The Chancellor Robert R Livingston
Masonic Library
Of Grand Lodge

Collecting, Studying & Preserving the Masonic Heritage

71 West 23rd Street
New York, NY 10010-4171
(212) 337-6620
(212) 633-2639 FAX
INFO@NYMASONICLIBRARY.ORG
HTTP://WWW.NYMASONICLIBRARY.ORG/

READING COURSE PROGRAM

Welcome to the Chancellor Robert R Livingston Masonic Library of Grand Lodge. The Library’s research collections are open to the public Monday, Wednesday and Friday, 8:30 am – 4:30 pm; Tuesday and Thursday, 12:00 pm – 8:00 pm. The Library also maintains a circulating collection for the use of members of the Fraternity. Books may be borrowed in person or through the mail.

The Library currently offers 17 Reading Courses, which are described in more detail on the Library’s web site. Enrollment in a Reading Course is open to Master Masons who are members in good standing of a Lodge under the jurisdiction of the Grand Lodge of State of New York. Books are lent through the mail for 3 weeks, and may be renewed for an additional three weeks, through either email or phone. Arrangements may also be made to pick up materials in person.

Please complete the information below; read and sign the attached Borrowing Policies Agreement; then return both forms to the Library at the address below, by standard mail.

LIBRARY & READING COURSE REGISTRATION FORM
PLEASE PRINT OR TYPE

Return to: Livingston Masonic Library, 71 West 23rd Street, 14th Fl, New York, NY 10010-4171

Name __________________________ Date ______________

Grand Lodge Registry ID Number* ________ Lodge # ________ District ________________

Mailing Address _______________________________________________________________

City, State, Zip ___________________________________________________________________________

Telephone Number (____) __________________________ Email ____________________________

___ I would like to enroll in Reading Course # ___, entitled _________________________________

___ I would like borrowing privileges, but do not choose to enroll in a Reading Course at this time.

*If you are a newly-made Master Mason and do not yet have your Registry ID number, please contact your Lodge Secretary and have him submit your name to the Grand Lodge Registry Department. In the interim, you may still register for the Reading Courses, but please have the Secretary of your Lodge sign this form.

The Grand Lodge of Free and Accepted Masons of the State of New York
CHANCELLOR ROBERT R LIVINGSTON MASONIC LIBRARY OF GRAND LODGE

BORROWING POLICIES AGREEMENT

Printed Name ___________________________________________________________

_____ Initial here – I understand that in order to borrow books, I must be a member in good standing
of a Masonic lodge under the jurisdiction of the Grand Lodge F&AM of NY. If my membership
status changes at any time, I agree to voluntarily notify the Library, and suspend my borrowing
privileges until my status is restored.

_____ Initial here – I understand that the Library lends only that portion of its collection designated
as “circulating,” which includes books published less than 100 years ago, and books of which the
Library owns more than one single copy.

_____ Initial here – I understand that I am responsible for the replacement of any book lost or
irreparably damaged while signed out to me.

_____ Initial here – I agree to not lend books borrowed from the Library to another party.

_____ Initial here – I agree to treat books lent to me with all due consideration, including keeping
them from harmful environmental conditions (excessive heat, dampness, etc.) and not to subject the
book spines to excessive force or pressure. I also agree not to write upon or deface books lent to me.

_____ Initial here – I agree to remain in contact with the Library if I need to renew my borrowing
period, either by telephone or email, and to notify the Library if a lent book becomes lost or missing.

_____ Initial here – I understand that if a book is one month overdue, I will receive a reminder notice,
followed by two successive follow-up notices, before finally being invoiced for $50.00 for book
replacement. I understand that if I do not reply to these notices, my borrowing privileges will be
suspended for a period of one year from the date upon which I pay the replacement fee, or return a
“long overdue” book. I understand that if I find a lost book after paying the replacement fee, the
replacement fee is retained by the Library as a donation.

_____ Initial here – I agree that the Library staff may contact my District Staff Officer when I
complete a Reading Course, for the purpose of receiving a Certificate of Completion from my staff
officer, possibly in the course of a Lodge meeting or other appropriate event. (If you do not want
your Staff Officer notified, do not initial this clause. Instead, the Library will send a Certificate of
Completion to you, rather than your Staff Officer.)

I agree to the borrowing policies as listed above.

Signature ___________________________________________ Date _____