend at the final summing up of the votes by the clerk, and

one person to attend at each polling place on behalf of the persons desirous of promoting, and a like number on behalf of the persons desirous of opposing the passing of this by-law.

4. The clerk shall attend at the _____ at the hour of _____ o'clock in the _____ noon, on the _____ day of _____ 19 _____, to sum up the number of votes given respectively for or against the by-law.

A. B.,
Mayor (or Reeve).
C. D.,
Clerk.

Passed the _____ day of _____ 19 _____.

Notice by Clerk.

The above is a true copy of a proposed by-law which will be taken into consideration by the council of _____ after one month from the _____ day of _____ 19 _____, being the date of the first publication thereof, and the polls for taking the votes of the electors will be held at the hour, day and places named in the by-law. 9 Edw. VII. c. 80, Sched. Form 2.

FORM 3.

(Section 17.)

DECLARATION FOR ESTABLISHMENT OF A PUBLIC LIBRARY ASSOCIATION.

We, the subscribers hereto, hereby declare our intention to form an association for the purpose of establishing a public library at _____ in the township of _____ (or, as the case may be), and we further declare that the name of the association shall be the Public Library Association, as provided by *The Public Libraries Act*.

Dated the _____ day of _____ 19 _____.
(Names and descriptions of the applicants.)

9 Edw. VII. c. 80, Sched. Form 3.
