



KAPPELER INSTITUTE for the Science of Being USA

KI USA Programs

Study Partners Program

Recordings Lending Program

Library Book Placement Program

**Used Books and Recordings
Donation Program**

Financial Hardship Program

Kappeler Institute USA

KI USA Programs

Study Partners

Recordings Lending Program

Library Book Placement Program

Used Books and Recordings Donation Program

Financial Hardship Program

© 1999, 2005, 2006, 2010 Kappeler Institute for the Science of Being



Printed by
Kappeler Institute Publishing
Seattle, WA

Division of Kappeler Institute for the Science of Being (USA)
PO Box 99735, Seattle WA 98139-0735 • Tel. (206) 286-1617 • FAX (206) 286-1675
www.kappelerinstitute.org • mail@kappelerinstitute.org

Contents

1 Study Partners Program	1
Study Partner Request Form	3
2 Recordings Lending Program	4
3 Library Book Placement Program	8
Library Information Form	9
List of Libraries containing Kappeler’s writings	10
4 Used Books and Recordings Donation Program	14
5 Financial Hardship Program	14

Disclaimer

KI USA’s intent is not to be a “clearinghouse” for student activities. KI does not claim exclusive rights to the Science of Christian Science, or present itself as an authority to endorse, control, or regulate work in the subject of Science.

Study Partners Program

What are Study Partners?

Study partners are self-organizing, self-directing, voluntary associations of individuals and friends. They can provide a structure to support each partner's individual study in Science. Study partners may choose to study together, study the same material separately at their own pace, or may merely contact each other occasionally to discuss issues that come up during study. The Study Partner List gives options to contact others in person, via phone, chat-room, or e-mail.

New students: Please do not expect study partners to answer your questions about Science. These questions are best directed to the staff at KI USA—we are happy to assist you!

No Affiliation of Study Partners with KI USA

Kappeler Institute USA is not affiliated with the individuals in our Study Partners List. Although we provide the Study Partner Program as a service to Kappeler students, study partners are completely independent of KI USA and are legally and financially responsible for their own activities. If you ever experience a problem with anyone on this list, please contact KI USA immediately.

KI USA Study Partner Program

KI USA keeps a *Study Partner List*, a list of individuals who are looking for study partners and are willing to be contacted. Each has given permission for KI USA to publish their name and contact information.

If you would like to add your name to the Study Partner List:

1. Please fill out the *Study Partner Request Form* (page 3) and return it to KI USA. We must obtain your signed permission before releasing any information to others.
2. When KI USA receives your form, we will add your name to the *KI USA Study Partner List*. The updated list will then be distributed to everyone on the list.
3. Your name can be removed at any time by contacting KI USA.

KI USA Policies, Rights, and Expectations

- *Confidentiality.* In keeping with our policy on confidentiality, KI USA will provide this information *only* to other individuals on the list. KI USA will not publish the study partner list in its newsletter, website, or anywhere else. For more information on our Study Partner Policy, see the About KI web page on our website, www.kappelerinstitute.org.
- *Use of Study Partners List.* This list is to be used solely for the purpose of locating study partners. No other use is permitted.
- KI USA reserves the right to remove anyone from the Study Partners list at any time.

If you have any questions or comments about our Study Partner Program, please contact:

Kappeler Institute for the Science of Being
PO Box 99735
Seattle, WA 98139-0735
Tel: (206) 286-1617
Fax: (206) 286-1675
E-mail: mail@kappelerinstitute.org

Study Partner Request Form

If you would like to be added to the *KI USA Study Partners List*, please complete the information below. You may request that your name be removed from the list at any time.

1) **Name:** (*Only your **first name** will be given to potential study partners*)

2) **Mailing Address:** (*Only your **city** will be given to potential study partners*)

3) **Phone Number(s):** (*List only the phone numbers that you **want to give** to potential study partners*)

Day (_____) _____

Evening (_____) _____

4) **E-mail address:** (*Give an e-mail address only if you **want to give it** to potential study partners*)

5) **Meeting Preferences:** Please indicate how you would like to “meet” with potential study partners (*check **all** that you are willing to consider*):

- In person
- By telephone
- Via e-mail
- In a chat-room (online)

I give permission for Kappeler Institute for the Science of Being USA to provide my **first name, city, phone number, e-mail address** (as applicable), and **meeting preferences** to other individuals interested in finding study partners.

