

# MAINE STATE LEGISLATURE

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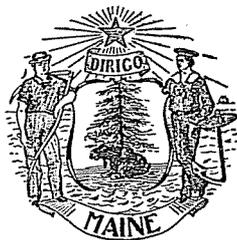
OF THE

STATE OF MAINE,

PASSED SEPTEMBER 1, 1903, AND TAKING EFFECT JANUARY 1, 1904.

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BY THE AUTHORITY OF THE LEGISLATURE.



AUGUSTA :  
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1904.

## CHAPTER 3.

THE STATE LIBRARY. THE PUBLICATION AND DISTRIBUTION OF PUBLIC DOCUMENTS. PUBLIC PRINTER. PUBLIC BINDER.

## STATE LIBRARY.

SEC. 1. All books, documents, pamphlets, manuscripts, records, archives, maps, pictures, and all other works of art, science and literature, and all annual, biennial and special reports of departments, officers and institutions controlled or supported by the state, and all other property appropriate to a general library, if owned by the state, and all books, documents and publications received by any one through purchase, gift, exchange or loan, from any source, for the use of the state, shall constitute the Maine State Library, and shall be in charge and under the general control and management of the librarian. All money appropriated by the legislature for the purchase of books and documents shall be expended by the librarian under the direction of the governor, and all books, documents and other works received by any state official, and designed as a gift or exchange for the use of the state, shall be delivered to the librarian and placed in the library.

Enumeration of property included in library.  
1893, c. 315, § 3.

—expenditures shall be by librarian.  
R. S., c. 2, § 75.

SEC. 2. There shall be procured and kept in the library, full and complete sets of digests, law reports, public laws and legislative documents of the United States and of the several states; a full set of English and Canadian law reports, digests and laws; the general works on elementary law and practice; histories of all countries, including those of this state, its counties and towns; works on the arts and sciences with special reference to agriculture, forestry, fishing, ship building and road making; maps, charts, plans and manuscripts, statistical and other publications relating to the financial, social, religious and educational condition of the world and more especially of this state, as fast as means are furnished by the state therefor, and all the printed documents of this state and reports of all departments, offices, institutions and towns, required by law, not distributed by the several departments, shall be kept in the library.

What works shall be kept in the library.  
1893, c. 315, § 4.

SEC. 3. The state library shall be under the management and control of the governor and council as a board of trustees and they may make such rules and regulations as are necessary for the proper management of the library and the safety of its contents.

Trustees of library.  
R. S., c. 2, § 72.  
1893, c. 315, § 1.  
—rules and regulations.

SEC. 4. They shall appoint a librarian of the state library, who shall hold office three years unless sooner removed, and give bond to the state for the faithful performance of the duties of his office, in such sum and with such sureties as shall be approved by the governor and council. The librarian shall appoint one assistant who shall perform the duties prescribed by him, and shall give bond to the librarian for the faithful performance of the same.

Librarian, how appointed.

—term three years; bond.  
R. S., c. 2, § 73.

—assistant.  
1903, c. 205.

SEC. 5. The librarian shall keep the library open every day in the year, Sundays and the usual public holidays excepted, during the usual business hours; and the superintendent of public buildings and his assistants shall see that no one is admitted to the library rooms out of office hours or that any book is taken therefrom, without the consent of the librarian.

Library, when to be kept open.  
R. S., c. 2, § 74.  
1893, c. 315, § 8.

SEC. 6. Books may be taken from the library by the governor, members of the council and of the legislature, judges of the judicial courts, secretary of state, deputy secretary of state, treasurer of state, adjutant general, attorney general, land agent, reporter of decisions, counsel

Persons allowed to take books.  
R. S., c. 2, § 77.

## CHAP. 3.

engaged in the argument of causes before the law court sitting at Augusta, superintendent of public buildings, superintendent of public schools, superintendents of the insane hospitals, chaplains, secretary and assistant secretary of the senate, chaplains, clerk and assistant clerk of the house, and commissioner of agriculture; but this privilege to the members of the legislature and those officially connected therewith, is limited to the time of the session.

Conditions upon which books may be taken from the library.  
1899, c. 22, § 1.

