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The Gazette of the Democratic Socialist Republic of Sri Lanka
EXTRAORDINARY

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No. 2393/38 - THURSDAY, JULY 18, 2024

(Published by Authority)

PART IV (A) — PROVINCIAL COUNCILS

Provincial Councils Notifications

PROVINCIAL COUNCIL OF THE CENTRAL PROVINCE

By - LAWS

BY VIRTUE of power vested in me under Sub section (1) of Section 154 of the Urban Councils Ordinance Chapter 255, No. 61 of 1939, read along with Sub section (1) (a) of Section 2 of the Provincial Councils (Consequential Provisions) No. 12 of 1989 I, Lalith U. Gamage Attorney - at - Law, Governor of Central Province, hereby announce that the By - Laws relating to the Public Libraries composed by the Nawalapitiya Urban Council, as power vested into the Urban Councils under Sub section 157 (13) of said Urban Councils Ordinance, has approved by me and the By Laws were in force earlier, relating to the Public Libraries are being cancelled and the said By Laws shall be in force within the jurisdiction of Nawalapitiya Urban Council from the date of publication of this *Gazette Notification*.

LALITH U. GAMAGE,
(Attorney - at - Law)
Governor of Central Province.

At the Governor's Office,
Palace Square,
Kandy,
On 10th, June, 2024.



BY LAWS OF NAWALAPITIYA URBAN COUNCIL PUBLIC LIBRARY

01. This by law shall be referred as by law of Nawalapitiya Urban Council Public library.
02. This by law is introduced and established to organize a public library by Nawalapitiya urban council to improve reading ability, personal development, and book archive and fulfill creative and entertainment needs with efficient media facility service for peoples and all organizations who reside within the administrative limits of Urban Council.
03. Public Library consists of some or all service herein after mentioned.
 - a) Lending Section
 - b) Inquiry Section
 - c) Children Section
 - d) News papers and Magazine Section
 - e) Educational Section
 - f) Sound, Vision and Technology Section
 - g) Book Binding and Book Conservation Section
 - h) Special Collection, Divisional Collection and Rare Book Section
 - i) Library Service for the Community with Special Needs
 - j) Community Information Services Section
 - k) Photo Copy and Other Information Section
 - i) Mobile Library Service
04. There should be a Librarian to all Public Library in the Nawalapitiya of Urban Council and the Person so appointed shall be responsible to the Nawalapitiya Urban Council for the proper organization and management of the Public Library.

05. To Mentoring and Guide the Public Library Service

The Library Advisory committee, also known as the "Minmathu Committee", may be appointed at an annual general meeting before the beginning of a lit year. This committee consists of the following.

- a) The current chairman of the Nawalapitiya Urban Council is referred to as the "Minmathu" Chairman.
- b) Nawalapitiya Urban Council appoints not less than three members representing all groups including one member for each group.
- c) The committee shall be consist maximum of three members who shall be selected on religious ground in a way at least one represent from each community within the Nawalapitiya Urban Council limit.
- d) Two persons residing the Nawalapitiya Urban Council area or recognized as engaged in occupation are elected by the Nawalapitiya Urban Council at the General Assembly.
- e) The Librarian who is responsible for the Nawalapitiya Urban Council, Public Library at that time shall be the secretary of committee.
- f) The other members of the committee are the Secretary of the Nawalapitiya Urban Council, the Community Development Officer of the Department of Local Government principals of the school in the Nawalapitiya area.
- g) Numbers of committee members should not, be more than seventeen.
- h) The Chairman shall officially be the Chairman of the committee and shall preside all its meetings. When the Chairman is not present at a meeting, a person elected from among the members present shall preside over the meeting.

- (i) The committee meeting will be held on every three months or other prescribed period according to the decision made by the member of advisory committee.

06. Solid and Cancellation of Members

- a) The quorum should be 1/3 of the number appointed by the committee.
- b) Regarding an issues the committee member presiding over any meeting. If the number of votes for and against is equal, three will be a decisive vote.
- c) The membership of a member who has not appeared more than 03 Consecutive times before the committee meeting shall be canceled such as such person shall never be re - appointed to the advisory committee. New members should be elected as per the decision of the house on behalf of the members whose membership as be canceled.

07. Library Membership

The following qualifications are required to be eligible for adult membership.

- a) Over 14 Years of age to obtain adult membership.
- b) Age limit of children membership should be not less than five and not more than thirteen (13) years.
- c) Certificate of Grama Niladari should be submitted to prove the Residence, Certificate of principle studying and Certificate of head of Institution if employed.
- d) Prescribed fee should be paid for adult memberships, who are resident within the limits of Nawalapitiya Urban Council. A surety must be certified by the property owner who pays the assessment tax within the city limits.
- e) For a person residing up to 7 km Outside the Nawalapitiya Urban Council limits, the relevant deposit and membership fee should be paid.
- f) If a person is a permanent resident within 8-10 km of Nawalapitiya Urban Council limits, he has to pay the relevant deposit and membership fee.
- g) If you are a resident of the province, you have to pay the relevant security deposit and socialist deposit.
- h) At the time of renewal of the membership once a year the membership application should be completed and the membership renewed and the relevant membership fee should be paid.
- i) If you are a resident of Nawalapitiya city limits, you have to pay the relevant membership fee when obtaining membership fee when obtaining membership of the children's section.
- j) For Children under 14 years of age Nawalapitiya if the residence and school is outside the Nawalapitiya city limits up to 10 km the relevant deposit and membership fee should be paid at the time of obtaining the membership.
- k) The Membership fee and security shall be deposit shall be decided by the council according to the recommendation submitted by the committee and such fee shall be paid by membership.
- i) All money must be paid to the Urban Council.

