

Redwood Empire Quilters Guild

Job Description

Rev. 08/2010

Job Title	Librarian
Voting Board Member	Yes
Key Responsibilities	To maintain the guild's lending library by adding to our collection and removing books when no longer used. Staffs library table during guild meetings to check in/out library books.
Tasks Prior to Guild Meeting	<ul style="list-style-type: none"> • Purchase new books for the library. Place label on spine of book indicating category. • Notify custodian of library database of any new changes to library contents (currently the webmaster).
Tasks During Guild Meeting	<ul style="list-style-type: none"> • There is not a library table during June, July, and August or as otherwise dictated by the board. • Pull the Library cart out of storage and straighten up if necessary. • Pull any other supplies as needed from storage. • Library materials are checked out for up to 2 months • The librarian will have the member sign that card that is in the book pocket. She will then stamp it with the due date. • The librarian will then stamp a pink card with the due date and insert it into the book pocket. • The card from the book is filed alphabetically by title in the file box. • When a book is checked back in the librarian will pull the signature card from the file box and insert it back into the book pocket. The pink card is pulled from the book pocket and saved for future use. • Place returned books back on the cart for new check out. • Late fees are as follows <ul style="list-style-type: none"> ○ Overdue 1 month - \$1.00 ○ Overdue 2 months - \$2.00 ○ More than 2 months either

	<p>replacement cost of book or \$5.00 if the book is returned</p> <ul style="list-style-type: none"> • Members are charged replacement cost for lost or damaged materials. • Members cannot check out additional materials if they have materials overdue by 3 months or more. • All library material must be returned by the June meeting. • Return cart and supplies to storage.
Newsletter Articles	<ul style="list-style-type: none"> • Monthly article detailing overdue books by reviewing cards in check out box. • Submit articles on new materials added to the library.
Preparation for Board Meeting	<ul style="list-style-type: none"> • Read minutes from prior board meeting and be prepared to submit any corrections. • Read and prepare for discussion any materials presented at last meeting or distributed during the month that will be discussed. An example is a change to an operational document.
Financial Impact – Income	Minor from library overdue fees.
Financial Impact – Expense	New books limited to budget allocated and minor office supply type expenses.
Interfaces with which Other Board Members	None
Interfaces with Outside people/companies	Business members or other sources for purchase of new books.