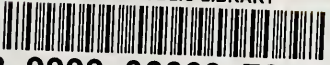
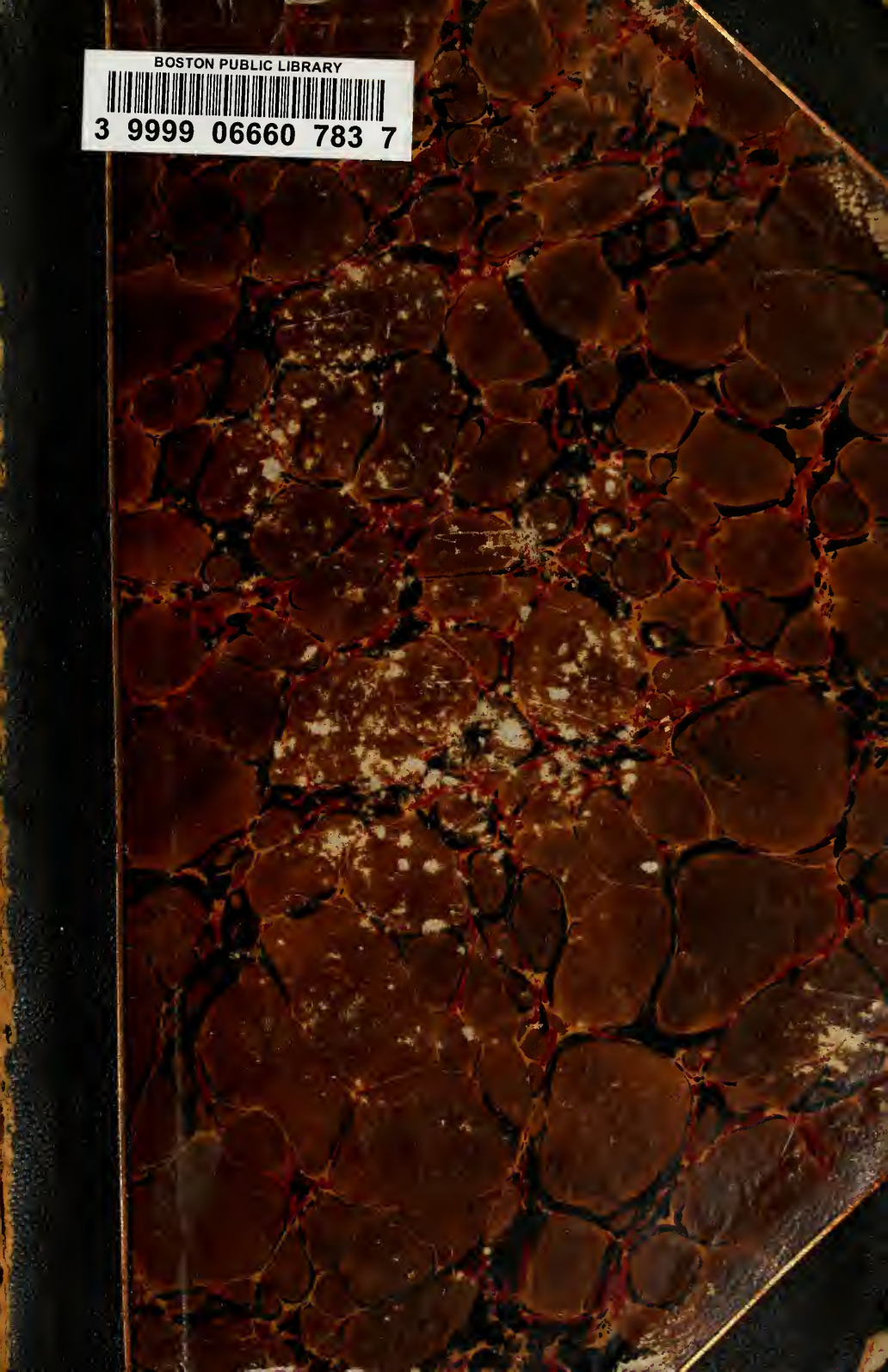


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REGULATIONS
OF THE
SCHOOL COMMITTEE
OF THE
CITY OF ROXBURY.



ADOPTED JANUARY, 1854.

ROXBURY:
NORFOLK COUNTY JOURNAL PRESS.
1854.