08. General Conditions.

I) Lending Section

- a) Librarian shall issues to membership card to each member according to the by law who shall be entitle to barrow only one book for a card at a time. Alienation of membership card is prohibited.
- b) Members are for any borrowed books. in the event of membership card is lost member should produce a written complaint to the Librarian. After the librarian confirms that no books issued under that lost membership card a copy of membership card can be obtained temporary by paying preside fees and new membership card cannot be issued within thirty days of this temporary card issued. The decide amount by the committee should be paid to get a new membership card.
- c) A book barrowed with a membership card can be kept for fourteen days with the approval of the librarian.
- d) A book that is permitted to be taken away must be returned to the library on or before the date indicated on the return date. The member is liable to pay the penalty imposed by the Urban Council for books delivered late than the due date. If it is less than 03 months it should be paid as the relevant fee for day and when it exceeds 03 months the maximum fee should be paid. In case the book is not returned to the library within 14 days, the librarian should send reminders for those books.
- e) In the event member lost the borrowed books, such member should be responsible to provide a copy of said book and pay twice the value of book and 25% departmental charges as additional fee by such member.
- f) Damage to a disposable book, distort, tear, scratch, paint or otherwise distort a discarded book at the time of return of such a damage book, the member shall pay the loss estimated by the librarian.
- g) Before receiving a book from the disposing library the member should inspect the book and report any damage or distortion to the book to the librarian every book that goes unreported should be treated as a book released without any damage or distortion.
- h) When books are returned to the disposal library the book is stamped "Removed due to Damage" to a member who pays the fee set by the library committee for approval when the librarian recommends that the book be damaged beyond repair can a book that member takes out of the library can be handed over to the library by someone who is not a member of the household and books should not be disposed of by anyone who is not member.
- i) When a used book is returned to the library by a member suffering from an infectious or contagious disease, the librarian is required to destroy the books and charge the member 25% of the value of the book and a departmental fee.
- j) In the event of a dispute as to which member a book should be issued for disposal the Librarian shall resolve that dispute.
- k) If a member intends to take away a book left by another member. It should be recorded in a document provided for that purpose. Those books should be reserved for the requested member when they return to the library. When to or more members request, the Librarian shall arrange for the books to be taken out in the order noted in the register. Librarian should be open to the public from 8.00 am to 4.45 pm and this may be changed as decided by the council.

II) Inquiry Section

- a) Any one the age of 14 who can read and write is eligible to use the reference library.
- b) Anyone wishing to use the inquiry division must confirm their indentify and obtain the permission of the librarian by placing the name, address and signature of the coloring documents.

- c) No books other than blank paper should be taken away to the investigation section. No person shall take any book out of the inquiry reference section without the permission of the Librarian.
- d) No books obtain from reference unit permitted to taken outside the reference unit. Members in the reference section can obtain books, documents and journal from another unit for their reference with the permission of Librarian.
- e) The reference Section should also be kept open during the opening hours of the public library.
- f) The copy of permitted documents shall be obtained with the permission of librarian and payment decided by the council.

III) Children Section

- a) Membership in the children's library shall be obtained in accordance with the provision of constitution Nos. 7 (b), 7 (i), 7 (j) of this by - law.
- b) The opening hours of the children's library may be determined by the Nawalapitiya Urban Council with the recommendation of the library advisory committee and that time should be clearly displayed on the notice board.
- c) No adult other than the staff and staff of the Nawalapitiya Urban Council Library should be allowed to enter the Children's Library (those authorized to inspect).

IV) Weekly Magazine Section

- a) Any one over the age of 14 years who can read and write should be allowed to use the magazine section.
- b) Members who want to use this section should write his personal details in file and obtain permission of librarian and prohibited to take away journals and books or any other properties outside.
- c) Do not carry any weekly magazines, newspaper, files or equipments, luggage in the weekly magazine Section.
- d) The weekly magazine section should also be kept open during the period when the public library is open.

V) News Paper Section.

- a) Anyone with a name, address, signature and confirmation of their identify in the attendance register should be allowed to enter this section.
- b) Daily and Weekly newspaper should be display in this unit. The newspaper of last six month should keep conservation in this Section.
- c) Newspaper which have been in existence for more than one month should be disposed of in that Section and the required part should be reserved for the newspaper cutting service and the remaining part should be handed over to the Urban Council warehouse for suitable activities.
- d) Newspaper unit will be open from 8.30 am to 4.45 pm everyday of month.

VI) Vision Sound and Technology Section.

- a) Anyone who is member of the library shall be entitled to use this Section in accordance with the provisions laid down by By - Law 07 (a) to 07 (f) of this By - Law.

- b) The librarian shall be permit any members who verified their identity enter name, address and signature on the register to enter into this hall. Charges will be recovered according to urban council decision for membership.
- c) No person shall be permit to carry out the video or audio tapes and earphones from vision, Sound and technology unit.
- d) A reader who pays the deposit money and fees decided by Urban Council shall barrow two audio, video tapes at a time for fourteen days.
- e) Time of issues and recording of the audio recording the reader at the librarian must provide a certificate of audio quality.
- f) In case any damages found in the reader audio and video tape, the member should pay double value as compensation.
- g) Separate tariff may be calculated by the urban council from time to time for those who wish to use the information and communication technology section.
- h) It is prohibited to use pen drive, chip, and compact disc brought from outside.
- i) The internet browsing and email facilities shall be available only for the members who pay the allocated charges for it.
- j) Members are strictly prohibited to copying or disposal of any audio or video tapes and software which has used in this unit.
- k) Members can obtain a copy of a video or audio tape with the permission of librarian.

VII) Library Auditorium

- a) The Library auditorium of Nawalapitiya Urban Council should be reserved for suitable applicants for the advertisement for the education and culture such a stage pay film, lectures, seminars, workshop acclaimed concert, and similar non public meetings and religious lectures.
- b) The applicant who is applied first reserve the auditorium by pays the amount decided by the Urban Council.
- c) If an applicant request to make a reservation of a date other than the date on which the auditorium is booked, reservation can be made based on the fees and deposit paid prior to the date a request fees will be refunded for non use of the auditorium on the first day when another date is reserved for another applicant only deposit can be refunded.
- d) The power to reserve the auditorium rest with the chairmen of the council or the authorized officer any may be suspended on reasonable grounds.

