

STECHFORD MASONIC HALL
LIBRARY AND MUSEUM

BY-LAWS

and

Administration and Control System

Library and Museum Committee
First Issue
1st January 1984

B Y - L A W S

1. Name and Address

Stechford Masonic Hall Library and Museum
Bordesley Green East
Stechford
Birmingham. B33 8TN

2. Purpose

To keep books on Masonic and relevant subjects for the use of Brethren who are members of Masonic Degrees meeting at Stechford Masonic Hall. To act as Custodian for items of Masonic Interest which may from time to time be displayed at the Stechford Masonic Hall.

3. Administration

This shall be by a Committee comprising one Brother elected from each of the above mentioned Masonic Degrees.

4. Officers

The Officers shall be, Chairman, Secretary, and Treasurer who shall be elected by the Committee.

5. Quorum

A properly convened Committee shall consist of not less than seven elected Representatives.

6. Finance

Monies shall be collected from the various Masonic Degrees, or Brethren who are eligible for membership, in ways that shall be decided by the Committee.

7. Accounts

A statement of accounts shall be presented to the Committee in January of each year for the previous year ending 31st December.

8. Alterations

Alterations or additions to the By - laws may be made by a Notice of Motion being given in writing to the Secretary at least twentyone days prior to any Committee meeting. This notice shall then be circulated to all members of the Committee and be placed on the agenda of the next meeting of the Committee. A two thirds majority shall be required.

9. Hours of Opening

The Library will be open at each Regular Meeting of Lodges, Chapters, Etc., by arrangement with the Library and Museum Representative involved.

10. Damage to and Loss of Books

Borrowers will be held responsible for the costs incurred by the loss of, or damage to, any Library books in their charge.

11. Stocktaking

This will be undertaken at regular intervals as determined by the Committee.

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Will consist of-

(a) A Register of all books, etc., received with the following information recorded.

1. Name, rank and Lodge of donor.
2. Date of receipt of book.
3. Title of book.

(Note - no books should be accepted on "permanent loan" to avoid legal difficulties!

All entries in the Register to be consecutively numbered and a catalogue reference indicated. All books to be stamped on receipt with an authorised stamp showing the title of the Library, the Registration number and the Catalogue reference of the book, as follows,

The Stechford Masonic Hall Library and Museum	
Book No.
Cat; Ref.

Initially only two categories of books will be identified.

"B" - indicating that the book is available for borrowing for periods not exceeding one month.

"R" - indicating that the book is available for reference only and must not leave the Library.

- (b) A Visitors Book showing times and dates when the Library has been open and the names of visitors during those periods. The Library and Museum Representative in charge must ensure that this information is recorded.
- (c) A Loan Book - in which must be recorded -
1. Name of L. and M. Representative (block letters)
 2. Lodge etc., represented.
 3. Date of loan.
 4. Borrowers name. (block letters)
 5. Title, number and catalogue reference of book.
 6. Date book due back.
 7. Date book actually returned.
- (d) Standing Orders - for the assistance of L. and M. Representatives will be posted in the Library comprising -
1. Representatives will be in attendance and responsible for opening and closing the Library whenever their Lodge is meeting.
 2. Representatives will ensure that the Visitors book and the Loan books are correctly completed.
 3. Representatives will be required to ensure that the Library is securely locked and keys returned to the Masonic Hall Steward.