

**Tallahassee Chan Center Library Guide**

**Intention:**

This document serves as a guide for the Tallahassee Chan Center Library (TCCL).

The TCCL is housed at 1310 Paul Russell Road in Tallahassee. A listing of its holdings can be

found online at <https://www.librarycat.org/lib/TallyChan5>

**Purpose Statement:**

The purpose of the TCCL is to provide materials that instruct and inform sangha members and visitors in the principles and practices of Buddhism with an emphasis on Chan (Zen) Buddhism.

Chan Buddhism provides a unique way for people to view and experience the world. It upholds the Four Noble Truths and the Eightfold Path. The practice of Chan provides Chan practitioners with confidence in oneself and confidence that he or she is following or traveling a path that develops and cultivates awareness of one’s self nature, compassion for all beings, and insight that Everything is interconnected and interdependent.

 Non-Buddhist materials, which do not conflict with these principles, and may benefit our members and their families, may be found in the library as well.

**Collection Management Statement**:

The librarian is responsible to assist in TCCL’s development, maintenance and the cataloging of materials. Suggestions for materials are encouraged and donations will be accepted. See the Collection Development policy and procedure for further information.

The librarian is responsible for submitting periodic reports to the TCC Board. It is the board’s responsibility to approve and implement the library software and equipment necessary for the quarterly reporting and the library functions.



**Vision Statement:**



The TCCL’s collection will be recognized as unique, exceptional, and accessible. Materials housed will provide library patrons with tools and resources that focus on the meaning, practice, history, and development of Buddhism.

**Mission Statement:**

To collect and provide sangha members and visitors with materials and information that reveals and demonstrates Buddhist values, practice, history, and culture.

**Immediate Goals:**

* To provide access to print, media, and online resources through continuously developing and maintaining an enduring bibliographic catalog according to accepted professional, national and consortium standards and practices.
* To maintain a sound management system through the development and review of policies, procedures, short and long term plans.
* To develop and continue to establish a welcoming, inviting library setting and environment.

**Objectives**

* To seek to continue to identify ways that the library and its collection can support the needs of the Tallahassee Chan Center community.
* To provide access to print, media, and online resources through continuously developing and maintaining an enduring bibliographic catalog according to accepted professional standards and practices.
* The librarian uses LibraryThing as the foundation to find and process library material . *LibraryThing helps create and track a library-quality catalog* of library materials. <https://www.librarything.com/>
* The TCC library subscribes to **TinyCat** to manage its collection. <https://www.librarycat.org/>





* To maintain a sound management system through the development and review of policies, procedures, short and long term plans.

o The librarian will provide quarterly library reports to the Library Committee and TCC Board.

o The Library Committee will meet and review problems or procedures as necessary.

o The Library Committee will discuss and review all documents that will be sent to the TCC Board,

* To establish a welcoming, inviting library atmosphere
* Develop a collection that serves the spiritual needs of its users.
* Work with and support the Tallahassee Chan Center community.

**Tallahassee Chan Center Library Policies and Procedures**

**Collection Development**

It is the librarian’s responsibility, with the support and assistance of the Library Committee, to coordinate the acquiring and discarding activities of library items following the policies and procedures of this guide.

**Selection Policy:**

Materials collected by the TCCL will support its purpose, mission, vision, and goals. Items will be in good physical condition-no loose pages or bindings, brittle papers, underlining, highlighting or marginal notes. Materials shall be free from signs of mold or mildew. Older works may be housed in a “special collection” or “reference” and do not leave the library. Reference items may be requested from the librarian.

Materials include a variety of formats. Worn, outdated, or damaged material will be “pruned” from the shelf. Patrons may find older worn materials with pages that are a bit brittle and yellowed on the shelf. These items must be treated gently to help them “live” on the shelves a bit longer.

Donations are welcomed and accepted and the librarian and board reserve the right to donate materials to sangha members or other organizations.



The library committee will prepare and keep a “wishlist” of items. Items are chosen for various reasons and may be needed to replace “weeded” materials, support a center program, or round out and update the collection. Suggestions are welcome and can be given to a library committee member.

The library will collect material for children as well as adults. Children’s material will help parents educate their children to Buddhist practices and beliefs. Such materials include but are not limited to books that directly speak about the Buddha, his life, or his teachings.

Children’s materials will emphasize picture books for preschool and elementary age children. The collection will also include books suitable for reading aloud to young children as well as those that address the needs of older children.

**Circulation Policy and Procedure**

The purpose of this section is to establish guidelines for circulating materials; including but not limited to components of the circulation process.

The best way to communicate with the librarian is through email. You may email the librarian, Sandi Scanlon, directly at sas6202@yahoo.com or send an email to the Tallahassee Chan Center. <https://tallahasseechan.org/contact-us/>

**Library Hours:**

The library is open for borrowing materials on Monday and Wednesday Evenings 30 minutes after sittings. Materials may also be checked out after Sunday Morning Sittings.

**Borrowing Procedures**

Anyone who regularly visits the Tallahassee Chan Center is welcome to use the library and borrow materials. Individuals are encouraged to register as a patron online by completing and submitting the Patron Application Form found on the Tallahassee Chan Center website, prior to their first checking out of materials from the library. The librarian will receive the form and register the patron. Patrons are responsible for the materials they checkout and are to return them to the library book return area in a reasonable amount of time. Patrons may check out two items at a time and keep them for three weeks. Materials may be renewed once if they are not on hold. It is important that patrons promptly return materials for others to enjoy and use.

Lost materials are the patron’s responsibility, and the patron is expected to replace it. If the title is no longer available the patron may communicate with the librarian or a library

committee member to discuss replacing it with another item. If an item is not returned or renewed within two month, it will be considered lost.



If someone is in the library, has not yet registered as a patron, but wants to check out a book right then, the Asst Teacher/Timekeeper will help the person fill out the short online Patron Application Form using the library’s computer and submit it. The person will take the book. The librarian will use the submitted to enter the new patron into the TinyCat Administrative system.

Two items may be checked out at a time. If there are overdue items on a patron account, borrowing privileges will be suspended until overdue items are returned. Patrons who persistently have overdue library materials will no longer be considered a patron in good standing and their borrowing privileges will be terminated.

Patron ID - After registration as a patron, to check out a book and to access the online TCCL, the patron uses their patron ID, which will be first name.last name such as jane.doe.

**Courtesy Reminder and Overdue Notices:**

Library materials are checked out for three weeks and may be renewed one time for 21 days. Reference materials are listed in the TinyCat system but are not to be checked out. See a member of the Library Committee or a timekeeper to look at these items at the center. Patrons may also email the librarian to arrange a time to meet at the center library if library hours are not convenient.

Courtesy reminders are emailed to patrons three days before material is due.

1. First notice of overdue material is sent when an item is 3 days overdue.
2. Second notice of overdue material is sent 5 days after the due date.
3. Third reminder is sent 9 days after the due date.

**Holds:**

Registered Patrons, in good standing, may place up two two items on hold. The “hold” button is found to the left of the checkout button during the self-checkout process. Patrons will be informed that their materials are ready by email, or phone message.

The preceding statements of the TCCL’s policies and Procedures are subject to review and needed revision by the Tallahassee Chan Center Board.

Adopted by the Tallahassee Chan Center Board: 9/19/20202.