SEC. 7. Under such rules and regulations as the governor and council may prescribe the librarian may lend books and documents from the state library to any responsible citizen of the state, on written application therefor and on payment of all express and carriage charges; but books and documents in the library for reference and library use only shall not be so loaned.

Books may be loaned to free library associations.  
1899, c. 22, § 2.  
1901, c. 180, § 1.

SEC. 8. On the application of the officers of any free library within the state, or of any association composed of five or more persons residing in a town in the state destitute of a free library, and upon the payment in advance by said free library or association to the librarian of the state library of five cents a volume to cover express and other charges, the librarian may, from books selected and kept for the purpose, loan to such library or association for a period not longer in duration than six months, not exceeding fifty volumes at any one time. Books so loaned are, under such rules as the library commissioners of the state may prescribe, to be in turn loaned free of charge to the patrons of such free library or to the citizens of the town where such association is located.

—conditions upon which books may be loaned.

Liability of persons receiving books from library.  
R. S., c. 2, § 82.  
1899, c. 22, § 3.  
See c. 128, § 21.

SEC. 9. Any person or persons, who, on his or their own request, or on written application therefor, receive the loan of any books or documents from the state library, shall be responsible for the full value thereof to the librarian, and in case of the loss of or damage to a volume belonging to a set, shall procure a new volume, or be responsible for the value of the set. If any person or persons shall neglect or fail to return any books or documents loaned to them, or shall return the same in an injured or mutilated condition, after due demand and notice, the librarian may maintain an action at law against such person or persons for the full value of such books or documents. Actions to enforce the liability mentioned in this section may be brought by the librarian in his own name in behalf of the state, and in case of his death or removal, the action shall be prosecuted by his successor.

—actions, how prosecuted.  
R. S., c. 2, § 83.

Appointment of library commissioners.  
1899, c. 22, § 4.

SEC. 10. The governor, with the advice and consent of the council, shall appoint four persons as library commissioners who shall hold their offices for the term of four years each. Said commissioners shall serve without pay; they shall encourage the establishment of free public libraries, select the books to be purchased for traveling libraries and advise the librarian of the state library in reference thereto.

—tenure.

—duties.

State librarian shall be a member and secretary of commission.  
1899, c. 22, § 5.

SEC. 11. The librarian of the state library shall be, ex-officio, a member of the library commission and secretary thereof. He shall purchase the books selected by the library commissioners for traveling libraries, cause the same to be properly catalogued and placed in proper cases for transportation and use, keep accurate accounts of all matters relating to the expenditures of money; the transportation of libraries and such other statistics as the commissioners may require.

1901, c. 180, § 2.

—duties.

Expenditures.  
1899, c. 22, § 6.

SEC. 12. All expenditures of money shall be made with the sanction of the governor and council, and the commissioners shall make to them a yearly report.

## CHAP. 3.

SEC. 13. In addition to the general duties of his office the librarian of the state library shall solicit and receive all duplicate copies of books and documents, and maintain a bureau of deposits and exchange with all other libraries and institutions of learning, and shall aid in the establishment of free public libraries in the state by gifts of such books and documents as are published or purchased by the state for distribution.

Special duties of librarian.  
1893, c. 315, § 5.

SEC. 14. He shall collect from time to time, and preserve in the state library copies of the histories of the towns and counties of the state, when published, and all other publications relating to the material, social and religious progress of the state.

Collect and preserve town and county histories.  
1889, c. 283, § 1.

SEC. 15. Town clerks of the several towns, city clerks of the several cities, and treasurers of the several counties, shall promptly transmit to the librarian of the state library, copies of all printed reports of said towns, cities and counties, including all printed exhibits of town, city and county expenditures. The directors of all corporations doing business in the state shall transmit to said librarian copies of all printed reports, relating to the affairs of said corporations.

Town and city clerks shall furnish copies of reports to librarian.  
1889, c. 283, § 2.

—reports of corporations.  
1889, c. 283, § 3.

SEC. 16. Two thousand dollars shall be biennially appropriated for the library, to be expended in purchasing or otherwise procuring such books, maps, charts and works, as are deemed most useful, and in binding and keeping in good condition the works therein.