(01) All applicants reserved for the auditorium,

- a. No damage should be done to the equipments, electrical appliance and all other fixtures in and around the auditorium.
- b. Avoid entering or saying in the auditorium with indecent clothing and inappropriate behavior.
- c. There should be no unethical scenes, posters, pictures, sculptures on display.

- d. Nawalapitiya Urban Council should have taken necessary steps to protect the property of the spectators coming to the auditorium.
- e. No one shall remain in the auditorium after 12 midnight without the written permission of the Chairmen.

VIII) Branch Library

- a) The by - law of main library shall applicable for branch library too.
- b) Membership of branch library is limited to those who reside within the limits of urban council.

IX) Reading Hall

- a) Reading hall can be built within the urban council division apart from main library.
- b) Only newspaper and magazine in these reading halls are available for readers to read.
- c) Residents in Nawalapitiya Urban Council division can be allowed to use the reading halls after verifying their identify and writing their name, address, signature and attendance register.

X) Mobile Library

- a) The mobile library service can be maintained by the main library or branch libraries.
- b) The mobile library service can be maintained every 14 days at a place maintained by the Nawalapitiya Urban Council.
- c) The service time of mobile library should be displayed properly to the customers of mobile library.
- d) The service time of mobile library should be provided with new card and this card cannot be used for main or branch libraries. By - Law of main library shall be applicable for these readers.

XI) Study Section

- a) Urban Council shall have the power to establish study unit compared with main and branch library.
- b) This unit can be used by any person who resides in the Urban Council limit by verifying their indentity and entering their name and address in the registry.
- c) Library books periodicals, newspapers should not be allowed to be taken or used in a section and only personal article books, books, periodicals reading material should be allowed to be used by the readers.
- d) The study section should also we kept open during the period when the library is opened.
- e) The librarian should be satisfied that the library is not used by readers who came there for any purpose other than their own study and those who wander or engage in other activities should be immediately removed from this premises.

XII) Rare Conservation Section

- a) This section is can be set up to preserve any book written on any subject of historical significance or not in print and not to be purchased.
- b) Book magazines and newspapers recommended by the library and documentation service board should be preserved within this section, stating that 50 years of work which are nor legally bound to be handed over to the department of archaeology of the museum are not currently in print or available for purchase.

- c) The library reader must hand over all items brought in from outside to the counter near the entrance and obtain a token. Those items should be removed by the reader on the same day.
- d) The reader is responsible for the item for the placed. In the event of a misplace token. The item may be returned upon confirmation of ownership. The reader must pay the security amount set by the urban council for the lost token. No one will be held liable for any deficiencies that may occur after the re-issuance of the goods, which the officers are authorized to inspect as a precautionary measure before the goods are delivered. Items that object to inspection should not be accepted over the counter. Every reader should make sure to avoid handing over valuables or money over the counter.
- e) After the working hours nobody is permitted to be in library except employees who obtain permission from librarian or chairmen. No person permitted to stay in library at night time.

XIII) General

- a) Anyone who has had or recently suffered from a contagious infections or skin disease or who has recently taken care of it should not enter the public library premises until then time of transmittion and the period of incubation.
- b) No person shall,
 - 1. Do not behave in an undisciplined manner or cause any harassment in or around the public library premises;
 - 2. Do not damage or distort any parts of any building or property of the public library or the surrounding;
 - 3. Acceptable reason after closing the public library should not be allowed to remain on the public library premises or to act in vain;
 - 4. No smoking or spiting on the premises of the public library;
 - 5. Do not gamble with dies or lots decks of card or engage in any other spot on the public library;
 - 6. Do not disturb the users of the public library by shouting, singing songs making any other noise in such library;
 - 7. Do not enter the premises of the public library in an unclean condition;
 - 8. Do not bring any dog or other animal in to the premises of the public library;
 - 9. Do not sleep or eat any food in any part of the premises of the public library;
 - 10. Do not obstruct the librarian or any person acting under the orders of the librarian, in the lawful exercise of his power under these by-laws.
- c) Anyone who violates or violate any provision of these by-laws shall be liable to act accordance with Article 153(2) of the urban council ordinance.
- d) Unless there is a need for harm in the turns of this by-laws.

“Council” means the urban council of Nawalapitiya;

“Chairmen” means the person who chairman at the time of Nawalapitiya Urban Council;

“Community Development Officer” is the community development officer working in the Nawalapitiya Urban council area of the local government department of the central provincial council;

“Librarian” is the librarian appointed to the post of library administrator Nawalapitiya Urban Council;

“Main Library” means public library within the premises and committee means Nawalapitiya Urban Council public library advisory committee;
- e) Women are also included in the masculine dimension of this by-law.
- f) if there are any inconsistencies between the Tamil and English language or English passages in this by-law, the meaning of the Sinhala text should prevent

BY LAWS OF NAWALAPITIYA URBAN COUNCIL PUBLIC LIBRARY

01. This by law shall be referred as by law of Nawalapitiya urban council public library.
02. This by law is introduced and established to organize a public library by Nawalapitiya urban council to improve reading ability, personal development, and book archive and fulfill creative and entertainment needs with efficient media facility service for peoples and al organization who reside within the administrative limits of Urban Council.
03. Public library consists of some or all service herein after mentioned.
 - a) Lending Section
 - b) Inquiry Section
 - c) Children Section
 - d) News papers and Magazine Section ;
 - e) Educational Section
 - f) Sound, Vision and Technology Section
 - g) Book Binding and Book Conservation Section
 - h) Special Collection, Divisional Collection and Rare Book Section
 - i) Library Service for the Community with Special Needs
 - j) Community Information Services Section
 - k) Photo Copy and Other Information Section
 - l) Mobile Library Service
04. There Should be a Librarian to all Public Library in the Nawalapitiya of Urban Council and the person so appointed shall be responsible to the Nawalapitiya Urban Council for the proper organization and management of the Public Library.
05. **To Mentoring and Guide the Public Library Service**

The Library Advisory committee, also known as the “Minmathu Committee”, may be appointed at an annual general meeting before the beginning of a lit year. This committee consists of the following.

