Library Job Description

Check out Procedures:

1. Library table is set up at the back of the room. You may use a table that is already out or set up one. Someone needs to be at the table before the meeting and at the break for books to be checked out or returned.

2. Bring a few books from the bookcase to display on the table. It could be books pertaining to the topic of the day's program, books that coordinate with workshops going on or books that have been featured in our newsletter.

3. If members have requested books at previous meetings, have these pulled and ready to check out at the table during the meeting.

4. Members need to fill out a library card in the book with their name and the date due. Also, members need to sign the clipboard with their name and email/phone number so the library can be reminded of books that are due back. Ask the member how they preferred to be contacted, either text or email.

5. Collect any late fees, if applicable. Return books to the book case and turn in money collected at the end of each meeting, with the appropriate treasurer income report and receipts. $20 in change is kept in an envelope to make change for late fees.

6. Return table if necessary and put away any books or projects.

Other Duties:

Processing New Books: Make a library card and glue envelope inside front cover of the book. Place "Property of LOQG" label inside front cover of the book. Put color coded sticker (according to book topic) on book and write on sticker book code (i.e. AP for applique). Labels are created in Word using a mail merge function. Use the next consecutive number after the one listed on the web site. List new book on web site subject list, author list and title list (Excel spread sheet). Feature new book in the newsletter.

Monthly duties:

1. Send a short write-up to the secretary listing any new books or feature a book that coordinates with the meeting or workshop topic or even an upcoming holiday or celebration that you would like to recommend. If you have time to make a quilt block or easy project to show from a book and bring to guild, members show more interest in that book.

2. One week before the meeting notify members who have books due at the next meeting.

3. Submit an article to the newsletter as needed. Highlight any new books, policy, etc.

4. Submit money collected to Treasurer after each meeting according to treasury policy. Expenses may also be incurred for Property of LOQG labels, library cards/sleeves to put in new books, new books and/or magazine subscriptions for the library.