

Quilters Sew-ciety – Day/Evening Librarians

Job Description: Revised 2018

Organization Relationship: Standing Committee

Term: A one-year term with the option of serving any number of consecutive terms

Committee Composition: Four members: two daytime librarians and two evening librarians

Overall Responsibilities: Care/circulation of books/materials owned by Quilters' Sew-ciety;

Responsibility Details:

- From the group of four, decide on a Chair for the year to be sure everyone is communicating and responsibilities stay on task
- Attend monthly QS Guild meetings
 - Make announcements/reports concerning pertinent library information as needed, including a hard copy of the announcement given to the QS secretary
 - Pick a couple of books per month and during announcements spend 2-3 minutes telling about them to encourage members to check out books
 - Monthly send information regarding two other books to Facebook manager to promote on Facebook page
- Facilitate the opening, distribution, and closing of the QS Library
 - Set up the QS Library at least 30 minutes prior to day guild meeting
 - Process any books being returned or checked out before the QS meeting begins as well as during the meeting break
 - Take down/put away the QS Library immediate following the end of the evening break.
 - *The library can be left set up between the daytime and evening meeting.*
- Coordinate with the President and the Board to establish a yearly budget for the Library.
 - Work within the allotted budget to build the QS library collection
 - Purchase new books quarterly with this budget.
 - Money does not carry over to the next year.
 - Additional money may be raised through the sale of used, discontinued, or donated books.
- Conduct an annual inventory of the QS library books/materials
 - Remove books/materials that are no longer are needed or used.
 - These materials can be set aside and sold at a yearly joint guild meeting
- Conduct a used book sale at one of the joint QS meetings
 - Turn in any money collected through the sales to the QS Treasurer
 - The money gained from that sale is used for upkeep of the QS Library
- Process new materials for the QS Library

- Coordinate with the Treasurer to purchase new books using the Library budget
 - On each new book, put a label on the spine and the title page and a pocket on the inside of the front cover
 - Make a borrower's card for each new material added to the library
 - Add the date the material is to be returned with a bookmark in the pocket
- Keep QS members apprised of new materials added to its library
 - Submit a list of new materials being placed into circulation to through announcements at the QS meetings, QS Newsletter Editor, Website Administrator, and Facebook Administrator
- Establish the Rules pertaining to the operations and use of the QS Library
 - Communication of these guidelines can be done through announcements at the guild meetings, signage at the library, QS newsletter, website or Facebook, etc.
 - 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
 - Notify QS members who have outstanding materials through the QS newsletter or direct contact
 - Current Guidelines:
 - Books can be checked out for one month at a time
 - If not returned, books are listed as in a grace period and are due at the next meeting
 - Books that are past the grace period, owe a \$5.00 fine for each book
 - Books that are still past due, owe the cost of each book.
- Day and evening libraries meet three times a year to communicate, coordinate book sale, and order new books
- If memories stick is being utilized, then memory stick needs to be kept in a location where all librarians have access to it and be sure all librarians and President knows where this is located.
- Each librarian should have a hard copy of responsibilities.

Other

- Contact President Elect with Library Committee concerns or problems
- Maintain a record of all duties completed during your term.
 - Prepare a Quilter's Sew-Ciety Year End Report regarding the duties completed.

- This original report is given to the President under which you served, with a copy of this report kept with the Library record.