

Maitripa College Library Student and Patron User Guide and Policies 2010

Maitripa College Library (MCL) Mission Statement

The mission of the Library at Maitripa Institute is to support the broader mission of the Institute by providing the highest standard of resources in Western and Buddhist languages for scholars, faculty, and the interested public. The library will provide physical facilities that encourage individual and collaborative education and promote engaged discourse and active exchange of ideas.

MC Library Collections and Development

Maitripa College currently holds over 3,000 titles in print and multi-media materials! Approximately 2,000 titles are English books, and 1,000 additional titles include videos of teachings and films, audio media for Tibetan language study, magazines and journals, as well as Tibetan, Sanskrit and Chinese works.

In order to fulfill Maitripa College's mission of offering a world-class enlightened education for the 21st century, a world-class research library is essential. We estimate that Maitripa's library will ultimately house 20,000 volumes, with collections in Tibetan texts, works in Sanskrit, translations of Tibetan, Sanskrit and Chinese works, and scholarly works in English for Buddhist Studies and related fields.

Based on acquisition lists developed in consultation with internationally respected professors of Buddhist studies, we are now actively building our collections. Our aim is to create a lending and research facility that will meet the highest standards of electronic, archival, and print resources for the use of our students, faculty and local community for many years to come.

Tibet's Literary and Textual Traditions

Tibetan language texts date back at least as early as the eighth century, when teams of scholar-translators secured the importation and adoption of Buddhism from India through their translation of key Sanskrit texts. In fact, Tibet has, in these translations, preserved ancient Indian Buddhist knowledge subsequently lost in the Buddha's homeland. Tibetan Buddhist culture highly values physical texts as symbolic of the words of the Buddha himself, as well as the venerated commentaries and collected speech of lineages of teachers. Tibet's centuries-old printing press technology, still employed today (alongside digital projects), entails carving texts in mirror-image script into woodblocks which are then inked and pressed onto handmade paper. Folios of loose pages are held together wrapped in cloths, as you can see in the Maitripa Jokhang and Library. Woodblocks were stored in regional and local printing presses which are treated just like temples, and printed texts are sacred and essential components of practice places from hermitage shrines to monastic assembly halls.

The Tibetan literary corpus features extensive philosophical treatises and meditation practice scriptures, but also includes copious works in the fields of history, medicine, astrology, biography, grammar, poetics, geography and folk culture songs, epics and tales. It is impossible today to know what percentage of Tibetan texts have been permanently lost to the tragedies of the 20th century, but it is estimated that *less than ten percent* of extant Tibetan texts have been translated into Western languages!

Get Involved

Maitripa College encourages students and community members to get involved in the operation, growth and development of your library. We welcome volunteers to help staff student and public library hours of operation to check-in/out books, maintain and update our user records and catalogue, receive and label new books in English, Tibetan and Chinese, and more. MC is grateful to donors who grow our library through material donations, including/particularly through our Wish List.

Students can especially contribute to the development of your library by suggesting additional texts and resources that would further support studies at Maitripa. This includes suggestions to expand library holdings for a given course topic (e.g. Dzogchen, or Women in Tibet), author or figure (i.e. Jose Cabazon, or Milarepa), or online resources (e.g. links to podcasts or videos) to add to this listing.

Please contact the Administrative Coordinator, Leigh Sangster, in the office or via email at info@maitripa.org for further information or for assistance in utilizing the library to meet your needs.

Maitripa College Library Policies

Access to Maitripa College Library Collections

Enrolled students of the MA, M Div, Continuing Education and Certificate programs, faculty, and staff have access to the MCL collections of print materials, media, online research databases and reserve materials, in accordance with borrowing and use policies.

Alumni, former students (not enrolled in the current semester), and the general public may access collections of print materials and media on-site only during library hours, and may obtain a Community Membership for circulation privileges.

All materials in circulation are subject to recall and/or non-renewal if items are required by faculty, staff or currently enrolled students. Access to online research databases and course reserve materials are restricted for use by enrolled students, faculty and staff **only**, and not available to non-enrolled students and the community.

Library Cards – Faculty, Staff and Students

Maitripa College Identification cards for students, faculty and staff serve as Library Cards. Identification cards need to be kept current to show proof of active enrollment or employment. Inactive or expired cards can not be used for library privileges. Please see the College office with questions or to update your card.