Appropriation.  
R. S., c. 2, § 85.  
1893, c. 315, § 2.

SEC. 17. The governor and council shall from time to time cause to be made and printed a catalogue of all books, maps, charts and works in the library, and such as are annually added thereto.

Catalogue.  
R. S., c. 2, § 86.

SEC. 18. The librarian shall report to the legislature biennially, in January, the receipts and expenditures on account of the library, with a list of all books, maps and charts acquired during the two preceding years, specifying those obtained by purchase, donation and exchange, and those which have been lost or are missing, and shall make suggestions in relation to the improvement of the library.

Report of librarian.  
R. S., c. 2, § 76.

## DISTRIBUTION OF PUBLIC DOCUMENTS.

SEC. 19. All Maine reports, statutes, digests, acts and resolves, and other publications, printed or purchased by the state, and hereafter distributed according to law or custom, to the several towns and plantations within the state, shall be and remain the property of the state, and shall be held in trust by such towns or plantations for the sole use of the inhabitants thereof, and for no other purpose.

Maine reports, etc., distributed to towns, shall remain the property of the state.  
1895, c. 151, § 1.

SEC. 20. All such books and publications as may hereafter be furnished by the state, to any state, county or town officer, shall be and remain the property of the state, and shall be held in trust by said officer, for the sole use of his said office; and at the expiration of his term of office or on his removal therefrom by death, resignation or other cause, such officer, or if he be dead, his legal representatives, shall turn over to his successor in office all of said books and publications so furnished by the state and shall take a receipt therefor.

All such books furnished any state, county, or town officer, shall be held in trust by such officer.  
1895, c. 151, § 2.

SEC. 21. All Maine reports, revised statutes, public laws and digests distributed by the librarian of the state library to the several towns and public officers in the state, shall be plainly marked upon the cover and upon the title page with the following words: "The property of the State of Maine, not to be sold," and shall have a registered number conforming to the list to be made by the librarian. Any town not retaining said

How such books shall be marked.  
1895, c. 151, § 3.

## CHAP. 3.

volumes, shall not make any requisition upon the librarian for their replacement, and shall forfeit all claim to be supplied with any further state publications.

State librarian may transmit laws to the several states and any foreign state.  
R. S., c. 2, § 84.  
1891, c. 107.

SEC. 22. The librarian of the state library, under the direction of the governor, may transmit to each department of the United States, to the several libraries of each state and territory, and to any foreign state, three copies of all the acts and resolves published by order of the legislature, and one copy of all public documents printed and bound by like order, and one copy of the printed decisions of the supreme judicial court.

Librarian shall distribute books and documents.  
1893, c. 315, § 6.

SEC. 23. He shall distribute all the reports of the departments and institutions of the state, and all books and documents published or purchased by the state, to such nations, counties, municipalities, corporations, institutions and persons as are or may be by law entitled to receive the same. He shall also supply the chief officers of each state department and institution with such numbers of its reports as the governor and council may order for complimentary and official distribution by said officers. He shall procure such number of each volume of the Maine reports and of the acts and resolves when published, and distribute the same to such corporations, officers, institutions and persons within the state as the legislature may designate. He shall transmit one copy of each published report of each department of the state government to each public library in the state and to such schools and other public institutions therein as may desire the same. He shall also transmit to the legislature and to each member and officer thereof, as soon after the commencement of its session as practicable, one copy of each of the printed reports of each state department. He shall maintain a document department in a room provided for that purpose, in which shall be stored all department reports and the publications of the state intended for distribution, and shall keep an accurate account of all books and documents received, and of every book, document or package sent out from said department. A clerk may be employed who shall perform the duties pertaining to said department under the direction of the librarian.

—shall distribute Maine reports and laws.  
1891, c. 106, § 1.

—shall transmit reports to public libraries and schools, and members of the legislature.  
1895, c. 173, § 4.

—document room.

—clerk.

Number of copies of reports to be printed at expense of the state.  
1895, c. 173, § 1.  
1901, c. 204, § 8.

SEC. 24. The number of copies of the following named reports to be printed hereafter at the expense of the state shall be determined by the governor and council but shall not exceed the following numbers: The report of the commissioner of agriculture, six thousand copies annually; the report of the bank examiner, twenty-five hundred copies annually; the report of the commissioner of the bureau of labor and industrial statistics, six thousand copies annually; the report of the officers and trustees of the state school for boys, fifteen hundred copies annually; the report of the industrial school for girls, fifteen hundred copies annually; the report of the officers and trustees of the state prison, two thousand copies annually; the report of the commissioners on the contagious diseases of animals, four thousand copies annually; the report of the University of Maine, fifteen hundred copies annually; the report of the registrar of vital statistics, twenty-five hundred copies annually; the report of the insurance commissioner, three thousand copies on each legislative year, and twenty-five hundred copies on the alternate year; the report of the railroad commissioners, three thousand copies on each legislative year, and twenty-five hundred copies on the alternate year; the report of the state superintendent of public schools, five thousand copies on each legislative year, and forty-five hundred copies on the alternate year; the report of the treasurer of state, three thousand copies on each legislative year, and twenty-five hundred copies on the alternate year; the report of the

See c. 61, § 34.

trustees and officers of the insane hospitals, two thousand copies on each legislative year, and fifteen hundred copies on the alternate year; the report of the board of state assessors, six thousand copies on each legislative year, and three thousand copies on the alternate year; the report of the attorney general, fifteen hundred copies biennially; the report of the land agent and forest commissioner, twelve hundred copies biennially; the report of the state board of health, six thousand copies biennially; the report of the adjutant general, one thousand copies annually; the report of the librarian of the Maine state library, one thousand copies biennially; the report of the Bath military and naval orphan asylum, one thousand copies biennially. Of the above named reports, at least two hundred copies, bound in cloth, shall be delivered to the librarian of the state library from the bindery, for exchange and library use; and of the balance of each such report, containing more than two hundred pages, two hundred and fifty copies shall be stitched and bound in paper, and the remainder in cloth; and of the balance of the number of each such report, containing less than two hundred pages and more than seventy-five pages, five hundred copies may be stitched and bound in paper and the remainder thereof may be bound in cloth; and of the balance of the number of each report, containing less than seventy-five pages, all may be stitched and bound in paper. The librarian may sell at cost to parties not entitled to said reports by custom or courtesy, such of said reports as may from time to time remain in his hands. (a)

—how reports shall be bound and distributed.

—librarian may sell surplus reports.

SEC. 25. The reports, catalogues and compilations of all state departments, bureaus, commissions and institutions, other than as enumerated in the preceding section, may be printed and bound, but the number and the styles in which the same shall be so printed and bound, at the expense of the state, shall be determined from time to time by the governor and council, who shall also fix the number of the same which shall be delivered from the bindery or printing office to the librarian of the state library, and said librarian may sell the same, as provided in the preceding section.

Other reports may be printed and bound, as shall be determined by governor and council. 1895, c. 173, § 2. 1898, c. 315, § 7.

SEC. 26. Each department, bureau and institution may have printed at the expense of the state, bulletins and circular letters of inquiry and information, at such times and in such numbers as the officer in charge thereof may consider necessary.

Each department may print bulletins and circulars. 1895, c. 173, § 3.

Except as hereinbefore provided, no reports, catalogues or compilations shall be printed, stitched or bound by any department, bureau, commission or institution of the state, at the expense of the state, unless by virtue of special legislative provision therefor.

—except as herein provided, reports shall not be printed unless by special act.

## PUBLIC PRINTER.

SEC. 27. The legislature shall choose biennially, by joint ballot, on the same day that other state officers are elected, a public printer who shall hold his office for two years and until his successor is elected. He shall give bond, with sufficient sureties, in the sum of fifteen thousand dollars, for the faithful discharge of his duties, and shall execute or furnish every kind of printing for every department of the state government for which the state shall be held to pay, excepting the printing of the revised statutes and the reports of decisions.

Election of public printer. 1895, c. 159, § 1.

—term.

—bond.

—duties.