 - a) The current chairman of the Nawalapitiya Urban Council is referred to as the “Minmathu” chairman.
 - b) Nawalapitiya Urban Council appoints not less than three members representing all groups Including one member for each group.
 - c) The committee shall be consist maximum of three members who shall be selected on religious ground in a way at least one represent from each community within the Nawalapitiya Urban Council limit.
 - d) Two persons residing the Nawalapitiya Urban Council area or recognized as engaged in occupation are elected by the Nawalapitiya Urban Council at the General Assembly.
 - e) The Librarian who is responsible for the Nawalapitiya Urban Council, Public Library at that time shall be the secretary of committee.
 - f) The other members of the committee are the secretary of the Nawalapitiya Urban Council, the Community Development Officer of the Department of Local Government of the school in the Nawalapitiya area.
 - g) Numbers of committee members should not, be more than seventeen.
 - h) The Chairman shall officially be the Chairman of the committee and shall preside all its meetings. When the Chairman is not present at a meeting, a person elected from among the members present shall preside over the meeting.
 - i) The committee meeting will be held on every three months or other prescribed period according to the decision made by the member of advisory committee.

6. Solid and Cancellation of Members

- a) The quorum should be 1/3 of the number appointed by the committee.
- b) Regarding an issues the committee member presiding over any meeting. If the number of votes for and against is equal, three will be a decisive vote.
- c) The membership of a member who has not appeared more than 03 consecutive times before the committee meeting shall be canceled such as such person shall never be re- appointed to the advisory committee. New members should be elected as per the decision of the house on behalf of the members whose membership as be canceled.

7. Library Membership

The following qualifications are required to be eligible for adult membership.

- a) Over 14 Years of age to obtain adult membership.
- b) Age limit of children membership should be not less than five and not more than thirteen (13) years.
- c) Certificate of Grama Niladari should be submitted to prove the Residence, Certificate of principle studying and Certificate of head of Institution if employed.
- d) Prescribed fee should be paid for adult memberships, who are resident within the limits of Nawalapitiya Urban Council. A surety must be certified by the property owner Who pays the assessment tax within the city limits.
- e) For a person residing up to 7 km Outside the Nawalapitiya Urban. Council limits, the relevant deposit and membership fee should be paid.
- f) If a person is a permanent resident within 8-10 km of Nawalapitiya Urban Council limits, he has to pay the relevant deposit and membership fee.
- g) If you are a resident of the province, you have to pay the relevant security deposit and socialist deposit. ,
- h) At the time of renewal of the membership once a year the membership application should be completed and the membership renewed and the relevant membership fee should be paid.
- i) If you are a resident of Nawalapitiya city limits, you have to pay the relevant membership fee when obtaining membership of the children's section.
- j) For children under 14 years of age Nawalapitiya if the residence and school is outside the Nawalapitiya city limits up to 10 km the relevant deposit and membership fee should be paid at the time of obtaining the membership.
- k) The Membership fee and security shall be deposit shall be decided by the council according to the recommendation submitted by the committee and such fee shall be paid by membership.
- l) All money must be paid to the Urban Council.

8. General Conditions.

I) Lending Section

- a) Librarian shall issues to membership card to each member according to the by law who shall be entitle to barrow only one book for a card at a time. Alienation of membership card is prohibited.
- b) Members are for any borrowed books, in the event of membership card is. lost member should produce a written complaint to the librarian. After the librarian, after the librarian confirms that no books issued under that lost membership card a copy of membership card can be obtained temporary by paying preside fees and new membership card cannot be issued within thirty days of this temporary card issued. The decide amount by the committee should be paid to get a new membership card.
- c) A book barrowed with a membership card can be kept for fourteen days with the approval of the librarian.
- d) A book that is permitted to be taken away must be returned to the library on or before the date indicated on the return date. The member is liable to pay the penalty imposed by the Urban Council for books delivered late than the due date. If it is less than 03 months it should be paid as the relevant fee for day and when it exceeds 03 months the maximum fee should be paid. In case the book is not returned to the library within 14 days, the librarian should send reminders for those books.

- e) In the event member lost the barrowed books, such member should be responsible to provide a copy of said book and pay twice the value of book and 25% departmental charges as additional, fee by such member.
- f) Damage to a disposable book, distort, tear, scratch, paint or otherwise distort a discarded book at the time of return of such a damage book, the member shall pay the loss estimated by the librarian.
- g) Before receiving a book from the disposing library the member should inspect the book and report any damage or distortion to the book to the librarian every book that goes unreported should be treated as a book released without any damage or distortion.
- h) When books are returned to the disposal library the book is stamped "Removed due to Damage" to a member who pays the fee set by the library committee for approval when the librarian recommends that the book be damaged beyond repair can a book that member takes out of the library can be handed over to the library by someone who is not a member of the household and books should not be disposed of by anyone who is not member.
- i) When a used book is returned to the library by a member suffering from an infectious or contagious disease, the librarian is required to destroy the books and charge the member 25% of the value of the book and a departmental fee.
- j) In the event of a dispute as to which member a book should be issued for disposal the Librarian shall resolve that dispute.
- k) If a member intends to take away a book left by another member. It should be recorded in a document provided for that purpose. Those books should be reserved for the requested member when they return to the library. When to or more members request, the Librarian shall arrange for the books to be taken out in the order noted in the register. Librarian should be open to the public from 8.00 am to 4.45 pm and this may be changed as decided by the council.

