

Job Description for Librarian

One year term

The PHG Library has approximately 900-1000 books, videos, and samples for loan to Guild Members. The library also maintains current magazine subscriptions to 6 publications.

Duties

1. Checking out books:

- Stamp the date of the next meeting on 3" x 5" cards. The member then inserts this dated card in place of the title card in the pocket of the book/periodical. The member completes the information requested on the title card and leaves that with us. The title card is then stamped with the date due for our records.
- Due date is the following meeting, generally one month. Items checked out at the June meeting may be kept for the summer and are due at the September meeting
- A limit of three items may be checked out at any one time.

2. Checking in books:

- Remove the due date card and replace the title card in the pocket of the book/periodical. Replace items on the shelves in the appropriate areas. Older issues of VAV magazine have an English translation pamphlet that is secured in each issue. Check to be sure that they are returned with the issue.
- An overdue fee of \$1 is collected per book per month. The fees are collected as petty cash to purchase basic supplies for the library.
- E-mail notices of overdue books are sent at the Librarian's discretion.

3. Acquisition of new items:

- New issues of magazines are sent to the guild's post office box and brought to the meeting by the guild president. Magazines are marked with the name (i.e. *Handwoven*), issue number, issue date, and inventory number on the checkout card pocket and checkout card. Place issue year stickers and PHG address stickers on the cover. Check box in periodical notebook that issue has been received.
- Consult with the recording librarian as to category assignment and processing.
- Print magazine indices to be accessed during meetings as available.

4. Maintain library shelving:

- Reorganize shelves as necessary to allow for easy access to materials. Consult with recording librarian to create new categories if warranted. Post new signs on shelving for ease of use.

- Move new items from new shelf to permanent location after six months.
- If necessary and reasonable, archive older magazines in storage closet. Decide whether or not to keep duplicates. If withdrawing duplicates offer for sale to members. Sale proceeds are added to library budget for new materials.

Miscellaneous

- Arrive at the monthly meeting early enough so that the library can be available for members for 15 to 30 minutes before each meeting as well as at the break. Return the bookcases to the Guild's storage area at the close of the meeting.
- We have so many good reference materials, particularly sample books, that the shelves cannot accommodate everything. You may choose to change the selection from time to time and perhaps have the other materials in the "stacks" available on demand similar to some public libraries.
- An annual inventory is taken.
- Repair materials as needed.
- The librarians have keys to the PHG closet. The keys are authorized by MAC and need to be signed over to new librarians at the MAC office.
- Submit changes to guild's website library page to PHG web mistress as needed .
- Refer to "Library" section of PHG Policies and Procedures for additional information.

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