Library Cards – Community Members

The public is invited to utilize the library as a Community Member. The annual fee is \$25. Membership application and contract forms are available in the library and may be completed with a College staff person. Community member privileges include use of MCL facilities and equipment during public hours, borrowing privileges (subject to recalls and non-renewal) but does not include access to online subscription basis, password controlled databases (JSTOR).

Borrowing Privileges for Print and Multimedia

To check out any materials, all patrons must be assisted by a staff or staff-trained volunteer.

Your current student (or Alumni) ID serves as your library card. Please show it to staff or staff-trained library volunteers at check-out or upon request.

Community membership forms are on file at the circulation desk. Please show photo ID.

Whenever possible, the library is open to the public (non-members) for use of the entire collection on an in-house (non-circulating) basis only. Please make an appointment to visit during outside of public library hours during Maitripa College's normal open hours.

Circulation

Books are checked-out for one month.

Audio & Video Materials & Periodicals are available for one week.

Reserve Materials are available for two hours.

All materials can be renewed three consecutive times, if they are not recalled or placed on hold.

Faculty and currently enrolled students may recall materials needed for research or syllabi purposes. The patron will have 7 days to return the recalled item(s). Faculty and students may also put a hold on an item, and will be notified when it is returned and held for them to pick up promptly.

To Renew, Recall or Hold Items: Email - library@maitripa.org

Overdue, Lost and Damaged Materials

Patrons will be notified via email of overdue materials. Lost or unreturned items will result in the billing of the patron for replacement cost plus \$10. Books that are more than two months overdue will be considered lost and the library user will be notified. Replacement cost is based on the average current price listed on Amazon.com or publisher. Charges for out-of-print books will be determined from average price listed by book dealer, Amazon, etc. or by average price of Library materials of similar subject matter and condition. A service fee of \$10 will be charged in addition to replacement cost for all lost or damaged items. Patrons will be billed by mail.

Overdue bills in excess of \$20 will have borrowing privileges suspended.

Course Reserves

Reserve materials rotate each semester and are placed on reserve by course faculty and are intended for the use of students enrolled in their course for short-term, on-site borrowing in order to maximize access to limited materials. These materials may include any item in the library's print and media collections. Check out is for two hours, items may not be removed from MCL, and priority is given to students enrolled in the course.

Library Notices

Patrons must provide valid email address upon check-out. MCL will notify patrons over overdue items via email.

Library User Changes of Information

Changes of information including enrollment status, mailing address, email, or phone number for students, faculty and staff should be notified to the Maitripa College Administrative office. Current information regarding enrollment status, mailing address, email and phone numbers of students, faculty and staff will be updated by office administration and will always be accessible for library staff and records.

Maitripa College Library User Guide

Search the Maitripa College Library Catalog

You can search most of our collection on-site or from home. From the library homepage, www.maitripa.org/library.html, click on the link 'click here for our catalogue'.

This will bring you to LibraryThing, a web-based catalogue for private libraries worldwide, including Maitripa. You need only search within our library to see most of our print holdings. (Currently, we only have Library of Congress books entered into this catalogue. Please note that not all books in the Maitripa College Library originate from publishers that acquire LC Classification numbers. Patrons may browse non-LC books and our multimedia, journals and magazine collections on the shelves.) You may enter author, title or subject keywords into the search box at the top right. Once you find the book(s) in the catalogue, click Details (from the left column) to view all bibliographic information. Make a note of the "LC Classification" number. MC Library shelves are arranged alpha-numerically according to the Library of Congress system, so you will need that number to find your book on our shelves.

Patrons can also browse the shelves – look for our new subject headings on the bookcases!

"Ask a Librarian"

This link from our library homepage lets you email a research or reference question directly to a librarian who specializes in Buddhist studies! This is a wonderful opportunity to get personal assistance from a professional librarian!

Patrons are also always welcome to consult with faculty and staff.

Library Computers and Audio-Visual Equipment

The main computer at the circulation desk is reserved at all times for staff and staff-trained library volunteers. Other computers, software and equipment - including internet, DVD, CD, scanner, printer, Translation Tool, and Word - may be used by patrons in accordance with ethical use policies (posted at the computers). Priority is given to currently enrolled students engaged in academic uses.

