



handweavers guild of boise valley, inc.

Librarian -- Job Description

- I. The Guild Librarian is responsible for the care, storage and safekeeping of guild printed materials, videos and equipment.
- II. The librarian manages the guild circulation property for the benefit of all members.
- III. An annual inventory of equipment is provided to the Guild President prior to September meeting.
- IV. Books are shelved logically so they are easily accessible to members.
- V. Members only may check out books. They do so by signing the card inside the cover and placing it in the box, filed logically. Whether or not members re-shelve books will be at the Librarian's discretion.
- VI. Maintain Equipment Rental system.
- VII. Be aware of Policies applying to the Library.
- VIII. Be at all meetings or give the keys to someone so the library can be opened. The President also has a set of keys to the Library.
- IX. Promote library and equipment rental use by:
 - A. Offering book reviews in the guild newsletter or at meetings.
 - B. Highlighting new equipment or books in the guild newsletter or at meetings.
 - C. Providing a digital catalog on the web site.
- X. Send reminders to members who need to return items they have borrowed. The form of the reminders will be at the discretion of the Librarian, for example, post cards or emails.
- XI. Orient a successor.

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