

<b>Librarian's Assistant(s)</b>				
<b># Members</b>	<b>Term</b>	<b>Meetings/year</b>	<b>Required by LQG By-Laws</b>	<b>Last updated</b>
<b>1-2</b>	<b>1 year</b>	<b>None</b>	<b>NO</b>	<b>11/2017</b>

### **Purpose**

The Librarian's Assistant helps the Librarian to provide members of LQG with access to the Lincoln Quilters Guild book collection.

### **Process for Adding New Members**

1-2 Assistant(s) should be appointed each year. The appointment is made by the LQG President, with suggestions made by the current Librarian and/or Assistant(s).

### **Duties**

1. The Assistant 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. At each meeting, the Assistant helps the Librarian check out books, check in books, accept donations, and answer questions about the LQG Library.
4. 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.
5. 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.
6. 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.
7. 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.

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