



## The Buddhist Association of the United States

### Woo Ju Memorial Library

2020 Route 301 Carmel, NY 10512  
Tel: (845) 225-1445, Fax: (845) 228-4283  
Email: [library@baus.org](mailto:library@baus.org)

## Volunteer Inventory Assistant Needed

### 和如紀念圖書館招募志工 - 館藏助理

Woo Ju Memorial Library is seeking a Volunteer Inventory Assistant to help ensure our physical collection matches our online catalog and remains accurate, organized, and easy to find.

**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 **Inventory Assistant** will help ensure our physical collection matches our online catalog and remains accurate, organized, and easy to find. The primary responsibility of this role is to conduct a shelf-by-shelf inventory of the library collection, compare items against records in the online catalog, and note any discrepancies. The volunteer will report findings and questions directly to the librarian.

#### Responsible for

- Verify that items on the shelves match records in the online catalog (call number, title, author, status, and location).
- Identify and record missing, mis-shelved, or uncataloged items, and flag any records that appear inaccurate or incomplete.
- Note condition issues or labeling problems for the librarian to review.
- Record inventory results clearly using provided forms, spreadsheets, or checklists.
- Communicate regularly with the librarian about progress, issues, and questions.

#### Qualifications

- Interest in libraries and organizing information.
- Comfort working with computers and searching the online catalog.
- Strong attention to detail and accuracy when comparing records.
- Ability to work independently while following established procedures.

Please send a **brief statement of interest** and **any relevant experience** (a resume is optional) to Kaity Hsiu @ [library@baus.org](mailto:library@baus.org). Include **Volunteer Inventory Assistant** in the subject line. You are welcome to share about your connection in Buddhist or contemplative practice, as well as your availability.