

# ***Village Quilters Job Description Librarian***

(As of August 2010)

## **Duties according to Village Quilters Bylaws:**

### **Article VI – Duties of Standing Committees:**

**Section 2.** Outgoing Standing Committee Chairs shall turn over all books, records or files to their successors.

**Section 3.** All Standing Committee Chairs shall work within the guidelines for that committee as set forth in the applicable Job Description as maintained within the Secretary's files.

### **Policy & Procedures affecting Job:**

None

### **Duties & Responsibilities:**

- Monitor library area so it remains neat, clean and organized.
- Prep all new donations which will need a new number assigned, card completed and placed inside the book, pattern etc. before being placed on the shelf.
- Review each item's usage about once or twice a year. Any item that received no usage may, at Librarian's discretion, be donated to the Tellico Village Library if the VQ library is getting too full.
- Reorder library supplies as needed.
- Bring to the board for approval & decision to purchase an item if that item would be a good asset in the library but is not available as a donation.
- Follow-up on occasion on books that have been checked out and not returned for over a year
- Notify and provide Secretary with any change or revision for job description as needed.
- With respect to the retention policy, forward any original record you may have to the secretary prior to year end if it is called for in the policy.
- Present receipts and reimbursement forms for any expenditures to the treasurer on a timely basis.