

Village Quilters Job Description

Librarian

Duties of Standing Committees:

- A. Outgoing Standing Committee Chairs shall turn over all books, records or files to their successors.
- B. 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.
- ⤴ Most of the books are donated to the Guild. Monitor these donations and complete the "Donations Received Report Form" and deliver to the Treasurer for handling.
- ⤴ 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 be disposed of by donating to the TV Library, charity or through book sales for members. Review options and seek board approval.
- ⤴ 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.
- ⤴ Work within the guidelines of this office as set forth in this job description; notify and provide Secretary with any change or revision for job description as needed.
- ⤴ Outgoing Chair shall turn over all books, records or files to their successors.
- ⤴ Provide annual budget input if/when requested by the treasurer. Adhere to the approved budget, if any, for this position. If additional funds are required, prior approval by the board must be requested before incurring the expense. Present receipts and reimbursement forms for any expenditures to the treasurer on a timely basis.
- ⤴ With respect to the retention policy, forward any other original record you may have to the secretary prior to year end if it is called for in the policy.