

## Librarian

The Librarian is a volunteer position, appointed by the President with the approval of the Board of Directors. The duties and responsibilities of the Librarian, as designated in the Guild Bylaws are: *To keep Inventory records and make available to members books and other resources held in the Guild library.* The Librarian may recruit a Co-librarian as desired as well as committee members to assist in the work of the Librarian.

Duties occur throughout the year and include, more specifically, the following:

1. To oversee all aspects of the care and circulation of the books, and magazines owned by the Tucson Quilters Guild.
2. To coordinate with the President and the Board to establish a budget for the upcoming year.
3. To attend monthly Business meetings and report on the progress of the library and make announcements concerning other pertinent Library information.
4. To submit to the Guild Newsletter information on new books being placed into circulation.
5. To conduct an inventory of materials in the library as deemed necessary.
6. To sell or otherwise discard books or magazines that are not circulating or no longer needed. Money from the sale of books or magazines may be used for the upkeep of the library.
7. If needed, form a committee of members who will facilitate the opening of the library for member use. To be primarily responsible for training all Library staff.
8. In conjunction with the President and Board of Directors, to set up the rules pertaining to the running and use of the library.
9. At the discretion of the Librarian, privileges of members who abuse the rules of the library may be suspended.
10. To prepare a report for submission to the President and the Board that summarizes the activities of the library over the past year as well as concerns and recommendations. The report should be submitted before June 1.

Last Update – April 2024