I agree to use the information I receive from KI USA *only* for the purposes of locating study partners.

Signed: _____ Date: _____

Return form to: Kappeler Institute, PO Box 99735, Seattle, WA 98139-0735, USA · FAX 206 286-1675

Recordings Lending Program

Kappeler Institute USA has created a Recordings Lending Program to make it easier for students to gain access to Max Kappeler's recorded lectures. We hope that you are able to use this program to add depth to your study of Science.

Borrowing Recordings from Kappeler Institute USA

Any of the recordings listed in the *KI USA Catalog* can be borrowed directly from KI USA. There is a limited supply of recordings available for loan, so requests will be handled on a first come, first serve basis.

Lending Fees

KI USA lending fees differ by format. The fees are:

- Audiocassettes \$3 per hour
- CD-mp3 not available for lending
- CD-audio format: \$4 per hour

Lending fees include illustrative materials (printed study materials specific to each recorded program). Shipping costs are paid by the borrower. We use media mail by the US Postal Service because of its reliability and low cost.

Lending Period. The lending period is based on the length of the recorded class, usually between 2 and 5 months (approximately 2 tape-hours per week allotted time for study). KI USA recommends that students listen to each recorded class at least twice—the first time to get the tone of the subject, the second time to discern the structure of the subject and take notes for future study.

Number of “Borrowers”

Single individuals, as well as study partners, may borrow recordings. However, if recordings are borrowed for use by more than one individual, lending fees are charged on a *per student* basis.

Deciding Whether to Purchase or Borrow Recordings

For an individual, borrowing recordings is a good way to save on the cost of study materials. Study partners, on the other hand, if they live nearby and study together, might find it better to purchase recordings. For two people, the lending

fees can equal the purchase price for audiocassette or CD-audio. Groups of three or more will save on videotaped programs.

To illustrate: Two study partners would pay lending fees of \$75 each (\$150) to borrow a 25-hour class on audiocassette (2 partners x \$3 per hour x 25 hours = \$150). For CD-audio (at \$4 per hour), the lending price and purchase price both equal \$200. There are minor additional costs to purchase recordings (tax, handling fee, an additional set of illustrative materials = less than \$10).

Lending fees only apply to recordings borrowed from KI USA. Lending fees are not charged when you borrow privately owned recordings. If you decide to borrow recordings from an individual, make sure that you order extra set(s) of copyrighted *illustrative materials* for each student.

Ordering Additional Sets of Illustrative Materials

It is important that each individual have their own set of illustrative materials for each recorded class. The cost of illustrative materials is normally \$1–5 per set. To inquire about pricing, or order illustrative materials, contact KI USA.

Applying Lending Fees to Purchase

If you have paid lending fees to KI USA, and afterwards decide that you would like to purchase the recordings you borrowed, you may apply the lending fees that you have already paid towards the purchase price of that particular recording program. If you are part of a group that borrowed recordings, only the lending fees that you paid as an individual will be credited toward purchase.

Lending Agreements with Kappeler Institute USA

When borrowing recordings from KI USA, we ask that you:

1. Provide your name, phone number, and address (for groups, the name, address, and phone number of each participant).
2. Provide us with starting and ending dates for the lending period (2–5 months).
3. Make lending fee payment arrangements. You may pay in one lump sum, or pay in monthly installments (with a maximum 5 months).
4. Return the recordings in the box they came in, and use the return-shipping label that we provide.

Copyright Protection of Kappeler's Writings and Recordings

The KI USA owns and actively protects Max Kappeler's English language copyrights. The purpose for this protection is to maintain the purity of Kappeler's works for future generations. All rights are reserved by KI USA. Permission to use Kappeler's copyrighted works can be obtained by contacting KI USA.

Copyright law expressly prohibits the following:

- Photocopying or reproducing books, pamphlets, diagrams, and other published or unpublished writings for use by others (for example, one cannot photocopy a Kappeler book or illustrative materials to give to someone else)
- Making copies of, or duplicating, Kappeler's audio/video recordings
- Publishing Kappeler audio/video recordings or written materials in electronic form (for example, copying it to a computer disk, CD, DVD, or publishing it on the web)
- Distributing transcriptions of Kappeler's lectures, classes, or recordings

This list is not comprehensive. If you would like to use Kappeler's copyrighted works and are unsure as to whether your planned use requires permission, please contact KI USA.

