

Library Rules & Regulations

Règlements de la Bibliothèque

1. All documents within the Library and Archives, as well as the Museum of the Grand Lodge of Quebec belong to the Grand Lodge of Quebec (GLQ), with the exception of documents from a special collection belonging to Jean T. Désaguliers Lodge No. 138.
2. Before authorizing a loan, the librarian must ensure that the borrower understands the Rules & Regulations of the Library.
3. Only brethren in good standing under the jurisdiction of the GLQ can borrow documents from the Library, and only if the loan is authorized (see Article 13 below).
4. To borrow a document, a brother must possess a dues card demonstrating that they are a Freemason in good standing with a lodge recognized by the GLQ. The brother must also provide a telephone number and email address. The brother must also understand and accept the loan policies of the Library.
5. No loan can be made if the requirements of Article 4 are not met.
6. Non-masons are only authorized to consult library materials on site within the library with a Librarian present.
7. Materials placed behind glass cannot be removed.
8. Document loans are authorized for (1) month, in the following manner:
 - If the borrower belongs to a lodge that meets at the Memorial Temple, the loan is good until the next meeting of his lodge, except in cases where the lodge is not meeting the following month. In the case where a lodge is not meeting the following month, the loan is made for a period of 28, 30 or 31 days, as negotiated with the Librarian when the loan is made.
 - If the borrower belongs to a lodge that does not meet in the Temple, the loan is made for a period of 28, 30, or 31 days, as negotiated with the Librarian when the loan is made.
 - A loan can be made for a period of less than one month, in which case Articles 9 and 10 below apply in function to the shorter period.
9. Document loans are renewable one time, for a period identical in length to the initial loan period.
10. Renewals (see Article 9) must be made by the brother who initially borrowed the document(s).
11. No more than two (2) documents may be borrowed at one time.

12. A limit of no more than five (5) documents may be consulted by a patron within the library at the same time.
13. The following documents are not available for loan, and can only be consulted within room 606:
 - Rare Books
 - Indicated Periodicals
 - Archival Documents
 - Museum Artifacts
14. Rare books and archival materials may only be consulted within the library, using cotton gloves provided by Library staff. Gloves must be returned to the library when done.
15. It is forbidden for visitors to touch the glass cases housing materials.
16. Visitors must be careful in turning the pages of the *Book of Aprons* so as not to tear pages.
17. Brethren who fail to return documents on time will lose their Library privileges until the material is returned. A formal reprimand will be followed by more severe measures should the loaned material not be returned within fourteen (14) days of its initial due date.
18. Loaned material must be returned in the same condition as when borrowed.
19. Silence is required within the Library.
20. It is forbidden to smoke within the Library, or to consume food and drink.
21. Room 606 cannot be used as a meeting room if a Librarian is working.
22. Before closing room 606, the Librarian is responsible for making sure all documents are returned to their proper place, that all book shelves are locked, that the reserve room (613-G) is locked, that all chairs are back in place, that the floor and tables are clean, and that all electronic devices (computers, fans, lights, etc) are shut off.
23. Brethren who reserve room 606 for meetings are required to conform to library regulations: not to smoke or consume food/drink, not to touch the glass cases, to restore chairs to their proper places, clean up any tables used and to shut off any fans, lights, etc before locking up.