CITY OF ROXBURY.

IN SCHOOL COMMITTEE, January 4, 1854.

Messrs. Crafts, Ryder and Streeter were appointed a Committee to prepare and Report to this Board, Rules and Regulations for their government the present year.

January 18, 1854.

Mr. Crafts, from the Committee on Regulations, submitted the accompanying Rules, &c., which were accepted.

On motion of Mr. Seaver, it was Ordered, That Twelve Hundred Copies be printed for the use of the Schools and Committee.

JOSHUA SEAVER, Secretary.

REGULATIONS
OF THE
SCHOOL COMMITTEE OF ROXBURY.

CHAPTER I.

Organization.

SECTION 1. The first meeting of the Board shall be held on the Wednesday next succeeding the organization of the City Government. A Chairman and a Secretary shall then be chosen by ballot. There shall also be appointed at the same meeting, a local committee for each school in the city, to consist of three members for the Washington, Dudley, and Dearborn Schools, and one member for each primary and intermediate school. Also, a committee of three, who shall have full power to carry out, with the Standing Committee on the part of the Trustees of the English High School, more perfectly the Act of the Legislature, passed April 9, 1839.

SECT. 2. A Committee on Primary and Intermediate School Teachers, consisting of five members, one of whom shall be the Chairman of the Board, shall also be appointed, whose duty it shall be to keep a register of the names of all applicants, with their credentials, for reference whenever a teacher is to be elected. They shall be convened once a month, or as often as occasion may require; and having been notified of a vacancy in any primary or intermediate school, by the local committee thereof, they shall appoint a teacher to fill it, from any source which may best promote the interests of the school, to be confirmed within three months by the Board.

SECT. 3. A committee shall also be appointed, to consist of the Chairman of the Board and four members, for the selection of text-books to be used in the schools; also committees consisting of three members each, on Rules and Regulations and on Finance.

SECT. 4. It shall be the duty of the Committee on Finance, to confer with any committee of the Board of Aldermen and Common Council on the subject of appropriations for the Public Schools.

SECT. 5. Stated quarterly meetings of the Board shall be held on the Wednesday after the fourth Monday in February—on the first Wednesday in June—on the Wednesday after the last Monday in July—and on the second Wednesday after Thanksgiving day.

SECT. 6. At the last quarterly meeting in the year, the teachers of the public schools shall be elected, and their salaries voted.

SECT. 7. Seven members shall constitute a quorum for the transaction of business.

SECT. 8. All meetings of the Board shall be held in public, except when otherwise ordered by special vote, and notice thereof shall be given to all the members four days previous.

CHAPTER II.

Rights and Duties of the Chairman.

SECT. 1. The Chairman shall take the chair precisely at the hour appointed for the meeting of the Board; he shall call the members to order, and on the appearance of a quorum, shall cause the minutes of the preceding meeting to be read, and proceed to business. In the absence of the Chairman, the Board shall choose a Chairman pro tempore.

SECT. 2. The Chairman shall call a special meeting of the Board, whenever he may deem it necessary, or at the request in writing of any two members.

SECT. 3. He shall appoint all committees, unless the Board shall otherwise direct.

SECT. 4. He shall preserve decorum and order in the meetings; he may speak to points of order in preference to other members, and shall decide all questions of order, subject to an appeal to the Board, on motion of any member, regularly seconded.

SECT. 5. He shall declare all votes, but if any member doubt the vote, the Chairman, without further debate upon the question, shall require the members voting to rise and stand until they are counted, and he shall declare the result.

SECT. 6. The Chairman may call any member to the chair, provided such substitution shall not continue longer than one meeting. When the Board shall determine to go into Committee of the Whole, the Chairman shall appoint the member who shall take the chair. The Chairman may express his opinion on any subject under debate, but in such case he shall leave the chair, and appoint some other member to take it, and he shall not resume the chair while the same question is pending. But the Chairman may state facts, and give his opinion on questions of order, without leaving his place.

SECT. 7. When any member shall require a question to be taken by Yeas and Nays, the Chairman shall take the sense of the Board in that manner, provided *one-third* of the members present, are in favor of it.

SECT. 8. After a motion is seconded, and stated by the Chairman, it shall be disposed of by a vote of the Board, unless the mover withdraw it before a decision or an amendment.

