

NEBRASKA MASONIC FOUNDATION

Museum & Library Policy



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Introduction

This document has been created to give guidance and process to the use and maintenance of the Nebraska Foundation Museum & Library. The processes have been developed with a goal of being in line with current practice of museum / library processes, ease of use and maximizing the availability of the collection to the Craft and the general public.

About the Foundation

The Foundation was formed in 1985 by a group of Brothers as a charitable foundation and is tax-exempt under IRC 501c(3). Nebraska Masons are members of the Foundation by virtue of their gift(s) to the Foundation. They are entitled to attend the annual meeting, held during the Annual Communication, and to vote for members of the Board of Directors. The Foundation's Board of Directors is elected by the general membership of the Foundation. Board members are elected to represent the broad interest of the public rather than the personal or private interest of a limited number of donors.

Foundation funds are used for sponsoring educational scholarships, scholarships for the Masonic All-Star Marching Band and the CHIP program.

The Foundation also maintains a library and museum at the Grand Lodge office location for the preservation of historical Masonic artifacts, literature and membership records. The Library and Museum is open to the public on an appointment basis and can be used for research into Masonry.

The Foundation has been a contributor to the George Washington Memorial and the Nebraska D.A.R.E. Project. It has provided financial assistance in reimbursement for Friendship/Prospect Nights held by subordinate lodges, and provided funding for the national Grand Master's Conferences.

The Foundation survives totally on gifting. There are several ways a tax-exempt gift can be made to the Foundation: gifts of cash, appreciated properties and securities, life insurance policies, annuity trusts and unitrusts, real estate, charitable lead trusts, and bequests.

If you'd like to contribute to the Nebraska Masonic Foundation or include it in your estate planning, please contact Foundation President Michael E. Jones, PGM, or call the Grand Lodge office.

You can also use the [PayPal Donate button](#) on the Grand Lodge website to make a secure donation to the general fund of the Nebraska Masonic Foundation.

Usage Policy

The Nebraska Masonic Museum and Research Library is a research facility funded by the Nebraska Masonic Foundation wholly through donations. The Foundation is a 501(c)3 organization.

It is intended for the use of those scholars who wish to do research into Freemasonry. It is available by appointment to both members of the Craft and the general public.

Use Policy

1. To use the library for research or to visit, complete the appointment request form at www.glne.pastperfect.com or contact the Grand Lodge office. A docent will contact you within 2 business days to arrange a time for you to do your research.
2. Due to the condition and the uniqueness of this collection, all research will be done on-site under the supervision of a Museum and Library docent following the protocols that have been established by the Museum and Library
3. This is a research library, no loans of books or objects are allowed.
4. Use of book holders is required for books.
5. No eating, drinking, smoking, chewing of tobacco or vaping is allowed in the library
6. Wash your hands before and after using the library.
7. No flash photography.
8. The docent will instruct / guide you in the use of the database.
9. Books will be removed / replaced on the shelves by the docent only.

Donations

Donating Items to the Foundation

The Nebraska Foundation Museum and Library welcomes gifts of a Masonic nature including books, Lodge items and other Masonic memorabilia. We reserve the right to handle any donated items as is deemed appropriate by the Foundation.

The Foundation is a 501(c) 3 organization and can issue a letter documenting your donation for tax purposes. Please contact your attorney or accountant for advise on any tax matters.

Monetary donations

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You can also make an online donation by going to <https://glne.org/foundation.html> and using the PayPal button.

If you'd like to be a Friend of the Museum, please download and complete the form at <https://glne.org/documents/MuseumDonor.pdf>

Docent Procedures

Other than tours for people that drop by, all use of the library / museum should be by appointment. The appointment request may be by phone contact with the Grand Lodge staff or through the [appointment request form on the database website](#).

Remember, as Docent, it is your responsibility to help the visitor but also to protect the collection.

Pre-Visit

- All requests should be answered in no more than 2 business days
- When contacting the requester, ask them:
 - What is your goal for the visit?
 - How long will you need the library?
 - Will you need more than one session to finish your work?
 - Will you need any research help from the docent?
- Log the visitor, time, date and other notes in the visitor spreadsheet on the library computer.

During Visit

- Familiarize the visitor with the rules posted on the library door.
- Both visitor and docent should wash their hands.
- Explain the layout of the bookshelves and the various categories used to file the books. (Map is available)
- Show the visitor how to use the database by logging them in as a visitor user on the PC. Show them how to search, print, etc.
- When the visitor wants a book from the shelf, locate the book, remove it for the visitor and put an acid-free card in the spot to indicate where the book came from originally.
- Make sure the visitor uses the plastic bookstands and does not open the book fully.
- Make sure no bookmarks or writing is left in the book.
- Photos may be made of pages from the book but NO flash should be used.
- When the visitor is done with the book, the docent will replace it on the shelf.
- When the visitor is done, replace all materials, escort them out and thank them for using the Library.
- Wash your hands and suggest to the visitor to wash up as well

Post Visit

- Make sure the library is cleaned up, trash removed and all books or other items are back in their assigned spot.
- Send a quick report email to tom@nebraskagrandmaster.com. Include details of visit and any work that needs to be done post-visit.
- Turn off the PC monitor but leave the PC on.

Accepting Donations of Items

From time to time, the Foundation may be offered items for the Library / Museum. These are often things left over after passing of a Brother and may or may not have historical value. In any case, the Foundation will accept the items, return a thank you letter and then determine the disposition of the donated items.

Other donations will be accepted based on the item, condition and how it fits into the story of Nebraska Masonry. A follow-up thank you letter will be sent for all accepted donations.

Technology / Database Procedures

One of the most important parts of the Library / Museum is the PastPerfect database which holds the information and location of all books and physical items. It is important to make sure that the database is kept updated and has proper backups in case of PC failure.

Backup Process (after any change to database)

1. Use the backup wizard in PastPerfect
 - a. 1st backup to the local disc
 - b. 2nd backup to the external hard drive
2. Copy backup file from local drive or external drive to DropBox account
3. Log the backup in the Backup Log with a short note on what was changed in the database.

PC Maintenance Process

1. PC is currently set to do automatic updates from Microsoft
2. Leave the PC on at all times
3. Refer any hardware / software issues to Denny Brydl
4. Back up documents folder to external hard drive and DropBox account after any addition or change.
5. Any updates to the PastPerfect program will be handled by the PastPerfect admin.

Accessioning and De-accessioning Items

TBD