II) Inquiry Section

- a) Any one the age of 14 who can read and write is eligible to use the reference library.
- b) Anyone wishing to use the inquiry division must confirm their identify and obtain the permission of the librarian by placing the name, address and signature of the coloring documents.
- c) No books other than blank paper should be taken away to the investigation section. No person shall take any book out of the inquiry reference section without the permission of the Librarian.
- d) No books obtain from reference unit permitted to taken outside the reference unit. Members in the reference section can obtain books, documents and journal from another unit for their reference with the permission of librarian.
- e) The reference section should also be kept open during the opening hours of the public library.
- f) The copy of permitted documents shall be obtained with the permission of librarian and payment decided by the council.

III) Children Section

- a) Membership in the children's library shall be obtained in accordance with the provision of constitution no 7(b), 7(i), 7(j) of this by - law.

- b) The opening hours of the children's library may be determined by the Nawalapitiya Urban Council with the recommendation of the library advisory committee and that time should be clearly displayed on the notice board.
- c) No adult other than the staff and staff of the Nawalapitiya Urban Council Library should be allowed to enter the Children's Library (those authorized to inspect).

IV) Weekly Magazine Section

- a) Any one over the age of 14 years who can read and write should be allowed to use the magazine section.
- b) Members who want to use this section should write his personal details in file and obtain permission of librarian and prohibited to take away journals and books or any other properties outside.
- c) Do not carry any weekly magazines, newspaper, files or equipments, luggage in the weekly magazine section.
- d) The weekly magazine section should also be kept open during the period when the public library is open.

IV) News Paper Section

- a) Anyone with a name, address, signature and confirmation of their identity in the attendance register should be allowed to enter this section.
- b) Daily and Weekly newspaper should be displayed in this unit. The newspaper of last six months should be kept in conservation in this section.
- c) Newspaper which have been in existence for more than one month should be disposed of in that section and the required part should be reserved for the newspaper cutting service and the remaining part should be handed over to the Urban Council warehouse for suitable activities.
- d) Newspaper unit will be open from 8.30 am to 4.45 pm every day of month.

VI) Vision Sound and Technology Section

- a) Anyone who is member of the library shall be entitled to use this section in accordance with the provisions laid down by By-Law 07(a) to 07(f) of this By-Law.
- b) The librarian shall be permit any members who verified their identity enter name, address and signature on the register to enter into this hall. Charges will be recovered according to urban council decision for membership.
- c) No person shall be permit to carry out the video or audio tapes and earphones from vision, sound and technology unit.
- d) A reader who pays the deposit money and fees decided by Urban Council shall borrow two audio, video tapes at a time for fourteen days.
- e) Time of issues and recording of the audio recording the reader at the librarian must provide a certificate of audio quality.
- f) In case any damages found in the reader audio and video tape, the member should pay double value as compensation.

- g) Separate tariff may be calculated by the urban council from time to time for those who wish to use the information and communication technology section.
- h) It is prohibited to use pen drive, chip, and compact disc brought from outside.
- i) The internet browsing and email facilities shall be available only for the members who pay the allocated charges for it.
- j) Members are strictly prohibited to copying or disposal of any audio or video tapes and software which are used in this unit.
- k) Members can obtain a copy of a video or audio tape with the permission of librarian.

VII) Library Auditorium

- a) The Library auditorium of Nawalapitiya Urban Council should be reserved for suitable applicants for the advertisement for the education and culture such as stage play film, lectures, seminars, workshop acclaimed concert, and similar non public meetings and religious lectures.
 - b) The applicant who is applied first reserve the auditorium by pays the amount decided by the Urban Council.
 - c) If an applicant request to make a reservation of a date other than the date on which the auditorium is booked, reservation can be made based on the fees and deposit paid prior to the date a request fees will be refunded for non use of the auditorium on the first day when another date is reserved for another applicant only deposit can be refunded.
 - d) The power to reserve the auditorium rest with the chairmen of the council or the authorized officer and may be suspended on reasonable grounds.
- (01) All applicants reserved for the auditorium,
- a. No damage should be done to the equipments, electrical appliance and all other fixtures in and around the auditorium.
 - b. Avoid entering or staying in the auditorium with indecent clothing and inappropriate behavior.
 - c. There should be no unethical scenes, posters, pictures, sculptures on display.
 - d. Nawalapitiya Urban Council should have taken necessary steps to protect the property of the spectators coming to the auditorium.
 - e. No one shall remain in the auditorium after 12 midnight without the written permission of the Chairmen.

VIII) Branch Library

- a) The by-law of main library shall applicable for branch library too.
- b) Membership of branch library is limited to those who reside within the limits of urban council.

IX) Reading Hall

- a) Reading hall can be built within the urban council division apart from main library.
- b) Only newspaper and magazine in these reading halls are available for readers to read.
- c) Residents in Nawalapitiya Urban Council division can be allowed to use the reading halls after verifying their identify and writing their name, address, signature and attendance register.

X) Mobile Library

- a) The mobile library service can be maintained by the main library or branch libraries.
- b) The mobile library service can be maintained every 14 days at a place maintained by the Nawalapitiya Urban Council.
- c) The service time of mobile library should be displayed properly to the customers of mobile library.
- d) The service time of mobile library should be provided with new card and this card cannot be used for main or branch libraries. By-Law of main library shall be applicable for these readers.

XI) Study Section

- a) Urban Council shall have the power to establish study unit compared with main and branch library.
- b) This unit can be used by any person who resides in the Urban Council limit by verifying their identity and entering their name and address in the registry.
- c) Library books periodicals, newspapers should not be allowed to be taken or used in a section and only personal article books, books, periodicals reading material should be allowed to be used by the readers.
- d) The study section should also be kept open during the period when the library is opened.
- e) The librarian should be satisfied that the library is not used by readers who came there for any purpose other than their own study and those who wander or engage in other activities should be immediately removed from this premises.

