

Library Administration

What may be borrowed?

All of the books with white file labels on them may be borrowed.

What may NOT be borrowed?

Books with Yellow file labels, proceedings and periodicals may not be taken from the Lodge building.

How do I borrow books?

Books may be borrowed by completing a "Book Borrowing Card". Complete the card by placing your name and the date on the card followed by the names of the books you are borrowing. Each person is to use a separate card.

How Many books may I borrow?

We would appreciate it if you would borrow no more than two (2) books on any visit.

How long may I keep a book?

To give everyone an opportunity to fully use the library it would be appreciated if you would return books within two (2) weeks.

What do I do with a Damaged Book?

Books that are damaged are to be placed in the box at the back of the Library labeled "Books to Be Repaired".

What do I do if a book does not have a catalogue Label?

Books that are missing catalogue labels are to be placed in the box at the back of the Library labeled "Books to Be Repaired".

How do I donate Books?

Donated books may be given to the Lodge Secretary, Lodge Librarian or just left on top of one of the Book cabinets in the back of the library