

The Chancellor Robert R Livingston



Masonic Library of Grand Lodge

Collecting, Studying & Preserving the Masonic Heritage

The Grand Lodge of Free and Accepted Masons in the State of New York

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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 from 8:30 am-4:30 PM and Tuesday and Thursday, 12:00 PM- 8:00 PM. The Library also maintains a circulating collection for use by members of the fraternity. Books may be borrowed in person, through the mail, or in our digital library.

The Library currently offers 17 Reading Courses, which are described in more detail on the Library's website.

Enrollment in a Reading Course is open to Masons who are in good standing of a Lodge under the jurisdiction of the Grand Lodge of the State of New York. Physical books are lent for a four (4) week period and may be renewed for an additional four (4) weeks through phone or e-mail. Ebooks are loaned for three (3) weeks

Please complete the information below; read and sign the attached **Borrowing Policies Agreement**; then return both forms to the library address above, by standard mail or e-mail the forms to Info@nymasoniclibrary.org

Library & Reading Course Registration Form

Please Print or Type

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 #

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:

For Checking Out Books:

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 New York. 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 only lends the 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 copy.

Initial here - I understand that I am responsible for the replacement of any book lost or irreparably damaged while on-loan 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 (i.e. excessive heat, dampness, etc..) and not subject the book spine to excessive force or pressure. I also agree not to write 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 damaged.

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 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 if I find a lost book after paying the replacement fee the fee is retained by the library as a donation.

Initial here - I agree 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 District 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).***

For Checking Out E-Books:

Initial here - I understand that in order to check out e-books through the Library's Odilo e-resources platform, I must be a member in good standing of a Masonic lodge under the jurisdiction of the Grand Lodge F&AM of New York, and I must complete and submit to the Library staff by mail or email the registration form. If my membership status changes at any time, I agree to voluntarily notify the Library, and suspend my e-book borrowing privileges until my status is restored.

Initial here - I understand that the library patrons with an Odilo account can only check out up to three e-books at a time.

Initial here - I understand that any e-book checked out by a Library patron through the Odilo platform will be automatically returned to the Odilo platform after it has been checked out for 21 days.

Initial here - I agree to remain in contact with the Library if I need to update my contact information, either by telephone or email.

Initial here - I agree that if I check out and finish reading e-books in order to complete one of the Library's Masonic Reading Courses that I will notify the Library staff by either telephone or email so that my patron account can be updated.

I agree to the borrowing policies as listed above.

Signature:

Date: