

Librarian				
# Members	Term	Meetings/year	Required by LQG By-Laws	Last updated
1	1 year	None	NO	11/2017

Purpose

The Librarian provides members of LQG with access to the Lincoln Quilters Guild book collection.

Process for Adding New Members

One (1) Librarian should be appointed each year. The Librarian is appointed by the LQG President, with suggestions made by the current Librarian and/or Assistant Librarian.

Duties

1. The Librarian is expected to arrive 45-60 minutes prior to the start of each LQG meeting.
2. The Librarian and Assistant(s) load an assortment of books onto a cart. An inventory of items placed on the cart should be noted. Library supplies such as check-out slips, date due stamps, and check-out file should also be placed on the cart. The cart containing books and supplies is taken to the LQG meeting.
3. LQG members may check out books from the cart. Books are checked out for a period of one month. Books should be returned at the next meeting of the Lincoln Quilters Guild. No books are checked out at the final meeting of the LQG year in November.
4. The Librarian maintains a check-out card for each book. When a member checks out a book, the person must write their name and phone number and check-out date on the card. The Librarian stamps the date due slip in the book with the date of the next LQG meeting.
5. When a book is returned, it is not ready to be checked out by another LQG member until the Librarian has replaced the check-out card in the pocket of the item.
6. At the conclusion of each meeting, the Librarian and Assistant(s) return the cart of books and supplies to the Resource Room. Books should be shelved where they belong as soon as possible after each meeting.
7. During the months of September, October, and November, the Librarian should contact any LQG member with overdue books. The member will be informed that if the overdue book is not returned or replaced by the November meeting, the member will be billed for the book.
8. Following the final LQG meeting of the year in November, the Librarian will compile a list of what books are still checked out to LQG members. The Librarian will determine the new, retail replacement cost of each missing book. The Librarian will provide the list of members and prices to the Treasurer. The Treasurer will bill LQG members. The payment due date is December 31 of that year. When payment has been received, it is at the discretion of the Librarian whether a replacement copy is purchased or whether the funds are used to purchase new titles.
9. At the conclusion of the LQG year, the Librarian and Assistant(s) will conduct an inventory of all books owned by Lincoln Quilters Guild. The updated inventory list should be provided electronically to the Website Manager so that the online list is accurate.
10. Throughout the year, the Librarian may purchase new books to add to the LQG collection. Expenditures should be equal to or less than the amount budgeted for the Library. The Librarian should check with the Treasurer to verify the amount budgeted for the Library.

*Enjoy your work on this committee. Your enthusiasm carries over to others!
Thank you for serving Lincoln Quilters Guild!*

11. The Librarian can accept donated books to add to the LQG Library. It is the Librarian's discretion whether or not donated items are added to the LQG collection. The Librarian should write a thank-you note to donors for books given to the LQG Library, even if the books are not added to the collection. LQG speakers should NOT be asked to donate books.
12. All new books must be added to the LQG Library inventory list (saved in an Excel file). The updated list should then be provided electronically to the Website Manager so that the online list is accurate.
13. The Librarian determines which books are available for check-out and which books are retained strictly for reference purposes (and do not check-out).
14. Committee members will make all decisions for the Committee with concurrence from the LQG Board. The Committee does not have to answer to outside influences. In the event that problems are encountered, the Committee Chair should contact the LQG President.
15. When appropriate, the Liaison should submit any proposed changes to this position description to the LQG President. Only the LQG Board has authority to revise Committee descriptions, including purpose, process for adding new members, and/or duties.

New Book Procedures

1. Adhere a pocket in the back of the book. Write author's last name, first name, and title on the pocket.
2. Type up a check-out card for the pocket with the same information. Glue a date due slip on or near the pocket.
3. Stamp "LQG" in various places throughout the book (front cover, title page, edges, page 25, and card pocket). Write date of purchase or donation inside the front cover.
4. Put a white label with the author's last name on the spine of the book and tape over the label.
5. Fiction books are marked with a green dot by the author's initials.
6. Books may be purchased locally or through other sources such as Amazon, eBay, American Quilters Society (AQS), etc.
7. Receipts for reimbursement should be submitted to the Treasurer as soon as possible after books are purchased. This helps to ensure that LQG maintains a balanced budget.

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