SECT. 9. The Chairman shall consider a motion to adjourn as always in order, unless a member has possession of the floor, or any question has been put and not decided; and said motion to adjourn shall be decided without debate.

SECT. 10. He shall put the previous question in the following form: "Shall the main question be now put?" and all amendments or further debate of the main question shall

be suspended, until the previous question shall have been decided; and the previous question shall not be put, unless a majority of the members present are in favor of it.

SECT. 11. When two or more members happen to rise at the same time, the Chairman shall name the member who is first to speak.

CHAPTER III.

Duties of the Secretary.

SECT. 1. The Secretary shall have charge of the records of the Board, and of all papers directed by them to be kept on his files; he shall keep a fair and full record of all the proceedings of the Board; he shall notify all stated and special meetings; he shall notify the Chairman of any committee appointed, stating the commission, and the names of the members; he shall notify the meetings of all committees when requested by their Chairman; he shall notify the instructors of their appointments, and shall give such other notices as the Board may require.

SECT. 2. He shall prepare the annual report required by the statute of the Commonwealth.

CHAPTER IV.

Rights and Duties of Members.

SECT. 1. When any member is about to speak in debate, or to deliver any matter to the Board, he shall rise in his place, and respectfully address the Chairman; shall confine himself to the question in debate, and avoid personality.

SECT. 2. No member, in debate, shall notice another member by his name; but may describe him by the Ward he represents, the place he sits in, or such other designation as may be intelligible and respectful.

SECT. 3. No member speaking shall be interrupted by another, but by rising to call to order, or to correct a mis-

take. But if any member in speaking or otherwise, transgress the Rules of the Board, the Chairman *shall*, or any member *may* call him to order; in which case the member so called to order, shall immediately sit down, unless permitted to explain; and the Board, if appealed to, shall decide on the case, but without debate.

SECT. 4. When a motion is made and seconded, it shall be considered by the Board, and not otherwise; and when a question is under debate, no motion shall be received but to adjourn; to lay on the table; for the previous question; to postpone to a day certain; to commit; to amend; or to postpone indefinitely; which several motions shall have precedence in the order in which they stand.

SECT. 5. Every motion shall be reduced to writing, if the Chairman desire, or any member of the Board request it.

SECT. 6. When a motion has once been made, and carried in the affirmative or negative, it shall be in order for any member to move for a reconsideration, and if such motion is seconded, it shall be open to debate, and be disposed of by the Board. And in case the motion be made at the same meeting, it shall be competent for a majority of the members present to pass a vote of reconsideration; but if it be made at a subsequent meeting, the subject shall not be reconsidered unless a majority of all the members of the Board shall vote therefor. But no more than *one* motion for the reconsideration of any vote shall be permitted.

SECT. 7. Every member who shall be present when a question is put, shall give his vote, unless the Board, for special reasons, excuse him.

SECT. 8. On the "previous question," no member shall speak more than once without leave of the Board.

SECT. 9. When the reading of a paper is called for, and the same is objected to by any member, it shall be determined by a vote of the Board.

SECT. 10. All proposed amendments to the Regulations shall lie upon the table at least two weeks. Any rule may be suspended for the time being by a vote of two-thirds of the members present.

CHAPTER V.

Duties of Local Committees.

SECT. 1. The Local Committees shall visit their respective schools at least once a month, and oftener if convenient.

SECT. 2. The Local Committees shall give their advice to the instructors on any emergency; and take cognizance of any difficulty which may have occurred between the instructors and parents or guardians of pupils, or between the instructors themselves, relative to the government or instruction of the school. An appeal, however, to the whole Board, is not hereby denied to any citizen or instructor.

SECT. 3. The several chairmen of the Local Committees of the Grammar Schools shall be the organ of communication between said committees and the schools; but shall not act definitely on any matter of interest to the school, without the sanction of a majority of the Local Committee.

SECT. 4. In case of a vacancy in any Grammar School, in the place of any teacher, the Chairman and Local Committee shall, if they think proper, after an examination of his or her qualifications, appoint a teacher pro tempore; and give notice of such vacancy, at the next quarterly meeting of the Board, that it may be filled by election. And no teacher shall be appointed by the Board, until he shall have been examined as aforesaid, and shall have received a satisfactory certificate thereof. The masters or heads of departments shall be consulted in the appointment of their assistants. In case of a vacancy in the place of teacher of any Primary or Intermediate School, it shall be the duty of the Local Committee to give immediate notice thereof to the Committee on Primary and Intermediate School Teachers.

SECT. 5. In addition to these specific duties of the Local Committees, it shall be their duty, generally, to make any temporary arrangement which they may find necessary, relative to their schools, or the convenience of the instructors, in cases not provided for by the general regulations.

SECT. 6. Although the interest of the schools demands

Local Committees, yet each member of the Board shall consider it his duty to watch over all the public schools in the city, to attend their examinations, and to visit them at other times according to their ability.

SECT. 7. All bills for salaries, repairs, books and furniture, shall be approved by the Local Committees, or in case of absence or any other inability by the Secretary of the Board.

REGULATIONS
OF THE
PUBLIC SCHOOLS.

CHAPTER I.

Teachers.

SECT. 1. All the teachers shall be responsible to the Board for the faithful discharge of their duties. They shall punctually observe the hours for opening and dismissing the school, and during school hours shall devote themselves to the public service.

SECT. 2. When any teacher is reported as *very deficient*, by the quarterly examining committee, and placed on probation by order of the Board, the Secretary shall notify such teacher of the same, and state the deficiencies reported.

SECT. 3. The morning exercises of all the schools shall be commenced by reading from the Holy Scriptures, followed by the Lord's Prayer.

SECT. 4. The teachers shall open the school rooms of their respective schools *ten minutes* before the time prescribed for commencing the school—the object being to afford a shelter to those scholars who may arrive early to the school house.

SECT. 5. The teachers shall give the children constant employment, and endeavor by judicious and diversified modes, to render the exercises of the school pleasant as well as profitable; they shall maintain firm, prudent and vigilant discipline: they shall punish as sparingly as possible, consistent with securing obedience, and shall govern by persuasive and gentle measures as far as practicable. They

shall never resort to corporal punishment, until other means of influencing the pupils shall have failed; and when it shall be necessary, it shall be administered in such a manner as to operate on the moral sensibilities of the pupil in the strongest manner. They shall keep a record of all corporal punishments inflicted upon the scholars, containing the *name* of the party punished, the *kind* and *degree* of punishment, the alleged *cause* thereof, and report the same quarterly to this Board. And no quarterly abstract from any teachers shall be accepted unless this requisition be strictly complied with. As far as practicable, they shall also exercise a general inspection over their scholars, as well out of as within the walls of the school, and on all suitable occasions inculcate upon them the principles of truth and virtue.

SECT. 6. The teachers shall keep a list of the scholars under their instruction, and shall record the page of the text-book at which every class commences in each term, and also the page to which it shall have advanced during said term, and this record shall be open to the inspection of the school committee.

SECT. 7. The Principals of the Grammar Schools are authorized, under the direction of the Local Committees, to make such classification of their respective schools, and such regulations for the discipline and government thereof (not in violation of the regulations of this Board,) as in their best discretion they may deem expedient. And it shall be the duty of the Principals to examine the pupils under the care of the assistant teachers, in said schools, as often as they can, consistently with proper attention to those who are under their immediate charge.

SECT. 8. The teachers of the several Grammar Schools, shall impart oral instruction to their pupils, at stated times, by assigning topics for their consideration, referring them to approved works for information, questioning them upon the themes assigned, and communicating such information thereon as they may think necessary. These exercises

shall take place as frequently as may be practicable in the opinion of the Local Committee and teachers. A list of the *topics* shall be open to the inspection of the examining committee.

SECT. 9. In all the classes of the Grammar Schools (provided the pupils are able to write a fair, legible hand) the teachers shall require, at least once in two weeks, regular exercises in Composition, to consist of Essays, Letters, Descriptions, or Abstracts of Lessons, according to the age and capacity of the pupils. These exercises shall be corrected by the teachers, and preserved with their dates respectively, in writing books, to be inspected by the committee, as evidence of the proficiency of the pupils in *penmanship, punctuation, use of capitals, spelling, and the grammatical construction of sentences*. In the first division of the Washington and Dearborn schools there shall also be regular exercises in *declamation*.

