

Quilters' Sew-ciety – Librarians – Day and Evening

Description – Revised 2025

- A. **Organization Relationship:** Standing Committee
- B. **Term:** A one-year term with the option of serving any number of consecutive terms
- C. **Committee Composition:** Four members: two day librarians and two evening librarians
- D. **Overview of Responsibilities:**
 - 1. Care/circulation of books/materials owned by Quilters' Sew-ciety;
- E. **Responsibility Details:**
 - 1. You are invited to attend all Board meetings. Attend when possible.
 - 2. From the group of four, decide on a Chair for the year to be sure everyone is communicating and responsibilities stay on task
 - 3. Attend monthly QS Guild meetings
 - a. Make announcements/reports concerning pertinent library information as needed, including a hard copy (or email) of the announcement given to the QS secretary
 - b. Facilitate the opening, distribution, and closing of the QS Library
 - i. Set up the QS Library at least 30 minutes prior to day guild meeting
 - ii. In the Library List Binder, process the books being checked out/in before the QS meeting begins as well as during the meeting break.
 - iii. Cross off name and date when book is returned. Fill in name and date when book is checked out.
 - iv. Borrower signs the library card and the return date is added to it. Add the date the material

is to be returned with a bookmark in the pocket

- c. Take down/put away the QS Library after the break or at the end of the meeting.
 - i. The library can be left set up between the daytime and evening meeting.
4. Coordinate with the President and the Board to establish a yearly budget for the Library
 - a. Work within the allotted budget to build the QS library collection
 - b. Purchase new books quarterly with this budget
 - c. Money does not carry over to the next year
 - d. Additional money may be raised through the sale of used, discontinued, or donated books
5. Conduct an annual inventory of the QS library books/materials
6. Remove books/materials that are no longer needed or used (based on year published and number of times checked out)
 - a. These materials can be set aside and sold at a joint guild meeting (July and/or December)
7. Conduct a used book sale at one of the joint QS meetings
 - a. Turn in any money collected through the sales to the QS Treasurer
 - b. The money gained from that sale is used for upkeep of the QS Library
8. Coordinate with the Treasurer to purchase new books using the Library budget
9. Process new materials for the QS Library
 - a. On each new book, put a label on the spine and the title page and a pocket on the inside of the back cover
 - b. Make a borrower's card for each new material added to the library

10. Keep QS members apprised of new materials added to its library
11. Submit a list of new materials being placed into circulation through announcements at the QS meetings, QS Newsletter Editor, Website Administrator, and Facebook Administrator
12. Establish the Rules pertaining to the operations and use of the QS Library
 - a. Communication of these guidelines can be done through announcements at the guild meetings, signage at the library, QS newsletter, website or Facebook, etc.
 - b. The QS Librarians, with the support of the QS Board, have discretion to discontinue lending privileges of members who abuse the QS Library and its guidelines
13. Notify QS members who have outstanding materials through direct contact
 - a. Current Guidelines:
 - i. Books can be checked out for one month at a time
 - ii. When books are overdue 3 months, members should be called to be reminded of the overdue books.
14. Day and evening librarians will communicate as needed through the year, to coordinate book sale and order new books
15. "Head/Chair" Librarian will maintain records on memory stick and will print list each month for library check-in/check-out use.
16. Each librarian should have a hard copy of responsibilities.

F. Other:

1. Contact President Elect with Library Committee concerns or problems

2. Maintain a record of duties completed during your term
3. Prepare a Quilters' Sew-ciety Year-End Report regarding the duties completed
 - a. This original report is given to the President under which you served, with a copy of this report kept with the Librarian records