

BCA STAFF GUIDELINES
HISTORICAL MATERIAL DONATIONS TO THE BCA COLLECTION
AT THE UNIVERSITY OF CALIFORNIA, LOS ANGELES

The purpose of this document is to provide guidance as to what materials may be donated to the Buddhist Churches of America (BCA) Collection held by the University of California, Los Angeles (UCLA). Once gifted, the ownership of the donations transfers to UCLA.

The BCA Collection captures the history of the BCA and affords global exposure of the Buddhist experience in the United States. The university has expressed a strong interest in making the BCA Collection a living collection, that is, to continuously add new materials to reflect the ongoing legacy of the BCA.

Written/electronic documents are of particular interest to UCLA, due to the limited storage capacity of the library system. In special circumstances, other historical materials may be considered, based on the value to enrich the understanding of the BCA legacy.

Examples of archival materials included in this guideline, but not limited to are as follows:

1. Publications such as Wheel of Dharma, BCA Connect, BCA Update, temple newsletters
2. Specific event notifications, flyers, commemorative publications (e.g. anniversary, conference books/programs)
3. BCA Annual Reports, National Council Meeting and National Board Reports
4. Public policy statements/releases
5. Audio visual and digital media materials, including gathas, dharma talks, event recordings, other recorded formats
6. Photographs or digital copies thereof
7. Communications with Hongwanji-ha, Overseas Fellowships, BCA Districts, Temples, Members
8. Ministers' journals, essays, other writings – published and or unpublished

NOTES:

All materials listed above will be considered for gifting with the permission of author/owner of such items.

Confidential (time sensitive) materials, such as financial records and personnel records (including documents which contain such records/information) may be gifted only after such items are no longer considered sensitive (i.e., typically 3 to 5 years). Exceptions are made on a case-by-case basis by the BCA President. Questionable materials should be referred to the BCA Archives Committee.

Example donors include but not limited to the following:

BCA, BCA Districts, BCA Temples/Churches, BCA Fellowships & Sanghas, Institute of Buddhist Studies, BCA Endowment Foundation, Individuals (Temple and Non-Temple Members).