XII) Rare Conservation Section

- a) This section is can be set up to preserve any book written on any subject of historical significance or not in print and not to be purchased.
- b) Book magazines and newspapers recommended by the library and documentation service board should be preserved within this section, stating that 50 years of work which are nor legally bound to be handed over to the department of archaeology of the museum are not currently in print or available for purchase.
- c) The library reader must hand over all items brought in from outside to the counter near the entrance and obtain a token. Those items should be removed by the reader on the same day.
- d) The reader is responsible for the item for the placed. In the event of a misplace token. The item may be returned upon confirmation of ownership. The reader must pay the security amount set by the urban council for the lost token. No one will be held liable for any deficiencies that may occur after the re-issuance of the goods, which the officers are authorized to inspect as a precautionary measure before the goods are delivered. Items that object to inspection should not be accepted over the counter. Every reader should make sure to avoid handing over valuables or money over the counter.
- e) After the working hours nobody is permitted to be in library except employees who obtain permission from librarian or chairmen. No person permitted to stay in library at night time.

XIII) General

- a) Anyone who has had or recently suffered from a contagious infections or skin disease or who has recently taken care of it should not enter the public library premises until then time of transmittion and the period of incubation.

- b) No person shall,
1. Do not behave in an undisciplined manner or cause any harassment in or around the public library premises;
 2. Do not damage or distort any parts of any building or property of the public library or the surrounding;
 3. Acceptable reason after closing the public library should not be allowed to remain on the public library premises or to act in vain;
 4. No smoking or spiting on the premises of the public library;
 5. Do not gamble with dies or lots decks of card or engage in any other spot on the public library;
 6. Do not disturb the users of the public library by shouting, singing songs making any other noise in such library;
 7. Do not enter the premises of the public library in an unclean condition;
 8. Do not bring any dog or other animal in to the premises of the public library;
 9. Do not sleep or eat any food in any part of the premises of the public library;
 10. Do not obstruct the librarian or any person acting under the orders of the librarian, in the lawful exercise of his power under these by-laws.
- c) Anyone who violates or violate any provision of these by-laws shall be liable to act accordance with Article 153(2) of the urban council ordinance.
- d) Unless there is a need for harm in the turns of this by-laws.
- “Council” means the urban council of Nawalapitiya;
- “Chairmen” means the person who chairman at the time of Nawalapitiya Urban Council;
- “Community Development Officer” is the community development officer working in the Nawalapitiya Urban council area of the local government department of the central provincial council;
- “Librarian” is the librarian appointed to the post of library administrator Nawalapitiya Urban Council;
- “Main Library” means public library within the premises and committee means Nawalapitiya Urban Council public library advisory committee;
- e) Women are also included in the masculine dimension of this by-law.
- f) If there are any inconsistencies between the Tamil and English Language or English Passages in this by-law, the meaning of the Sinhala text should prevent.

BY LAWS OF NAWALAPITIYA URBAN COUNCIL PUBLIC LIBRARY

1. This by law shall be referred as by law of Nawalapitiya urban council public library.
2. This by law is introduced and established to organize a public library by Nawalapitiya urban council to improve reading ability, personal development, and book archive and fulfill creative and entertainment needs with efficient media facility service for peoples and all organizations who reside within the administrative limits of Urban Council.
3. Public library consists of some or all service herein after mentioned.
 - a) Lending Section
 - b) Inquiry Section
 - c) Children Section
 - d) News papers and Magazine Section
 - e) Educational Section
 - f) Sound, Vision and Technology Section
 - g) Book Binding and Book Conservation Section

- h) Special Collection, Divisional Collection and Rare Book Section
- i) Library Service for the Community with Special Needs
- j) Community Information Services Section
- k) Photo Copy and Other Information Section
- l) Mobile Library Service

4. There Should be a Librarian to all Public Library in the Nawalapitiya of Urban Council and the person so appointed shall be responsible to the Nawalapitiya Urban Council for the proper organization and management of the Public Library.

5. To Mentoring and Guide the Public Library Service

The Library Advisory committee, also known as the “Minmathu Committee”, may be appointed at an annual general meeting before the beginning of a lit year. This committee consists of the following.

- a) The current chairman of the Nawalapitiya Urban Council is referred to as the “Minmathu” chairman.
- b) Nawalapitiya Urban Council appoints not less than three members representing all groups Including one member for each group.
- c) The committee shall be consist maximum of three members who shall be selected on religious ground in a way at least one represent from each community within the Nawalapitiya Urban Council limit.
- d) Two persons residing the Nawalapitiya Urban Council area or recognized as engaged in occupation are elected by the Nawalapitiya Urban Council at the General Assembly.
- e) The Librarian who is responsible for the Nawalapitiya Urban Council, Public Library at that time shall be the secretary of committee.
- f) The other members of the committee are the secretary of the Nawalapitiya Urban Council, the Community Development Officer of the Department of Local Government of the school in the Nawalapitiya area.
- g) Numbers of committee members should not, be more than seventeen.
- h) The Chairman shall officially be the Chairman of the committee and shall preside all its meetings. When the Chairman is not present at a meeting, a person elected from among the members present shall preside over the meeting.
- i) The committee meeting will be held on every three months or other prescribed period according to the decision made by the member of advisory committee.

6. Solid and Cancellation of Members

- a) The quorum should be 1/3 of the number appointed by the committee.
- b) Regarding an issues the committee member presiding over any meeting. If the number of votes for and against is equal, three will be a decisive vote.
- c) The membership of a member who has not appeared more than 03 consecutive times before the committee meeting shall be canceled such as such person shall never be re- appointed to the advisory committee. New members should be elected as per the decision of the house on behalf of the members whose membership as be canceled.

7. Library Membership

The following qualifications are required to be eligible for adult membership.

