

Duties of Librarian

- Keep inventory of books, videos, magazines and miscellaneous available to members
- Set-up library books for loan on one or two tables at the rear of meeting room so that books, etc. are available to browse & borrow before the meeting. Arriving around 6pm has worked well for set-up. Library is not set up at December or June meetings nor raffle conducted.
- Set out baskets for 50/50 raffle including raffle tickets - 2 baskets on the tables.
- Accept books being returned and mark them as such. Have pens and a receptacle for members to sign out books and leave library cards.
- Transfer library cards alphabetically by author into file box. Return to book pocket when book returned.
- Mark card to reserve book for member so it can be given to them once it has been returned by current borrower.
- Set up 3 single book holders to exhibit new books or books of special interest (perhaps program related).
- At start of meeting, pass 4 baskets of tickets for 50/50 raffle - one on each side in back and one on each side in front.
- As baskets are brought back:
 - Count and divide money in half putting it into 2 envelopes (one for winner and one for the Treasurer including in the Treasurer's a form for money handed over).
 - Put all ticket stubs in one basket for drawing
 - Gather unused tickets from baskets
- Before and after 50/50, pack library items into plastic tubs for storage at church. (They have been putting these tubs away for us. Tubs are heavy full - put on "trolley" empty & then fill!)
- When president calls on you, make pertinent report from mike, ask someone to draw winning ticket, announce amount and winning number and dispense envelope to winner. Give other envelope to Treasurer.
- Put library pocket and labeled cards (small index) in back of new or donated books. Pockets are available at Art & Drafting connection - Westgate Mall, Bethlehem.
- Mark "Property of Colonial Quilters Guild" in front of book.
- Periodically update book list through newsletter, as well as adding to Librarian's and "New Member" booklists.
- Call members to remind them of overdue books.
- Accept donations of books.
- Cull out material no longer of interest (possibly sell at Consignment Table).
- Accept suggestions from members and not gaps, program topics, etc. in order to decide book purchases. See attached references for possible sources of good prices on books. Save receipts & check with Treasurer reimbursement procedure.
- Attend Board meetings, if possible.
- Get approval of an Officer before purchasing books or while they can still be returned. Same for deletions.
- Keep Board updated.