



The Buddhist Association of the United States

Woo Ju Memorial Library

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Volunteer Cataloger Needed

和如紀念圖書館招募志工－資深編目人員

Woo Ju Memorial Library is seeking an experienced cataloger to help strengthen and maintain the catalog for our Buddhist library, helping our books and readers find one another with clarity and joy.

Woo Ju Memorial Library of BAUS (The Buddhist Association of the United States) is a Buddhist library located in Chuang Yen Monastery, which houses the largest indoor sitting Buddha Statue in the western hemisphere. The library facilitates Buddhist education for monastics as well as the lay Buddhist communities. The library holds various programs, invites Buddhist monks and Buddhist scholars from different parts of the world to give lectures / workshops to the public.

Description: The **Volunteer Cataloger** will be working in a quiet, contemplative environment, alongside monastics and lay friends who value simplicity, kindness, and mindful attention. You will help us apply and refine what is already in place so that our catalog clearly reflects the heart of the collection and supports study and practice. This is an excellent opportunity for retired professionals interested in contributing to the Buddhist community.

What you'll do

- Catalog new acquisitions and legacy materials using the existing system, applying LCSH and established local practices for Buddhist and related spiritual practice materials.
- Review and enhance existing records for accuracy and consistency, especially subject headings, classification, and access points.
- Ensure that physical items (labels, call numbers, shelving) align with catalog records and that users can reliably find items on the shelves.

What we're hoping for

- Solid experience with cataloging, including hands-on work with LCSH and a major classification system.
- Familiarity with tools and standards such as MARC, RDA, and shared cataloging environments.
- A sincere interest in Buddhism or contemplative traditions.
- Strong attention to detail and the ability to work both independently and collaboratively with monastic and lay staff.
- Working knowledge of another language is a plus.

If this blend of cataloging, practice, and service speaks to you, please send a **brief statement of interest** and **your cataloging experience** (a resume is optional) to Kaity Hsiu @ library@baus.org. Include **Experienced Cataloger** in the subject line. You are welcome to share about your connection in Buddhist or contemplative practice, as well as your availability.