Trademarks

Kappeler Institute for the Science of Being USA, Kappeler Institute USA, KI USA, the KI logos (KI, KIP, KIR), and other names and designations referenced on the KI USA website are each service marks or trademarks of Kappeler Institute for the Science of Being USA. All rights in these service marks and trademarks are reserved by Kappeler Institute for the Science of Being USA.

Library Book Placement Program

The Kappeler Institute USA is dedicated to improving the accessibility of Dr. Max Kappeler's works throughout English speaking countries worldwide. Towards this end, the KI USA Library Book Lending Program has been developed. This program aims to place Max Kappeler's most popular writings into an increasing number of urban and community libraries. These books will then be available for students in the area to borrow.

Placing Kappeler's Books into a Library's Collection

If you are interested in having Kappeler's books placed into a library near you, please fill out and return the *Library Information Form*. The KI USA will contact the libraries you have listed, and will initiate the donation process.

Libraries are often quite selective about the books they accept into their collections. There is no guarantee that the library you choose will accept a donation of Kappeler's books. Most libraries have a Collections Development Department that reviews each book to determine if the books are acceptable under their "collection policy."¹ If the library accepts Kappeler's books, KI USA will donate them.

Sometimes, community libraries are more willing to add books to their collections if they receive a request from a local community member. If this is the case, the KI USA staff may contact you for assistance.

With your help, KI USA should be able to place Kappeler's books on the Science of Being in urban and community libraries throughout the USA and the world.

¹ Most libraries will accept any books you wish to donate, but unless they are accepted into the library's collection, these donated books are given away to other charities and never end up on the library's shelves.

Library Book Placement Program
LIBRARY INFORMATION FORM

If you would like to request that Kappeler Institute USA place library books into a library near you, please complete the following:

Your Name: _____

Mailing Address: _____

Phone Number(s): Day (_____) _____
Evening (_____) _____

What is the best time to call you? _____

Name and phone number of library(s) where you would like books placed:

First Choice: _____

Phone: (_____) _____

Second Choice (*optional*): _____

Phone: (_____) _____

Are there any books that you would *specifically* like to have donated?

Please return this form to:

Kappeler Institute USA, PO Box 99735, Seattle, WA 98139-0735
FAX: (206) 286-1617 • E-mail: mail@kappelerinstitute.org

Max Kappeler's Books USA Libraries

The libraries below have already accepted Kappeler's books into their collection. However, the status of Kappeler's books may have changed since donation. Please inform KI USA if you find that any of these libraries DO NOT have Kappeler's books available, and we will remove them from the list.

ARIZONA

Tucson Tucson Public Library, 30 E Ochoa St, Tucson, AZ 85701

CALIFORNIA

Berkeley Berkeley Public Library, Berkeley, CA 94701
Los Angeles Los Angeles Public Library, 630 W 5th St, Los Angeles, CA 90017
Oakland Oakland Public Library, 125 14th St, Oakland, CA 94612
Pasadena Pasadena Public Library, 285 E Walnut St, Pasadena, CA 91101
San Jose San Jose Public Library, 180 W San Carlos St, San Jose, CA 95113

COLORADO

Denver Denver Public Library, 1357 Broadway, Denver, CO 80203

ILLINOIS

Chicago Chicago Public Library, 78 E Washington St, Chicago, IL 60602
Decatur Milliken University Library, 1184 W Main, Decatur, IL 62522

INDIANA

Indianapolis Indianapolis-Marion Co. Public Library, 40 E St. Clair St, Indianapolis, IN 46204

KANSAS

Wichita Wichita Public Library, Wichita, KS 67202

MASSACHUSETTS

Boston Boston Public Library, Charlestown Service Building, Boston, MA 02117

NEW YORK

Brooklyn Brooklyn Public Library, Grand Army Plaza, Brooklyn, NY 11238
Buffalo Buffalo & Erie County Public Library, Lafayette Square, Buffalo, NY 14203
Jamaica Queens Borough Public Library, 89-11 Merrick Boulevard, Jamaica, NY 11432
New York New York Public Library, Fifth Ave at 42nd Street, New York, NY
Rochester Rochester Public Library, 115 South Ave, Rochester, NY 14604

OHIO

Cleveland Cleveland Public Library, 325 Superior Ave, Cleveland, OH 44114
Cuyahoga County Public Library, 4510 Memphis Ave, Cleveland, OH 44144
Toledo Toledo-Lucas County Public Library, 324 Michigan St, Toledo, OH 43624

RHODE ISLAND

Providence Providence Public Library, 150 Empire St, Providence, RI 02903

TEXAS

San Antonio San Antonio Public Library, 203 S St. Mary's St, San Antonio, Texas 78205

WASHINGTON

Seattle Seattle Public Library, 1000 4th Avenue, Seattle, WA 98104
Suzzallo Library, University of Washington Campus, Seattle, WA 98195

WASHINGTON, D.C.

