

Public department

G.O. 992 912 dt 30-11-1894

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for 8-9-94 No 2694

Revenue
Public (1894) Department

Current Number 356

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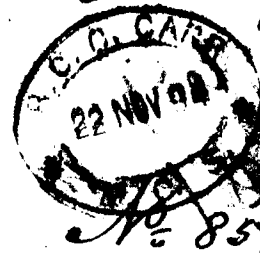
Publ From

Edgar Thurston Esquire

Superintendent

Government Museum

Madras



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Endorsement

Transferred to the

Public Department

Recd

under Secy to Govt

Fort St. George
26. Nov: 1894

Dated 22nd

Despatched 22nd

Received 22nd

November 1894.

In Pub: 26th
Rep. 27th

Go 30. 11. 1894 No 912

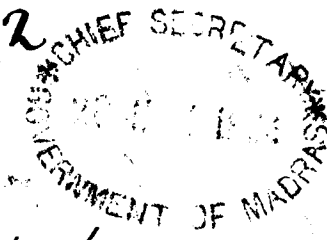
Recorded pending receipt

applies to for 21. 16. 8. 94, No 59

25/11

24/11/94

Enclosure



Subject

Forwarding Copy of Rules of
the Reading Room at the
Museum.

Re-

Don't overlook this

25/11

WITH ORDER

No. 851

GOVERNMENT CENTRAL MUSEUM,

Pantheon Road, Egmore,

Madras, 22nd November 1894.

From

EDGAR THURSTON, Esq.

SUPERINTENDENT,

Government Central Museum,

Madras,

To

*The Chief Secretary to Government
Public Department.*

SIR,

*I have the honor to forward
herewith copy of Rules of the Reading Room
at the British Museum, which may be
of use in drawing up the final rules for
the management of the Connemara
Library.*

I have the honour to be,

Sir,

Your most obedient Servant,

Edgar Thurston

Superintendent,

Government Central Museum,

10. Readers may not lay the Paper on which they are writing on any Book, Manuscript, or Map.

11. No tracing is allowed to be made without express permission from the Principal Librarian.

12. Silence must be strictly observed in the Reading-Room.

13. Readers are particularly requested to replace on the shelves of the Reading-Room, as soon as done with, such books of reference as they may have had occasion to remove for the purpose of consultation.

14. Any Reader taking a Book, Manuscript, Map, or other property of the Trustees, out of the Reading-Room, will be dealt with according to law.

15. Readers, before leaving the Reading-Room, must restore to an Attendant, at the centre counter, all Books, Manuscripts, or Maps, which they have received, and must reclaim and get back the Tickets by which they obtained them. Readers are held responsible for such Books, Manuscripts, or Maps until the Tickets have been re-delivered to them.

16. Any infringement of these Rules will render the privilege of admission liable to forfeiture.

17. Cases of incivility, of undue delay in supply of books, or other failure in the service, should be immediately reported to the Superintendent of the Reading-Room.

18. The privilege of admission is granted upon the following conditions:

(a) That it may be at any time suspended by the Principal Librarian.

(b) That it may be at any time withdrawn by the Trustees in their absolute discretion.

19. All communications respecting the use of the Reading-Room must be addressed to—

“THE PRINCIPAL LIBRARIAN,
“BRITISH MUSEUM, W.C.”

* * It is requested that any Reader observing a defect in, or damage to a Book, Manuscript, or Map will point out the same to the Superintendent of the Reading-Room.

BY ORDER OF THE TRUSTEES.

10th May, 1890.

BRITISH MUSEUM.

READING-ROOM.

1. The use of the Reading-Room is restricted to the purposes of research and reference. The Room is kept open on every day of the week except Sunday, and except Good-Friday, Christmas-Day, and any Fast or Thanksgiving Day appointed by authority; except also the first four week-days of March and September.

2. The Hours throughout the year are from nine in the morning till eight in the evening from September to April, inclusive, and till seven during the other months.*

3. Persons desiring to be admitted to the Reading-Room must apply in writing to the Principal Librarian, specifying their profession or business, their place of abode, and the particular purpose for which they seek admission.

4. Every such application must be made two days at least before admission is required, and must be accompanied by a written recommendation from a householder (whose address can be identified from the ordinary sources of reference, and who must also be a person of recognised position), with full signature and address, stated to be given on personal knowledge of the applicant, and certifying that he or she will make proper use of the Reading-Room.†

5. If such application or recommendation be unsatisfactory, the Principal Librarian will either refuse admission, or submit the case to the Trustees for their decision.

6. The Tickets of Admission (a) are not transferable; and (b) must be produced if required.

7. No person will be admitted for the purpose of preparing for examination, unless on special reason being shown.

8. No person under Twenty-one years of age is admissible, except under a special order from the Trustees.

9. Readers may not write upon, damage, or make any mark upon any Book, Manuscript, or Map, belonging to the Museum.

*Artificial light not being used in the Library, books cannot be supplied for the Reading-Room service after 3.30 in January, February, November, and December; 4.30 in March and October; 5.30 in April and September; and 6.30 in May, June, July, and August; but Readers may apply in advance by letter for books to be held ready for their use.

† The Trustees cannot accept the recommendations of Hotel Keepers or of Boarding-house or Lodging-house Keepers in favour of their lodgers.

[OVER.]

REVENUE DEPARTMENT.

Enclosure No. 1

READERS ARE *PARTICULARLY* REQUIRED

1. Not to ask for more than *one work* on the same ticket.
2. To transcribe from the Catalogues all the particulars necessary for the identification of the Work wanted.
3. To write in a plain, clear hand, in order to avoid delay and mistakes.
4. To indicate in the proper place on each ticket the number of the seat occupied.
5. To bear in mind that no Books will be left at the seat indicated on the ticket unless the Reader who asks for them is there to receive them.

1892
6. When any cause for complaint arises, to apply at once to the Superintendent.

REVENUE
7. To replace, on the shelves of the Reading-Room, as soon as done with, such Books of Reference as they may have had occasion to remove for the purpose of consultation.

Enclosure No. 1

24.10.7

to use the Reading-Room will be withdrawn from any person who shall write or make marks on any part of a Printed Book, Manuscript, or to the Museum.
Readers are not, under any circumstances, to take a Book, Manuscript, or Map out of the Reading-Room.
Before leaving the Room, Readers are particularly requested to return Books for which they have given Tickets, to an attendant at the centre counter, and to reclaim the Tickets, **READERS BEING RESPONSIBLE FOR THE BOOKS SO LONG AS THE TICKETS REMAIN UNCANCELLED.**

Press Mark.	Name of Author, or other Heading of Work wanted.	Place.	Date.	Size.
	Title.			

(Date) _____ (Signature).
_____(Number of the Reader's Seat).

READ AGAIN ORDER OF GOVERNMENT, DATED
189 , No. , MISCELLANEOUS.

ENCLOSURE.

CURRENT No.

STATEMENT WITH DITTO.

ORDER OF GOVERNMENT. A

LETTER OF GOVERNMENT.

STATEMENT WITH DITTO.

PAPERS NOT FILED UP, BEING MEANT FOR DISPATCH
IN ORIGINAL (not pagged).

N.B.—

- A — Copy in full.
- B — Not to be copied.
- P — Copy abstract only.
- Q — Copy heading only.

ORDINARY, MS.

27 ⁸/₉₂ KHS-1

Pub	DEPARTMENT.
G.O., DATED 30 th Nov 1894	
No. 912	

ENCLOSURE

When given for copying.

[Despatch Abstract.]

Recording letter from the
Supt. Genl. Central
Museum London for
forwarding copy of the
Rules of the Reading
Room at the British
Museum for use when
preparing rules for
the Concise and Abstract

G.D. 9/2 - 30-11-1990

1
Sect. 11.1. 10.400 Bks-11-6-83.

[illegible]