

Concord Piecemakers Job Description
Librarians

1. The two librarians are responsible for creating and maintaining a practical and inspirational library collection for the membership's use.
2. One librarian is responsible for ordering the books, keeping track of monies spent, and submitting receipts to the Treasurer for reimbursement, working within the budget for the library. An estimate of costs will be given to the treasurer in March for the coming year.
3. One librarian is responsible for preparing new and donated books for entry into the collection and for maintaining all library paperwork.
4. At monthly Guild meetings, the librarians display the books for the members to peruse and borrow. Book borrowing is extremely popular, and the librarians are kept busy dispensing book advice and processing returned/borrowed books.
5. Every June, the librarians take inventory of the collection with the help of several Guild volunteers. During inventory, old and unpopular books are removed from the collection and then offered for sale at the Quilt Show and/or FYN sale.
6. The Librarians prepare an End-of-Year Report and submit the report to the Secretary by the end of the guild year.