Washington Library of Congress, Washington, DC 20540

**Max Kappeler's Books
International Libraries****AUSTRALIA**

Adelaide State Library of South Australia, GPO Box 419, Adelaide, South Australia 5001
Brisbane State Library of Queensland, William Street, Brisbane, Queensland 4000
Canberra National Library of Australia, Parkes Place, Canberra, ACT 2600
Melbourne The State Library of Victoria, 328 Swanston Street, Melbourne, Victoria 3000
Perth State Library of Western Australia, 3 Francis Street, Perth, Western Australia, 6000
Sydney The Library of New South Wales (also for Extension Service), Macquarie Street, Sydney, New South Wales 2000

AUSTRIA

Innsbruck Bibliothek des Jesuitenkollegs, 6021 Innsbruck, Stillgasse 3
Wein Oesterreichische Nationalbibliothek, 1010 Wein 1, Josefsplats 1

BELGIUM

Bruxelles Bibliothèque Royale Albert I, rue des Tanneurs 80-84, 1000 Bruxelles

CANADA

London London Public Library and Art Museum, 305 Queens Avenue, London, Ontario
Vancouver Vancouver Public Library, 750 Burrard Street, Vancouver 1, BC

DENMARK

København Rigsbibliotekarembeder, Christians Brygge 8, 1219 København K

FINLAND

Helsinki Helsingin Yliopiston, Kirjasto, Helsinki

FRANCE

Paris Bibliothèque Nationale, 58 rue de Richelieu, 75 Paris 02

Strasbourg Bibliothèque Nationale et Universitaire, 6 Place de la République, Strasbourg

GERMANY

Berlin Universitätsbibliothek, 1 Berlin 33, Garystrasse 39

Amerika-Gedenkbibliothek, 1 Berlin 61, Blücherplatz 2

Bielefeld Universitätsbibliothek, 48 Bielefeld, Kurt-Schumacher-Strasse 1

Bochum Universitätsbibliothek, 4630 Bochum, Im Lottental

Bonn Universitätsbibliothek, 55 Bonn, Adenauerallee 37-41

Braunschweig Öffentliche Bücherei, 33 Braunschweig, Hinter Brüden 23

Darmstadt Hessische Landes- und Hochschulbibliothek, 61 Darmstadt, Schloss

Detmold Lippische Landesbibliothek, 493 Detmold, Hornsche Strasse 41

Dortmund Universitätsbibliothek, 46 Dortmund-Eichlinghofen, August-Schmidt-Strasse 1

Erlangen Universitätsbibliothek, 852 Erlangen, Universitätsstrasse 4

Freiburg i. Br. Universitätsbibliothek, 78 Freiburg i. Br., Rempartstrasse 15

Kiel Universitätsbibliothek, 23 Kiel 1, Olshausenstrasse 29

Köln Universitäts- und Stadtbibliothek, 5 Köln 41, Universitätsstrasse 33

Leipzig Deutsche Bücherei (Nationalbibliothek), Deutscher Platz, 701 Leipzig

Regensburg Universitätsbibliothek, 84 Regensburg, Universitätsstrass 33-33

Speyer Pfälzische Landesbibliothek, 672 Speyer, Johannesstrasse 22a

Stuttgart Universitätsbibliothek, 7 Stuttgart 1, Holzgartenstrasse 16

Tübingen Universitätsbibliothek, 74 Tübingen, Wilhelmstrasse 32

GREAT BRITAIN AND EIRE

Aberystwyth The National Library of Wales, Aberystwyth, Cardiganshire

Belfast City of Belfast Public Libraries, Humanities Library, Royal Avenue, Belfast, BR1 1BA, N. Ireland