SECT. 10. When the example of any pupil is very injurious, and in all cases where reformation appears hopeless, it shall be the duty of any teacher, with the approbation of the Local Committee, to suspend or expel such pupil from the school. But any child under this public censure, who shall have expressed to the teacher his regret for his folly or indiscretion, as openly and implicitly as the nature of the case may require, and shall have given evidences of amendment, shall, with the previous consent of said committee, be reinstated in the privileges of the school.

SECT. 11. It shall be the duty of the teachers to take good care of the apartments of the public buildings which they occupy, and of the appurtenancies thereof, that there may be no unnecessary injury sustained by them; also to attend to the ventilation and temperature of the school rooms, and to the cleanliness and comfort of the pupils.

SECT. 12. No subscription or contribution, for any purpose whatever, shall be allowed by the teachers, in any public school.

SECT. 13. Any teacher of our schools may, by permis-

sion of the Local Committee, take half a day each term, for visiting such other school in this city, or in the vicinity, as may be designated, and the name of the school thus visited shall be entered in the teachers' register, with the date of the visit.

SECT. 14. When the teachers in the Grammar and Primary Schools leave their Divisions, temporarily, and require their places to be supplied by others, they shall notify their Local Committees, who shall provide the substitutes; and as far as practicable, these substitutes shall be taken from the list of applicants in the hands of the Central Committee, and the salary shall be at least two-thirds that which is paid to the teacher of the Division.

SECT. 15. No teacher shall be allowed to relinquish the charge of his school without giving at least three weeks notice to the Local Committee; and in ordinary cases no teacher shall be required to give up the charge of his school without having received at least three weeks notice to that effect.

SECT. 16. Any teacher who shall persist in violating the Rules of this Board, shall be put on probation by the local committee or the chairman, who shall report the delinquency at the next meeting of the Board.

SECT. 17. The teachers are authorized to make vocal music one of the exercises of the school.

SECT. 18. It shall be the duty of the Principals of the Washington and Dearborn Grammar Schools, to see that those pupils, who have completed the course of studies, required in these schools, be transferred to the High School, without any unnecessary delay.

CHAPTER II.

Pupils.

SECT. 1. All children residing within the limits of this city, shall, on application to the Local Committee, have free

admission to such public schools as, in the opinion of said Committee, they may be qualified to enter, provided they be five years of age; and no obstacle shall be interposed by any teacher or any member of this Board.

SECT. 2. But no child shall be admitted into any of the public schools, without a certificate from his parent, or a physician, that he has been vaccinated, or otherwise secured against the contagion of the small pox.

SECT. 3. Children of the age of eight years and upwards, who may pass a satisfactory examination in the reading books used in the Primary Schools, in spelling words selected from the reading lessons and from the spelling book used in the Primary Schools, in explaining the use of the marks of punctuation, in enunciating clearly and accurately the elementary sounds of our language, in writing words in script hand upon the slate, in reading and writing Arabic numbers containing four figures, and in the arithmetic used in Primary Schools, shall be entitled to admission into the Grammar Schools. Children above eight years of age, though not possessing the requisite qualifications, may be admitted into the Grammar Schools by special permission from the Local Committees.

The examination for admission into the Grammar Schools shall be made by the Principal or Assistant Teachers thereof, and shall take place on the first Monday of the *first* and *third* terms; and no pupil shall be admitted into the Grammar Schools from the Primary and Intermediate Schools except at those times. *Provided*, however, that the Local Committees shall have discretionary power to admit pupils possessing the necessary qualifications at other times than those mentioned. Pupils may be transferred, at other times, from one school to another of the same rank, provided they bear a certificate from the teacher of the school they leave, expressing their standing and character, as a condition of their admission by the teacher to whom they apply for that purpose.

No pupil shall be admitted into an Intermediate School,

from a Primary, except by the express permission of the Local Committee of the Intermediate School, and in such case, only on the first week of the month. Whenever any boy residing within the limits of this city, shall present a certificate from his parent or guardian, that he has reached the age of twelve years; also a certificate of good moral character, and of presumed literary qualifications, from the master of the school which he last attended; and shall pass a satisfactory examination in the following studies, viz. :— Spelling, Reading, Writing, English Grammar, Arithmetic, Modern Geography, and the History of the United States, he shall be regarded by the School Committee as qualified to enter the English High School.

