

# Illinois Prairie Weavers Librarian Responsibilities

## In General

Over the years, the Guild has amassed an impressive collection of books, magazines, pamphlets and other written materials as a resource library for Guild members. The Librarian (technically the “Library Committee Chair”) is appointed by the President to be responsible for that library. There is no term limit.

As a Committee Chair of the Guild, the Librarian is responsible for doing this job on behalf of the entire Guild, and is also a member of the Board (job description is attached) and expected to attend and actively participate in those meetings.

The Librarian may seek volunteers to serve as a committee, if this would help with library responsibilities.

## Specific Duties

Take possession of the library and any records from the prior Librarian as soon as possible after you begin to serve. Organize them for yourself and make sure you have any supplies you need.

Safekeep the library, making sure they are protected from theft and any elements that could cause them any damage.

Attend the July organizational meeting with the entire Board to plan the coming year. Meet with the outgoing Librarian to learn specifics about doing the job, or train your successor.

Attend monthly Guild and Board meetings, reporting as Librarian and obtaining any input or assistance you need for library or other matters.

Maintain an inventory of library titles, making sure to keep it up to date. Give the Yearbook Chair monthly updates of any revisions, and a final one by mid-July for the new yearbook.

Promote the library and its use at Guild meetings. One way is to bring selected books each month to showcase to members.

Devise a working lending system for tracking books as they are lent out to members, and for following up on the return of those books to the library in a reasonably timely fashion. Members who damage or lose resources are responsible for replacing those items.

Submit library news to the Newsletter Chair for newsletters. Send guild e-mails if desired. Consider ways in which the library could be more promoted and used, such as posting titles on the Website.

Keep abreast of new books and resources that the guild might want to acquire for the guild library.

Make a recommendation to the Board for any purchases of new titles for the library the guild might wish to make in June, depending upon the guild's financial circumstances.

Submit any expenses to the Treasurer for reimbursement.

Submit estimated costs of next year's library to the Treasurer by March to be included in next year's budget.

Make a written summary report to the Executive Committee in June.

Review this job description (and any checklists) for any updates you can recommend to improve or clarify it for future volunteers recruited.

Keep good records and train your successor.

### Estimated Time Commitment

- ~ 1 hour monthly for tracking books on loan and promoting books
- ~ 2 hours annually for updating inventory, job description, budget and book recommendations
- ~ Plus time at Guild and Board meetings

(02-10-14 - Barbara Holman)