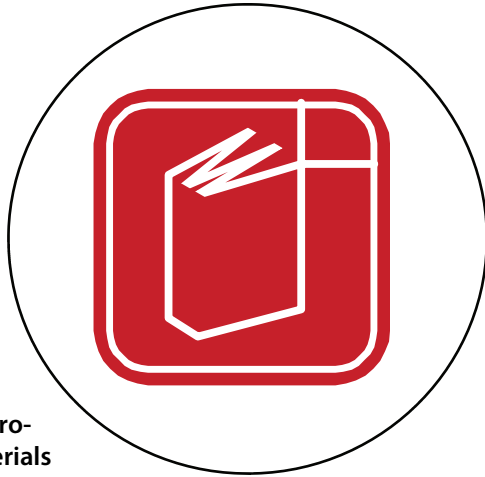


# Welcome Donations

和如紀念圖書館  
Woo Ju Memorial Library



The Woo Ju Memorial Library provides a growing variety of materials and services to patrons of all ages interested in Buddhism. It will provide a welcoming and quiet space for individuals to study and learn.

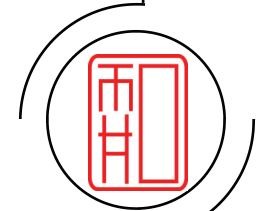
The library will provide:

- a circulating collection of materials in a variety of formats
- a collection representing a broad spectrum of knowledge on Buddhist-related subjects
- materials in Chinese and English
- reference services in both Chinese and English
- programs and services in conjunction with community groups that encourage reading and learning about various aspects of Buddhism

和如紀念圖書館  
Woo Ju Memorial Library

2020 Route 301, Carmel, NY 10512  
(845) 225-1445, [library@baus.org](mailto:library@baus.org)

## LIBRARY POLICIES



和如紀念圖書館  
Woo Ju Memorial Library

# Woo Ju Memorial Library

## Buddhist Association of the United State

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**Circulation** The library is open to all members of the monastery, the Buddhist Association of the United States, the surrounding community and visitors who have an interest in Buddhism.

**Library Cards** Anyone 16 years of age and older may obtain a library card and borrow materials. Borrowers must present proper identification when applying for a library card, such as a valid driver's license, utility bill, etc.

**Fees** There is no fee for obtaining a library card. However, donations to the library are gladly accepted.

**Library Card Requirement** All individuals wishing to borrow materials must present a library card at the time of checkout.

**Borrowing Limitations** Due to the relatively small size of the collection at the present time, individual borrowers may check out a maximum of 3 books at one time.

**Loan Period** Library materials must be returned on time and in good condition. Overdue materials deprive others in need of those materials. The loan period for all library materials is 3 weeks, with renewals allowed if there are no holds on the materials. Renewals may be done in person or over the phone by speaking to one of the librarians. Books may also be returned by mail. For your convenience, pre-printed address labels are available. Please see one of the librarians about this option.

**Fines** There is a fine of \$.10 per day for overdue materials.

**Lost and Damaged Materials** In the event that an item is lost or damaged, the borrower is responsible for replacement of the item. Please see the librarian for further information.

**Confidentiality of Library Patron Records** The records of library cardholders are confidential as per New York State law. (See New York State Civil Practice Law and Rules, Section 4509, Confidentiality of Library Records Law.) Library records include, but are not limited to patron registration records, circulation records, or any other data linking a particular patron to specific library services or materials. Patrons have control over their library cards. Presentation of a valid library card will allow the patron whose name appears on the card (or the parent/legal guardian in the case of a minor child) access to information about the current circulation record of that patron. Information will not be released to third parties. Nothing in this policy shall prevent the library staff from using library records in the performance of their regular duties. When no longer needed for administrative purposes, records will be deleted.

**Reference Services** The goal of the library staff is to provide information and materials in response to patron requests in a courteous, efficient and timely manner. Reference requests may be made in person or by phone during regularly scheduled library hours. Reference services include answers to specific questions, bibliographic information, and instruction in the use of the library and its materials and help in locating materials. Examination of the materials and interpretation and analysis of the information and data is best performed by the person requesting the information. All requests for reference information are confidential. Library staff may consult with each other or staff at other libraries or agencies when necessary to obtain information for those who request it. Reference questions are tallied for statistical purposes only.

