



**Librarian -- Job Description**

- I. The Guild Librarian is responsible for the care, storage and safekeeping of guild printed materials, and videos.
- II. The librarian manages the guild circulation property for the benefit of all members.
- III. Books are shelved logically so they are easily accessible to members.
- IV. Maintain an inventory of Library Holdings.
- V. Members only may check out materials. They do so by signing the card inside the cover and placing it in the basket. Whether or not members re-shelve books will be at the Librarian's discretion.
- VI. Be aware of Policies applying to the Library.
- VII. Be at all meetings or give the keys to someone so the library can be opened. The President, or their designee, also has keys to the Library.
- VIII. Promote library use by:
  - A. Offering book reviews in the guild newsletter or at meetings.
  - B. Highlighting new library materials in the guild newsletter or at meetings.
  - C. Providing a digital catalog on the web site.
- IX. 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.
- X. Give updates about guild activities to the Social Media Chairperson, as needed.
- XI. Give updates for the guild website to the Webmaster, as needed.
- XII. Orient a successor.