



Valley Quilters Guild

Librarian Duties

LIBRARIAN SHALL:

1. Be responsible for maintaining the Guild Library in an orderly fashion with books in a grouped order by book category and then alphabetically by author.
2. Occasionally order new books for Library with allotted money from yearly budget. Once books arrive, add those book titles to a running list of books kept in the Library and attach the appropriate label signifying Valley Guild Library material. Notify the newsletter editor so members can learn of the new books from the newsletter. At monthly Membership Meetings, the Librarian should present any new books purchased or any sale items offered.
3. Be at all membership meetings at least 30 minutes prior to the social time: 6:00 p.m. on regular membership meeting days and 5:30 p.m. on special membership meeting days (May, July, Oct. and Dec) so that she/he can open Library, display some of the books and/or set out the check-out book. She/he should load the cart with books for display during the meetings.
4. Encourage members to use suggestion box to add books to Library Wish List.
5. Send all book lists to the Webmaster to be published on the Valley Quilters Guild website and, after new acquisitions, send updated lists.
6. Save all lists to a zip drive after each acquisition so there is always an up-to-date listing available.
7. Attend and participate in all Guild Board Meetings, as she/he is able.
8. Be familiar with the current Bylaws and Standing Policies.
9. Prepare a list of overdue books from the check-out book and begin contacting those people to return books. Librarian should reduce that list by the number of books returned. This new list should go into the newsletter for the next month.
10. Every three years (or when necessary), weed out the older library books and conduct a sale at discounted prices at the Guild Meeting. With consent of the Service Committee chair, include culled books in Sale Box on Service table. Announce availability in meetings and newsletter. All money received will be given to Guild Treasurer.
11. At the end of her/his term of office, pass on to the new Librarian a complete list of books in the Library and all other Librarian materials, as well as Librarian duties.
12. Give name of Guild member who is willing and able to identify and access Librarian materials that are stored at Librarian's home to Secretary. Keep information current.

5/1/14 MLH, Amended and Board Approved 4/22/19 (MPH), 10/08/2020 (mph/jaf)