SEC. 28. For the faithful discharge of his duties he shall receive compensation as follows:

(a) As to report of Commissioners of Inland Fisheries and Game, see c. 32, § 35. Commissioner of Sea and Shore Fisheries, see c. 41, § 1.

## CHAP. 3.

Compensation.  
1895, c. 159, § 2.

For book and pamphlet work: For plain composition and for laws and statutes, for one thousand ems, forty-two cents; rule and figure work, for one thousand ems, ninety cents; any other irregular work at the discretion of the auditor: Press work: For form of sixteen pages or less, five hundred impressions, or less, ninety cents; for each additional hundred impressions, eighteen cents. For eight page forms, or less, law size, five hundred impressions, or less, ninety cents; for each additional hundred impressions, eighteen cents.

Blank and circular work, covers, envelopes, letter heads, bill heads, cards, ballots, and work of similar character: For plain composition, for one thousand ems, forty-eight cents; blank work, with rules adjusted into body lines, price and one-half; rule and figure and tabular work, double price; any other irregular work at the discretion of the auditor. No blank job to be reckoned less than one thousand ems. Press work: For form of five hundred impressions, or less, seventy-five cents; each additional hundred impressions, fifteen cents. For press work requiring colored or copying ink, or other than black, double price shall be charged. For any work not hereinbefore specified, the printer shall receive such compensation as shall be judged reasonable by the auditor.

Hour work: Copy furnished to the printers shall be legibly written and properly prepared. For correcting proof by reason of alteration in the author's copy, thirty cents an hour may be charged. Work imperatively demanded, and required to be performed at night or out of the usual hours of labor, shall be compensated by extra allowance, at the discretion of the auditor.

Paper and other stock: For paper and other stock, an addition of fifteen per cent upon the actual cost, to be determined by the auditor, to cover interest, freight, storage, insurance and waste. All printing shall be executed in a prompt, proper, substantial, faithful and workmanlike manner.

Shall do work  
for political  
years for which  
elected.  
1895, c. 159, § 3.

SEC. 29. The public printer shall be entitled to complete all reports of all state and legislative officers and commissioners for the political years for which he is elected, and shall finish all work on which any beginning shall have been made.

Vouchers  
shall be given  
for all work.  
1895, c. 159, § 4.

SEC. 30. The state officers and heads of departments shall give the public printer, upon delivery of any completed job of printing, a receipt therefor, which shall be attached to the sample of the job submitted to the auditor, and which shall be the printer's voucher for the completion and delivery of the work. Printed sheets of book work shall be delivered promptly into the hands of the public binder, and after such delivery the responsibility of the printer for such printed sheets shall cease.

Auditor of  
state printing.  
1895, c. 159, § 5.

—compensation.

SEC. 31. The governor, by and with the advice and consent of the council, shall appoint an auditor of the state printing, to serve during their pleasure; he shall be an experienced practical printer. All bills for state printing shall be audited by him, for which he shall receive such compensation as the governor and council may deem just.

## PUBLIC BINDER.

Election of  
public binder.  
1895, c. 159, § 1.

—term.

—bond.

—duties.

SEC. 32. The legislature shall choose biennially, by joint ballot, on the same day that other state officers are elected, a public binder who shall hold his office for two years and until his successor is elected. He shall give a bond, with sufficient sureties in the sum of five thousand dollars, to perform and execute in a prompt, proper, substantial, faithful and workmanlike manner all the folding, stitching,

ruling and binding for every department of the state government, for which the state is held to pay, excepting the revised statutes and reports of decisions of the supreme judicial court.

SEC. 33. All his bills shall be audited for approval by the committee of the council on accounts. For the faithful discharge of his duties he shall receive compensation as follows:

Accounts, how audited.  
1895, c. 158, § 2.

I. Pamphlets of four pages, to be folded only, at eight cents per hundred copies. Pamphlets of eight pages, to be folded only, at twelve cents per hundred copies.

Compensation.

II. Pamphlets of eight pages, to be folded, stitched and trimmed, at fifteen cents per hundred copies. Pamphlets of twelve pages, to be folded, stitched and trimmed, at twenty-two and one-half cents per hundred copies; and for each eight pages or fraction thereof additional, eight cents per hundred copies of said pamphlet.

