

Here's how the library works:

1. We've organized our books online using a piece of software designed for small libraries called LIBIB. LIBIB allows users to browse categories or do title/author/key-word searches (there's a search box at the top of the page). Since our library is for Sangha members, a log-in is required to access our books.
2. Our library website address is: <https://boulderzen.libib.com>
3. The first time you log-in to the website, type in your email address (the one in which you are receiving this email) and click "Need Password?" in red. LIBIB will then send you a temporary password. You can then log-in with your temporary password and change your password to whatever you want it to be by clicking on the "Patron Page" box directly under the Dharma Sangha logo at the top left. Your Patron Page includes your user activity as well as your profile information. Click the "edit profile" tab at the top right side of your Patron Page to change your password.
4. Once logged in, "Patrons" (Sangha members) can click on the cover of the book he or she is interested in and an expanded screen will show the cover, title, author name, publisher, page count and a short write-up on what the book is about. Under the cover image, it shows how many copies are available for check-out. If it says "0 Available" in red, that means the book is currently checked-out. You can click on the "0 Available" box and it will tell you when the book was checked-out and when it is due back.
5. If you are interested in checking-out a book, you click on the "Add Hold" button under the book cover. That book will be added to your "hold queue" at the bottom of the website. You can continue to browse books and place more on hold, if desired. When you are ready, there is a "Complete" tab at the top right of the hold queue. Libib will then ask for your user name and password again to complete the hold.
6. Once you've done that, an email is sent to me notifying me of your hold(s). On a day that I practice at the Zendo (generally Monday, Wednesday, Friday, Saturday) I will drop off the book(s) in our pick-up & drop-off box, mark the book(s) as "checked-out" on the website, and send you an email notifying you that the book(s) is waiting for you at the Briar Rose. The drop-off day will start your check-out period, which is set for 30 days.
7. Our pick-up & drop-off box is now located next to the fireplace in the living room of the Briar Rose (under the bookcase).
8. You can still place a hold on a book that is checked out, even if it reads "0 Available." This reserves the book for you once it is returned to us by the current reader. If you've checked out a book and have not completed reading the book in 30 days, you may check the book out for another 30 days, assuming another member does not have the book on hold and is waiting for its return. To re-checkout the book you go back on the site and add a new hold. I will then mark the book as checked-out for another 30 days once the original 30-day period is up.