Computers are provided for use for research, writing, printing, and translation work. Internet browsing outside of research needs is allowed, but must be reserved for when there are no other students, faculty, or staff waiting for use. Please defer computer use to those waiting immediately or stop browsing and return to appropriate needs. Headphones for CD's or DVD's must be used and can be obtained from the library staff.

Printing

Please abide by our Honor Policy practice of paying \$0.10 per page printed.

Maitripa College Research Tools

JSTOR

Maitripa offers students free access to JSTOR, a non-profit academic database of complete articles from thousands of journals, downloadable as pdf files. We subscribe to Arts and Sciences III, a collection focused on religion, philosophy, language, literature, art and art history. A login and password is required to search or browse JSTOR; please do not share this information with anyone who is not currently enrolled.

To use JSTOR, link from our Library homepage, or go to:

<http://www.maitripa.org/jstor/jstor.html> . You will be prompted to enter Maitripa's login and password. If you need this information, please send an email and what class(es) you are currently taking to info@maitripa.org

Staff and volunteers can assist your search and print materials in the library detail the search options.

World Cat

An online union catalog of over 49 million records representing books, journals, dissertations, audio-visual materials, and manuscripts in repositories worldwide. Entering a search term will generate a list of physical items housed in the libraries nearest your zipcode.

Gale Cengage Oregon Research Database This is a research database for Oregon libraries.

CitationMachine

Maitripa College Ethical Policy upholds the precept against stealing. This includes academic materials, which we protect from plagiarism. It can often be hard to know when, or how, to properly cite the work of others, especially in the variety of media available to us online and elsewhere. When in doubt, consult your professor or staff. On the MC Library website, there is a link to CitationMachine, an interactive tool to help create reference citations (bibliographic and in-text) for research papers. Simply select the format your professor requires (MLA, Chicago, etc.) and then your source material (book, website, magazine, etc.) and it will ask you to enter the relevant fields, and then format the citation to be cut and pasted into your document.

Further Resources for Buddhist Studies

You may also find helpful the following resources commonly utilized by scholars in the field of Buddhist Studies, which you can access on MC Library computers or your own home computer/email.

Tibetan Dictionaries and Translation

THL Translation Tool <http://thlib.org/reference/dictionaries/tibetan-dictionary/translate.php>
Fabulous online tool lets you enter single words or long passages of Tibetan in Wylie and returns dictionary entries for words and phrases from multiple dictionaries.

Nithartha International & the Rangjung Yeshe Tibetan-English Dictionary

www.nitartha.org

Gateways to Tibetan Studies

The Tibetan and Himalayan Library (formerly Tibet and Himalayan Digital Library)

ww.thlib.org

Massive open source and collaborative research collection of many topics and medias. There is so much here it takes some time to learn the organizational structure of the site, but well worth exploring. See the overviews and First Time Users sections, and install the recommended “prepare your computer” package to get Tibetan font on your computer, and see Tibetan displays properly.

Buddhist Scholars Information Network (You can subscribe to this listserv to your individual email address or search past posts online)

The Buddhist Scholars Information Network (H-Buddhism) serves as a medium for the exchange of information regarding academic resources, new research projects, scholarly publications, university job listings, and so forth, for specialists in Buddhist Studies who are currently affiliated with academic institutions. It is not a list intended for general discussions of issues regarding Buddhism as a religion, philosophy, practice, or lifestyle (there is a wide variety of lists on the Internet that already serve this purpose), nor a list where non-specialists may pose queries. People who are not specialists in Buddhist Studies can access messages from H-Buddhism through this web site, but they can neither subscribe nor post their own messages. You can also go to the H-Net Discussions Home page <http://www.h-net.org/lists/> to see and search academic discussion lists in other fields. For example, entering “Tibet” in the search box will show you posts containing the word “Tibet” from H-Asia, H-History, etc. lists. This is a good tool for seeing what topics academics are discussion online, in the form of queries to each other, book reviews, conferences, and special seminars, etc.

Tibetan Buddhist Pathfinder is hosted from Naropa College

http://www.naropa.edu/naropalibrary/tibetan_buddhism.cfm

Digital Himalaya houses multimedia anthropological information about the Himalayas.