SECT. 4. No pupil, whilst under sentence of suspension, from one school, shall be admitted to the privileges of another, unless by a vote of this Board.

SECT. 5. In the Grammar Schools there shall be a recess for every pupil, from ten to fifteen minutes; and in the Primary from fifteen to twenty minutes.

SECT. 6. Pupils shall not absent themselves from school except on account of sickness, or other urgent reason; and no request for absence shall be deemed valid, unless it be a *written* one from the parents or guardians.

CHAPTER III.

Periods of Instruction.

SECT. 1. There shall be four Terms in the year. The *first* term shall commence on the Monday after the fourth Monday in February.

The *second* shall commence on the Monday following the last Wednesday in May.

The *third* shall commence in five weeks after the last Monday in July.

The *fourth* shall commence on the Monday after Thanksgiving Day.

SECT. 2. The schools shall be kept three hours in the forenoon, and three in the afternoon of each day, Sundays and the holidays and vacations hereafter specified, excepted. Schools shall begin at eight o'clock in the morning, from May to August inclusive; at other times, at nine in the morning.

SECT. 3. There shall be the following vacations:—

1. One week, commencing on the fourth Monday in February.

2. One week, commencing on the Monday before the last Wednesday in May.

3. Five weeks, commencing the last Monday in July.

4. One week, commencing on the Monday before Thanksgiving Day.

SECT. 4. The following holidays shall be granted, alike to all the schools:— Every Wednesday and Saturday afternoon; Fast Day; Independence Day; Christmas Day; New Year's Day; May Day. No holiday not herein specified shall be given, except by a vote of this Board, or by a written certificate, signed by at least seven members of the School Committee; and in such case it shall be given alike to all the schools in the city.

SECT. 5. The Norfolk County Convention of Teachers may be attended by all the teachers belonging to the schools in this city, for which purpose their respective schools may be dismissed; it being understood, however, that this permission is not granted, except to those teachers who actually attend said Convention.

CHAPTER IV.

Examinations.

SECT. 1. Quarterly. The Chairman, or some member or members of the Board designated by him, shall visit and examine every public school in the city, at least once each quarter, without giving previous notice to the teachers, ac-

ording to the provisions of the statute. It shall be the duty of this committee to obtain accurate information of the condition of each school, and at the next quarterly meeting to make a report to the Board, *in writing*, of their examination and its results; of the condition of the school-houses, and of any occurrences affecting the standing and usefulness of the schools.

SECT. 2. Annual. During the last two weeks of the second term, a committee of four members of the Board, shall examine all the Grammar schools, and a committee of six members, all the Primary and Intermediate schools in the city, and report upon the same, at the next quarterly meeting of the Board.

CHAPTER V.

Books and Studies.

SECT. 1. The Books used, and studies pursued, shall be *such only* as are authorized by this Board.

SECT. 2. The Text-Books authorized in the Grammar Schools shall be the following:—

Worcester's Dictionary,	Worcester's History,
Swan's Spelling Book,	Mitchell's Prima. Geography,
Tower's Gradual Reader,	Mitchell's School Geography,
Sequel to Tower's Gradual	Mitchell's Questions for Out-
Reader,	line Maps,
Swan's Dist. School Reader,	Colburn's Mental Arithmetic,
Swan's Gram. School Reader,	Leach and Swan's Arithmetic,
American First Class Book,	Leach and Swan's Intellectual
Russell's Introduction to his	Arithmetic,
Elocutionary Reader.	Sherwin's Algebra,
Russell's Elocution'y Reader,	Olmstead's Nat. Philosophy,
Maglaughlin's Practical Elo-	Smith's Astronomy,
cutionist,	Abercrombie's Intellectual
Butler's Grammar,	Philosophy,
Green's Grammar,	Wood's First Lessons in Bot-
Parley's First Book of Hist'y,	any.

SECT. 3. The Text-Books authorized in the Primary Schools shall be the following:—

Swan's Primary Spelling Book, Swan's Primary School

Readers, Mitchell's Primary Geography, Outline Maps, Leach and Swan's Primary School Arithmetic.

