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, Thursday and Friday, 9 am – 4:30 pm; and Tuesday, 12 noon – 8 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, 14thFl, New York, NY 10010-4171

Name _____ Date _____

Grand Loge 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 _____