<http://www.digitalhimalaya.com/>

The Buddhist and Tibetan Studies **WWW Virtual Library**, part of the Asian Studies World-Wide Web Virtual Library maintained by Matthew Ciolek at the Australian National University, is a comprehensive pathfinder on Tibetan studies. **Buddhist Studies Virtual Library** link on the MC Library homepage takes you to a search page and listing for several “Virtual Libraries” including various Buddhist Studies (Pure Land, Zen, Theravada, Textual studies, Journals, Bibliographies, etc.) and Tibet Virtual Library sites.

<http://www.ciolek.com/WWWVL-TibetanStudies.html>

Tibetan Literature Projects

The **Tibetan Buddhist Resource Center** is an incredible bibliographic database and library of scanned Tibetan texts for scholars and lineage holders. Increasingly searchable by works, terms, topics, persons, etc. Founded by Gene Smith.

<http://www.tbrc.org/>

Nithartha is a project to preserve and digitize Tibetan texts, including the traditional Tibetan books known as pechas. Their website has a list of texts as well as an online English-Tibetan dictionary, a Tibetan calendar, and Tibetan word processing software. Downloadable Tibetan fonts and software.

<http://www.nitartha.org>

The **Asian Classics Input Project** (ACIP) has free downloads of texts in Tibetan and English. Downloadable Tibetan fonts and software.

<http://www.asianclassics.org/>

Lotsawa House has full texts of translations of Tibetan texts and downloadable PDFs of the Tibetan versions.

<http://www.lotsawahouse.org/>

Tibetan Buddhist Art and Visual Culture

Himalayan Art Resources is an online educational resource with over 35,000 images from some of the best collections in the world, organized by historical time period, schools, lineage, figures, places, themes, etc. with curatorial information.

<http://www.himalayanart.org/>

Asian Arts has a database of articles, including many on Tibetan Buddhist art, and lists of galleries, associations, and exhibitions.

<http://www.asianart.com/>

The Tibet Album: British Photography in Tibet 1920-1950. Over 6000 historical photographs of people, places, daily life, and British expeditions, held by the Pitt Rivers Museum, Oxford.

<http://tibet.prm.ox.ac.uk/>

The Dalai Lama

<http://www.dalailama.com/>

The Dalai Lama works with the **Mind and Life Institute** to study Buddhist meditation from a scientific point of view.

<http://www.mindandlife.org/>

Foundation for the Preservation of the Mahayana Tradition – Online Learning Center, Store, Mandala magazine, Lama Yeshe Wisdom Archive, charitable projects and information about teachers.

<http://www.fpmt.org/>

Cultural Institutions and Libraries

Latse Contemporary Tibetan Cultural Library, a project of the Trace Foundation, contains information about present day Tibetans with a focus on China.

<http://www.latse.org/>

The **Trace foundation** promotes the cultural continuity and sustainable development of Tibetan communities within China. Downloadable Tibetan fonts and software.

<http://www.trace.org/>

Online Journals

The Journal of Buddhist Ethics The **Journal of Buddhist Ethics** is a peer reviewed online journal with many articles by Tibetan Buddhist scholars.

<http://jbe.gold.ac.uk/>

The **Journal of the International Association of Tibetan Studies** is another peer reviewed journal that is part of the THDL.

<http://thlib.org/collections/texts/jiats/>

Audiovisual Materials

The **Foundation for the Preservation of the Mahayana Tradition** has live radio broadcasts as well as recordings of talks by the Dalai Lama and others to download.

<http://www.kunkyab.org/>

Tibetan Buddhist Internet Radio has recordings of talks, prayers, and chants.

<http://www.lamrim.com/>

Academic Associations and Conferences

Academic associations sponsor conferences, journals, and sometimes listservs, discussion forums, job postings and other resources. Members are usually university professors and students enrolled in MA and PhD graduate programs.

International Conference on Tibetan Buddhism - <http://dalailama.emory.edu/2010/ICTB.html>

International Association of Tibetan Studies - <http://www.iar.ubc.ca/programs/ctsp/iats.aspx>

International Association of Buddhist Studies - <http://www.iabsinfo.net/>

American Academy of Religion - <http://www.aarweb.org/>

American Philosophical Association - <http://www.apaonline.org/>