

***** Ohio * State * Library *****

WILLIAM MCKINLEY, Governor,
SAMUEL M. TAYLOR, Secretary of State,
JOSEPH P. SMITH, Librarian,
Library Commissioners.

Columbus, O., May 26 1899

The Board of Library Commissioners met at call of the President. The meeting was called to order by President Charles A. Reynolds. Members present were Charles A. Reynolds, J. F. McGrew, and R. P. Hayes.

The minutes of the meeting of April 30 were read and approved.

The bond of Librarian C. B. Galbraith was read and, on motion, received and approved.

Mr. Hayes was instructed to ascertain the financial standing of the bondsmen of Librarian C. B. Galbraith.

Miss Alice Boardman was unanimously ~~electa~~ ^{appointed} ~~electa~~ assistant Librarian, term to commence May 26. The appointment was ~~only~~ approved by the Librarian. On motion, John Levanagh was appointed Janitor to serve till July 1. The appointment was approved by the Librarian.

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Columbus, O., May 26, 1896.

*The report of Mr. Hayes on
Rules and regulations was
received and on motion adopted
as follows:—*

Rules and Regulations.

The State Library will be open, except Sundays and holidays, from 8 A. M. to 5 P. M. During the months of July and August the Library will close at 4 P. M. During sessions of the Legislature the Library will be open, except Saturday, till 9 P. M.

All citizens of the State over twenty-one years of age will be permitted to draw books in accordance with the following rules:

All State officers elected by the people or appointed by the Governor may draw books by giving receipt.

Citizens who desire to draw books may do so on furnishing the Library Board a satisfactory guarantee or through the public library in their city.

No one shall keep from the Library more than two volumes at one time, nor any volume more than two weeks without renewal.

One renewal will be allowed and the book may be kept for two weeks from the date of renewal.

No borrower shall keep a book more than three days after notice has been mailed to his address that it is wanted at the Library or that the book is due.

Any book not returned after one week's notice may be sent for at the expense of the borrower.

Any book not returned after one month's notice may be considered lost, in which case the borrower shall pay its full value or the value of the set to which it belongs.

All expenses connected with the issue of the books or their return shall be paid by the borrower.

Any person failing to return a book within one week after notice has been mailed forfeits the privilege of the Library until reinstated by the Board.

The Board will determine what books may not be taken from the Library.

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Miss Alice Boardman is hereby
appointed assistant librarian of the
Ohio State Library subject to the
approval of the librarian in accordance
with the law

Chas. A. Reynolds, Pres't

J. A. McHenry
R. P. Hays

I hereby approve of the above appointment
J. B. Saltrath

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Ex Librarian Joseph P. Smith,
presented the following bills, which
upon ~~order~~ motion of Mr. McGrew
were ordered paid after the ap-
proval of the Assistant Librarian.