SECT. 4. Scholars requiring books shall be directed by their teacher to provide them. If not so provided within three days, the teacher shall notify the parent or guardian, in *writing*, of the kind of book required, and in case of his neglect to provide in two days thereafter, shall then make a requisition upon the Local Committee, in which shall be expressed the name of such scholar, the name of the parent or guardian, and the name of the book ; and it shall be the duty of the Local Committee thereupon to furnish the book, and make return thereof, according to law, to the Assessors of the city.

CHAPTER VI.

Morals.

The attention of teachers is particularly directed to the following section of the Revised Statutes.

"SECT. 7. It shall be the duty of the president, professors and tutors of the university of Cambridge, and of the several colleges, and of all preceptors and teachers of academies, and all other instructors of youth, to exert their best endeavors to impress on the minds of children and youth, committed to their care and instruction, the principles of piety, justice, and a sacred regard to truth, love to their country, humanity and universal benevolence, sobriety, industry and frugality, chastity, moderation and temperance, and those other virtues which are the ornament of human society, and the basis upon which a republican constitution is founded ; and it shall be the duty of such instructors to endeavor to lead their pupils, as their ages and capacities will admit, into a clear understanding of the tendency, of the above-mentioned virtues to preserve and perfect a republican constitution, and secure the blessings of liberty as well as to promote their future happiness, and also to point out to them the evil tendency of the opposite vices."

SCHOOL COMMITTEE, 1854.

ELECTED AT LARGE.

William H. Ryder, William A. Crafts, Horatio G. Morse.

ELECTED BY WARDS.

- Ward 1. Joseph Bugbee, John Jones.
 “ 2. Joshua Seaver, Charles Marsh.
 “ 3. Julius S. Shailer, Joseph H. Streeter.
 “ 4. John Wayland, John W. Olmstead.
 “ 5. Daniel Leach, Bradford K. Peirce.

JOHN WAYLAND, *Chairman.* | JOSHUA SEAVER, *Secretary.*

SUB-COMMITTEES.

Books.—Messrs. Wayland, Leach, Shailer, Peirce, Morse.
Finance.—Messrs. Seaver, Crafts, Jones.
Regulations.—Messrs. Crafts, Ryder, Streeter.
Filling vacancies of Teachers in Primary and Intermediate Schools.—Messrs. Wayland, Morse, Leach, Ryder, Olmstead.

ENGLISH HIGH SCHOOL.

Messrs. Shailer, Leach, Peirce.

GRAMMAR SCHOOLS.

Dudley.—Messrs. Peirce, Streeter, Olmstead.
Washington.—Messrs. Ryder, Crafts, Seaver.
Dearborn.—Messrs. Morse, Jones, Marsh.
Intermediate.—Mr. Seaver.

PRIMARY SCHOOLS.

<p>Nos. 1 & 2. Yeoman street, Bugbee. 3 & 4. Eustis street, Morse. 5 & 6. Sumner street, Jones. 7 & 8. Vernon street, Seaver. 9, 10 & 28. Ruggles st., Olmstead. 11 & 12. Avon Place, Marsh. 13. Mill Dam, Marsh. 14 & 15. Smith street, Crafts. 16 & 17. Orange street, Shailer.</p>	<p>Nos. 18 & 19. Centre street, Ryder. 20. “ “ Streeter. 21 & 22. Edinboro’ st., Shailer. 23 & 24. Elm street, Leach. 25. Munroe street, Peirce. 26. Francis street, Crafts. 27. East street, Bugbee. Almshouse School, Seaver.</p>
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PUBLIC LIBRARY
OF THE
CITY OF BOSTON.

ABBREVIATED REGULATIONS.

One volume can be taken at a time from the Lower Hall, and one from the Bates Hall.

Books can be kept out 14 days.

A fine of 2 cents for each volume will be incurred for each day a book is detained more than 14 days.

Any book detained more than a week beyond the time limited, will be sent for at the expense of the delinquent.

No book is to be lent out of the household of the borrower.

The Library hours for the delivery and return of books are from 10 o'clock, A. M., to 8 o'clock, P. M., in the Lower Hall; and from 10 o'clock, A. M., until one half hour before sunset in the Bates Hall.

Every book must, under penalty of one dollar, be returned to the Library at such time in August as shall be publicly announced.

The card must be presented whenever a book is returned. For renewing a book the card must be presented, together with the book, or with the shelf-numbers of the book.

