

Prairie Star Quilters Guild
Position Description

Librarian

Purpose:

The incumbent is responsible for maintaining the Guild's library and arranging for storage of library materials.

Term and Qualifications:

Elected for a one-year term. There is no limit on the number of terms.

Major Responsibilities:

1. Serves as a member of the Board of Directors and attends monthly Board meetings or submits a written report.
2. Updates and Maintains a PSQG library collection database catalog (in Library Database – Library Thing) of all library books/materials with detailed information. Adds or deletes materials throughout the year as books/materials are added, donated, or removed.
3. Makes PSQG library books/materials available to members for checkout at both the evening and morning guild meetings. Unpacks book cart and boxes from cabinet and sets out display for the evening meeting. Repacks materials and returns them to storage area following morning meeting.
4. Monitors library checkout of books/materials by means of the book card system.
5. Checks in returned books.
6. Collects fines for overdue books and replacement cost for lost books. Prepares deposit and turns in money to Treasurer.
7. Creates a PSQG library “in circulation” and “overdue” report of books checked out for each month the library operates.
8. Purchases materials for library operation as needed. Purchases new books/materials as budget allows and replacement books with funds collected for lost/damaged books.
9. Conducts a hands-on inventory at the end of the guild year in June. Updates the library database accordingly. Removes books/materials that are lost (after one year) or any materials that have been weeded out. Provides a printed copy of the finalized inventory to the secretary.
10. Purchases memorial books for the library.
11. Attends the transitional meeting and provides successor with information to ensure a smooth transition.
12. Annually reviews position description and recommends changes as needed to the Board.