- a) Over 14 Years of age to obtain adult membership.
- b) Age limit of children membership should be not less than five and not more than thirteen (13) years.
- c) Certificate of Grama Niladari should be submitted to prove the Residence, Certificate of principle studying and Certificate of head of Institution if employed.
- d) Prescribed fee should be paid for adult memberships, who are resident within the limits of Nawalapitiya Urban Council. A surety must be certified by the property owner who pays the assessment tax within the city limits.
- e) For a person residing up to 7 km Outside the Nawalapitiya Urban. Council limits, the relevant deposit and membership fee should be paid.
- f) If a person is a permanent resident within 8-10 km of Nawalapitiya Urban Council limits, he has to pay the relevant deposit and membership fee.
- g) If you are a resident of the province, you have to pay the relevant security deposit and socialist deposit.
- h) At the time of renewal of the membership once a year the membership application should be completed and the membership renewed and the relevant membership fee should be paid,
- i) If you are a resident of Nawalapitiya city limits, you have to pay the relevant membership fee when obtaining membership of the children's section.
- j) For children under 14 years of age Nawalapitiya if the residence and school is outside the Nawalapitiya city limits up to 10 km the relevant deposit and membership fee should be paid at the time of obtaining the membership.
- k) The Membership fee and security shall be deposit shall be decided by the council according to the recommendation submitted by the committee and such fee shall be paid by membership.
- l) All money must be paid to the Urban Council.

08. General Conditions.

1) Lending Section

- a) Librarian shall issues to membership card to each member according to the by law who shall be entitle to borrow only one book for a card at a time. Alienation of membership card is prohibited.
- b) Members are for any borrowed books, in the event of membership card is lost member should produce a written complaint to the librarian. After the librarian, after the librarian confirms that no books issued under that lost membership card a copy of membership card can be obtained temporary by paying preside fees and new membership card cannot be issued within thirty days of this temporary card issued. The decide amount by the committee should be paid to get a new membership card.
- c) A book borrowed with a membership card can be kept for fourteen days with the approval of the librarian.
- d) A book that is permitted to be taken away must be returned to the library on or before the date indicated on the return date. The member is liable to pay the penalty imposed by the Urban Council for books delivered late than the due date. If it is less than 03 months it should be paid as the relevant fee for day and when it exceeds 03 months the maximum fee should be paid. In case the book is not returned to the library within 14 days, the librarian should send reminders for those books.

- e) In the event member lost the borrowed books, such member should be responsible to provide a copy of said book and pay twice the value of book and 25% departmental charges as additional fee by such member.
- f) Damage to a disposable book, distort, tear, scratch, paint or otherwise distort a discarded book at the time of return of such a damage book, the member shall pay the loss estimated by the librarian.
- g) Before receiving a book from the disposing library the member should inspect the book and report any damage or distortion to the book to the librarian every book that goes unreported should be treated as a book released without any damage or distortion.
- h) When books are returned to the disposal library the book is stamped "Removed due to Damage" to a member who pays the fee set by the library committee for approval when the librarian recommends that the book be damaged beyond repair can a book that member takes out of the library can be handed over to the library by someone who is not a member of the household and books should not be disposed of by anyone who is not member.
- i) When a used book is returned to the library by a member suffering from an infectious or contagious disease, the librarian is required to destroy the books and charge the member 25% of the value of the book and a departmental fee.
- j) In the event of a dispute as to which member a book should be issued for disposal the Librarian shall resolve that dispute.
- k) If a member intends to take away a book left by another member. It should be recorded in a document provided for that purpose. Those books should be reserved for the requested member when they return to the library. When to or more members request, the Librarian shall arrange for the books to be taken out in the order noted in the register. Librarian should be open to the public from 8.00 am to 4.45 pm and this may be changed as decided by the council.

II) Inquiry Section.

- a) Any one the age of 14 who can read and write is eligible to use the reference library.
- b) Anyone wishing to use the inquiry division must confirm their identify and obtain the permission of the librarian by placing the name, address and signature of the coloring documents.
- c) No books other than blank paper should be taken away to the investigation section. No person shall take any book out of the inquiry reference section without the permission of the Librarian.
- d) No books obtain from reference unit permitted to taken outside the reference unit. Members in the reference section can obtain books, documents and journal from another unit for their reference with the permission of librarian.
- e) The reference section should also be kept open during the opening hours of the public library.
- f) The copy of permitted documents shall be obtained with the permission of librarian and payment decided by the council.

III) Children Section.

- a) Membership in the children's library shall be obtained in accordance with the provision of constitution No. 7(b), 7(i), 7(j) of this by - law.

- b) The opening hours of the children's library may be determined by the Nawalapitiya Urban Council with the recommendation of the library advisory committee and that time should be clearly displayed on the notice board.
- c) No adult other than the staff and staff of the Nawalapitiya Urban Council Library should be allowed to enter the Children's Library (those authorized to inspect).

IV) Weekly Magazine Section.

- a) Any one over the age of 14 years who can read and write should be allowed to use the magazine section.
- b) Members who want to use this section should write his personal details in file and obtain permission of librarian and prohibited to take away journals and books or any other properties outside.
- c) Do not carry any weekly magazines, newspaper, files or equipments, luggage in the weekly magazine section.
- d) The weekly magazine section should also be kept open during the period when the public library is open.

IV) News Paper Section.

- a) Anyone with a name, address, signature and confirmation of their identify in the attendance register should be allowed to enter this section.
- b) Daily and Weekly newspaper should be display in this unit. The newspaper of last six month should keep conservation in this section.
- c) Newspaper which have been in existence for more than one month should be disposed of in that section and the required part should be reserved for the newspaper cutting service and the remaining part should be handed over to the Urban Council warehouse for suitable activities.
- d) Newspaper unit will be open from 8.30 am to 4.45 pm every day of month.

VI) Vision Sound and Technology Section.

- a) Anyone who is member of the library shall be entitled to use this section in accordance with the provisions laid down by By-Law 07(a) to 07(f) of this By-Law.
- b) The librarian shall be permit any members who verified their identity enter name, address and signature on the register to enter into this hall. Charges will be recovered according to urban council decision for membership.
- c) No person shall be permit to carry out the video or audio tapes and earphones from vision, sound and technology unit.
- d) A reader who pays the deposit money and fees decided by Urban Council shall borrow two audio, video tapes at a time for fourteen days.
- e) Time of issues and recording of the audio recording the reader at the librarian must provide a certificate of audio quality.
- f) In case any damages found in the reader audio and video tape, the member should pay double value as compensation.
- g) Separate tariff may be calculated by the urban council from time to time for those who wish to use the information and communication technology section.