**Photocopying** The library provides a photocopier for public use. The photocopier is available for use at the cost of \$0.20 per copy. Those using the photocopier must adhere to the U.S. Copyright Law when copying materials subject to copyright. A copyright notice is posted above the photocopier.

**Library Behavior** Appropriate behavior is required at all times, and patrons shall be engaged in activities associated with the use of a library. Reasonable quiet is expected. No patron may disturb others using the library. Using cellular phones, pagers or other electronic devices in a manner that disturbs others is prohibited. Audio equipment, with or without headphones, should not be used at a volume that is audible to others. Cell phones may be used in the vestibule area of library. In accordance with New York State and local law, the library is a smoke-free establishment. Additionally, there shall be no smoking in the areas immediately adjacent to entrances, exits, and air in-take vents. The consumption of food is prohibited. Non-alcoholic beverages in covered containers may be consumed. Conduct will not be permitted if it is disruptive, disturbing, or potentially harmful to others, if it otherwise interferes with the enjoyment and use of the Library by other customers, or if it is inconsistent with the Library's mission. This includes, but is not limited to: disorderly conduct, noise, or activity that interferes with the rights of others, whether intentional or inadvertent; physical abuse or threatening behavior or language; disobeying the directions of library staff members; or, the misuse of library materials, equipment or furnishings. Expulsion from the library and/or loss of library privileges, on a temporary or permanent basis, may result from violations of this policy. For safety reasons, aisles or pathways must remain clear to prevent tripping, and to allow access to library materials, equipment and facilities.

**Children in the Library** The library encourages children to visit and use the library. However, the library staff cannot assume responsibility for the care and supervision of children. Parents and caregivers of children under 12 are to remain in the library at all times. Children are expected to follow the guidelines for proper library behavior. Parents and caregivers are expected to supervise the behavior of their children.

**The Collection** Library materials are divided into six major categories: English books, Chinese books, Multimedia, Periodicals, Children's books, and Reference books to support a diverse audience and function. The library currently holds approximately 2,500 books in Chinese, 1,000 books in English, and 500 books for Reference. The English collection uses the Library of Congress Classification System, and the Chinese collection uses the Chinese Buddhism Classification System. Library materials are selected and purchased by the librarians. Selection criteria are approved by the library committee.

**Reconsideration of Materials** Materials are placed or retained in the library by the librarians based on criteria established by the Library Committee. The library welcomes comments from library users regarding the adequacy, currency and relevance of the materials chosen. Individual patrons who have concerns with library materials that are not to their taste, or do not represent their views are welcome to discuss their concerns with the librarians. If the patron's concerns are not resolved, he or she may make a formal, written request to the library committee for reconsideration of individual items. The patron submitting the request must hold a valid borrower's card. The library committee will respond to the patron in writing, indicating the action to be taken and the reasons for or against the request.

**Withdrawal of Materials** Materials that no longer support the mission of the library will be withdrawn from the collection. These materials may include items that are damaged, contain obsolete information, or are no longer used. The professional judgment of the librarians will be used in making decisions about withdrawal. When necessary, the library committee or other specialists will be consulted to determine the continued relevance of materials. Items withdrawn may be sold by the library, contributed to other libraries expressing an interest in using them in their collections, recycled or disposed of in accordance with local laws and regulations.

**Donations** The library accepts donations of new and used books, subscriptions, journals and magazines, audio recordings, videos and similar materials in good condition when it is determined that the materials will advance the mission of the library. Donated items become the property of the library and will not be returned to the donor. Upon request, the library will acknowledge receipt of donated items, but is unable to set fair market or appraisal values. If items are being donated to obtain a tax benefit, it is the donor's responsibility to establish fair market value. Monetary gifts, bequests and memorial or honorary contributions are particularly welcome. Materials purchased with such funds will be identified with special donor plates whenever possible. Upon request, notification of memorial or honorary contributions will be sent to the family of the person being recognized. Suggestions for subject areas in which purchases will be made are welcome and will be followed to the extent possible.

**Policy Revision Guidelines** This policy is re-evaluated by librarians and reviewed by the library committee annually to accommodate change and growth.