III. Books of eight pages, to be bound in paper covers and trimmed, at forty-five cents per hundred copies. Books of twelve pages, to be bound in paper covers and trimmed, at sixty-seven and one-half cents per hundred copies; and for each eight pages or fraction thereof additional, eighteen cents per hundred copies of said book.

IV. Plates to be set at nine cents per hundred copies.

V. Acts and resolves to be bound in quarter cloth, twelve cents per copy.

VI. Reports of the commissioner of agriculture, and abstracts containing plates, not exceeding two hundred pages, to be bound in full cloth, at twenty-two and one-half cents per copy, and one cent for each additional fifty pages or fraction thereof. Reports of the commissioner of agriculture, and abstracts containing plates, bound in cloth backs and stiff covers, and all such work not otherwise specified, fifteen cents per copy. Ruling and binding blanks and blank books required by the state officers, similar to work done heretofore.

VII. Returns of railroad companies to commissioners, to be ruled at ten cents and bound at ten cents per copy; provided, not less than one hundred copies are ordered.

VIII. Returns of insurance companies to commissioner, to be ruled, at eleven cents per book, for the first one hundred copies, and six cents for each additional copy; said books to be bound at one dollar and sixty-two cents per hundred copies, and eighty-one cents for each additional hundred copies or fraction thereof.

IX. Blanks for committee on warrants of executive council to be ruled at seventy-nine cents for the first hundred copies, and thirty-one and a half cents for each additional hundred copies or fraction thereof.

X. Blanks for pay roll of executive council, to be ruled at thirty-five cents for the first one hundred copies, and five cents for each additional hundred copies or fraction thereof.

XI. Blanks for application for continuation of pensions, to be ruled, at same rate as class ten.

XII. Blanks for statements of facts of applicants for pensions, to be ruled, at same rates as class ten.

XIII. Blanks for school returns, to be ruled, at same rates as class ten.

XIV. Blanks for certificates of executive council, to be ruled, at same rates as class ten.

XV. Blanks for vacant lots for land office, to be ruled, at fifty cents for the first hundred copies, and twenty-five cents for each additional hundred copies or fraction thereof.

## CHAP. 3.

XVI. Blanks for lots under contract to settlers, to be ruled, the same as class fifteen.

XVII. Blanks for pension pay roll and warrant, to be ruled, at same rates as class fifteen.

XVIII. Blanks for discharges and deaths, to be ruled, at same rates at class fifteen.

XIX. Blanks for returns of companies, to be ruled, at one dollar and sixty-nine cents for the first one hundred copies, and seventy-three cents for each additional hundred copies or fraction thereof.

XX. Blanks for morning reports, to be ruled, at two dollars and two and one-half cents for the first hundred copies, and one dollar and one cent for each additional hundred copies, or fraction thereof.

XXI. Supplying paper, ruling same and binding into docketts and alphabets for the house committees and departments as heretofore done; half quire books, cap size, at thirty-four cents each; one quire books, cap size, at fifty-one cents each; two quire books, cap size, at sixty-seven and one-half cents each; three quire books, cap size, at one dollar and twenty-one and one-half cents each; half quire books, letter size, at thirty-one and one-half cents each; one quire books, letter size, at forty-five cents each; two quire books, letter size, at fifty-eight and one-half cents each; indexes or alphabets made in any book of class twenty-one, at thirteen and one-half cents each.

Other work of too miscellaneous a character to be classified, to be done at prices not to exceed in any case those paid for similar work during the years eighteen hundred and ninety-three and eighteen hundred and ninety-four; which charges shall be subject to a review by the committee of the council on accounts.

SEC. 34. All work, excepting such as the public printer is obliged to deliver into the hands of the public binder, shall be taken from and returned to the state house, by the said binder, without expense to the state, and the said binder shall perform all the folding, stitching, ruling and binding, authorized by or pertaining to the legislature, including all reports of all state and legislative officers and commissioners for the years for which he is elected, and shall complete all work which he may have begun and for which the state is held to pay.

Work shall be taken and delivered by binder.  
1895, c. 158, § 3.

—shall do all work for years for which he is elected.