- h) It is prohibited to use pen drive, chip, and compact disc brought from outside.
- i) The internet browsing and email facilities shall be available only for the members who pay the allocated charges for it.
- j) Members are strictly prohibited to copying or disposal of any audio or video tapes and software which tyas used in this unit.
- k) Members can obtain a copy of a video or audio tape with the permission of librarian.

VII) Library Auditorium.

- a) The Library auditorium of Nawalapitiya Urban Council should be reserved for suitable applicants for the advertisement for the education and culture such as stage pay film, lectures, seminars, workshop acclaimed concert, and similar non public meetings and religious lectures.
- b) The applicant who is applied first reserve the auditorium by pays the amount decided by the Urban Council.
- c) If an applicant request to make a reservation of a date other than the date on which the auditorium is booked, reservation can be made based on the fees and deposit paid prior to the date a request fees will be refunded for non use of the auditorium on the first day when anther date is reserved for anther applicant only deposit can be refunded.
- d) The power to reserve the auditorium rest with the chairmen of the council or the authorized officer and may be suspended on reasonable grounds.

(01) All applicants reserved for the auditorium,

- a. No damage should be done to the equipments, electrical appliance and all other fixtures in and around the auditorium.
- b. Avoid entering or staying in the auditorium with indecent clothing and inappropriate behavior.
- c. There should be no unethical scenes, posters, pictures, sculptures on display.
- d. Nawalapitiya Urban Council should have taken necessary steps to protect the property of the spectators coming to the auditorium.
- e. No one shall remain in the auditorium after 12 midnight without the written permission of the Chairmen.

VIII) Branch Library

- a) The by-law of main library shall applicable for branch library too.
- b) Membership of branch library is limited to those who reside within the limits of urban council.

IX) Reading Hall

- a) Reading hall can be built within the urban council division apart from main library.
- b) Only newspaper and magazine in these reading halls are available for readers to read.
- c) Residents in Nawalapitiya Urban Council division can be allowed to use the reading halls after verifying their identify and writing their name, address, signature and attendance register.

X) Mobile Library

- a) The mobile library service can be maintained by the main library or branch libraries.
- b) The mobile library service can be maintained every 14 days at a place maintained by the Nawalapitiya Urban Council.
- c) The service time of mobile library should be displayed properly to the customers of mobile library.
- d) The service time of mobile library should be provided with new card and this card cannot be used for main or branch libraries. By-Law of main library shall be applicable for these readers.

XI) Study Section

- a) Urban Council shall have the power to establish study unit compared with main and branch library.
- b) This unit can be used by any person who resides in the Urban Council limit by verifying their identity and entering their name and address in the registry.
- c) Library books periodicals, newspapers should not be allowed to be taken or used in a section and only personal article books, books, periodicals reading material should be allowed to be used by the readers.
- d) The study section should also be kept open during the period when the library is opened.
- e) The librarian should be satisfied that the library is not used by readers who came there for any purpose other than their own study and those who wander or engage in other activities should be immediately removed from this premises.

XII) Rare Conservation Section

- a) This section can be set up to preserve any book written on any subject of historical significance or not in print and not to be purchased.
- b) Book magazines and newspapers recommended by the library and documentation service board should be preserved within this section, stating that 50 years of work which are not legally bound to be handed over to the department of archaeology of the museum are not currently in print or available for purchase.
- c) The library reader must hand over all items brought in from outside to the counter near the entrance and obtain a token. Those items should be removed by the reader on the same day.
- d) The reader is responsible for the item for the placed. In the event of a misplaced token. The item may be returned upon confirmation of ownership. The reader must pay the security amount set by the urban council for the lost token. No one will be held liable for any deficiencies that may occur after the re-issuance of the goods, which the officers are authorized to inspect as a precautionary measure before the goods are delivered. Items that object to inspection should not be accepted over the counter. Every reader should make sure to avoid handing over valuables or money over the counter.
- e) After the working hours nobody is permitted to be in library except employees who obtain permission from librarian or chairmen. No person permitted to stay in library at night time.

XIII) General

- a) Anyone who has had or recently suffered from a contagious infections or skin disease or who has recently taken care of it should not enter the public library premises until then time of transmission and the period of incubation.

- b) No person shall,
1. Do not behave in an undisciplined manner or cause any harassment in or around the public library premises;
 2. Do not damage or distort any parts of any building or property of the public library or the surrounding;
 3. Acceptable reason after closing the public library should not be allowed to remain on the public library premises or to act in vain;
 4. No smoking or spitting on the premises of the public library;
 5. Do not gamble with dies or lots decks of card or engage in any other spot on the public library;
 6. Do not disturb the users of the public library by shouting, singing songs making any other noise in such library;
 7. Do not enter the premises of the public library in an unclean condition;
 8. Do not bring any dog or other animal in to the premises of the public library;
 9. Do not sleep or eat any food in any part of the premises of the public library;
 10. Do not obstruct the librarian or any person acting under the orders of the librarian, in the lawful exercise of his power under these by-laws.
- c) Anyone who violates or violate any provision of these by-laws shall be liable to act accordance with Article 153(2) of the urban council ordinance.
- d) Unless there is a need for harm in the turns of this by-laws.
- “Council” means the urban council of Nawalapitiya;
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- “Community Development Officer” is the community development officer working in the Nawalapitiya Urban council area of the local government department of the central provincial council;
- “Librarian” is the librarian appointed to the post of library administrator Nawalapitiya Urban Council;
- “Main Library” means public library within the premises and committee means Nawalapitiya Urban Council public library advisory committee;
- e) Women are also included in the masculine dimension of this by-law.
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EOG 07 - 0165