Birmingham The University of Birmingham, The Main Library, Birmingham, B15 2TT

Bradford Central Library, Prince's Way, Bradford, BD1 1NN

Brighton University of Sussex Library, Brighton, BN1 9QL

Bristol Wills Memorial Library, Queens Road, Bristol, BS8 1RJ

Cambridge The University of Cambridge, The Main Library, Cambridge, CB2 1TN

Derby Central Library, Wardwick, Derby, DE1 1HS

Dublin The Library of the Trinity College, Dublin, Eire

<i>Edinburgh</i>	The National Library of Scotland, Edinburgh, EH1 1HX
<i>Glasgow</i>	The Mitchell Library, North Street, Glasgow, C3
<i>London</i>	The British Museum, London
<i>Norwich</i>	Central Library, Norwich, NOR 57E
<i>Nottingham</i>	Central Library, South Sherwood Street, Nottingham, NG1 4DA
<i>Oxford</i>	The University of Oxford, The Main Library, Oxford, OX1 3BD
<i>Plymouth</i>	Central Library, Drakes Circus, Plymouth, PLA 8AL
<i>Stoke-on-Trent</i>	City Central Library, Bethesda Street, Stoke-on-Trent, ST1 3RS
<i>Swansea</i>	Central Library, Alexandra Road, Swansea, SA1 5DX
<i>York</i>	City Library, Museum Street, York, YO1 2DS

HOLLAND

<i>Amsterdam</i>	Universiteits-Biblioteek, Singel 425, Amsterdam C
------------------	---

ITALY

<i>Firenze</i>	Biblioteca Nazionale Centrale, Piazza dei Cavalleggeri, 50 100, Firenze
----------------	---

LUXEMBOURG

<i>Luxembourg-Ville</i>	Bibliothèque Nationale, 9 rue Notre Dame, Luxembourg-Ville
-------------------------	--

NEW ZEALAND

<i>Auckland</i>	City of Auckland Public Library, Lorne Street, Box 4138, Auckland
<i>Hamilton</i>	Hamilton Public Library, Barton Street, PO Box 933, Hamilton
<i>Wellington</i>	Wellington Central Library, Mercer Street, PO Box 1992, Wellington National Library of New Zealand, The Terrace, Wellington

NIGERIA

<i>Kaduna</i>	National Library of Nigeria, Kaduna State Branch, Bida Road, Kaduna
---------------	---

NORWAY

<i>Bergen</i>	Universitetsbiblioteket, Möhlenprisbk, 1, 5000 Bergen
<i>Oslo</i>	Universitetsbiblioteket, Drammensveien 42, Oslo 2

SOUTH AFRICA

<i>Johannesburg</i>	City of Johannesburg Public Library, Market Square, Johannesburg
---------------------	--

SWEDEN

<i>Uppsala</i>	Universitetsbiblioteket, Box 510, 75120 Uppsala
----------------	---

SWITZERLAND

<i>Bern</i>	Schweizerische Landesbibliothek, Hallwylstrasse 15, 3000 Bern
<i>Genève</i>	Oekumenischer Rat der Kirchen, 150, route de Ferney, 1211 Genève 20
<i>Zürich</i>	Zentralbibliothek, Zähringerplatz 6, 8025 Zürich

Used Books and Recordings Donation Program

If you are looking for a good home for your “used” Kappeler books and recordings, please consider donating your collection to the KI USA.

As a 501(c)3 nonprofit organization, we can provide you or your family with a tax-deductible receipt for the “fair value” of the used books or recordings. In turn, we sell these books as “used,” or provide them at a greatly reduced price to students who cannot afford to purchase materials at the full price.

Unmarked books in good condition are worth approximately 50% of their retail price, and marked-up books are worth 10–20% retail. The value of recordings varies greatly, depending on their age.

If you want to know the value of your Kappeler “collection” in advance, please provide KI USA with a list of materials you own and their condition, and we will give you an estimation of your donation receipt (the actual value is determined after KI USA receives and inventories the materials). In addition, if you ship the collection to us via USPS Media Mail, we will reimburse you for shipping costs.

Please make arrangements with KI USA in advance of mailing your collection. To find out more about donating your Kappeler used books and recordings to KI USA, please contact us.

Financial Hardship Program

The Kappeler Institute USA has a “financial hardship program” for students of limited means who wish to study Max Kappeler's work. Books and recordings are available at discounted prices, and payment plans are available. For more information, or to apply for this program, please contact KI USA.