

Village Quilters Job Description Librarian

Duties according to Village Quilters Bylaws:

None

Policy & Procedures affecting Librarian:

None

Duties & Responsibilities:

- Monitor library area so it remains neat, clean and organized.
- All new donations will need a new number assigned, card completed and placed inside the book, pattern etc. before being placed on the shelf.
- Review once or twice a year each item's usage. Any item that received no usage may, at Librarian's discretion, be donated to the Loudon County Library if the VQ library is getting to full.
- Reorder library supplies if needed & submit reimbursement request to Treasurer.
- If there is an item that would be a good asset in the library but is not available as a donation but must be purchased, bring to the board for approval & decision to purchase.

As of September 2008