

## PQG LIBRARIAN JOB DUTIES

Our library consists of a rolling cart with over 300 quilting books on it. The cart is rolled out before the General Meetings so members have access to review the books and to check them out or return them. Three books may be checked out for a month and renewed for a second month, if desired. There is a dollar fine for each month a book is overdue. All books are filed on the cart in alphabetical order by title and listed on the PQG website in that same order so that members can find out what we have before they come to the meeting. The librarian has an annual budget for buying new books and will take requests for new books from members. An article is often posted in the PQG Newsletter listing new books entered onto the cart.

Duties Begin in:

- 1) Attend Monthly PQG General meetings, arriving at least ½ hour early to set up book cart. January
- 2) Put away cart at end of meetings in designated area of Church closet. Tidy up supplies. January
- 3) Maintain checkout/in book cards in checkout box. February
- 4) Review cards and contact/email members overdue for more three months. February
- 5) Purchase new books as desired, within budget. February
- 6) Maintain books by adding card pocket, stamp in the date received into cart, PQG stamp on book, add PQG yellow binding sticker to book, prepare card for -name, title, copyright date, check in/out Space for members to write in. Also add this information in pencil to Library Master List So an update can be done to the list at your convenience. February
- 7) Send Newsletter article of new books to newsletter editor within week of General Meeting. February
- 8) Periodically announce concerns or new books received at podium. February
- 9) Setup cart & tables to display new books and/or books applicable to meeting's guest speaker. February
- 10) As needed, sale old books,( delete these from Master List), take off the yellow PQG sticker and card holder when member purchases the book or it is given to magazine sales. February

Position is responsible for maintaining the following forms:

- a) Library Master List of Books, (updating removals or additions of books).
- b) Sorting and printing out lists by book, category, and author for member's book binder.
- c) Periodically notifying webmaster of update for PQG website Library Book List.
- d) Personal requests for reimbursements when purchasing new books.
- e) November request for annual projected budget form to Treasurer.

