

LIBRARY

Maintain a circulation system and policy to ensure that each member in good standing of the West Pasco Quilters' Guild, Inc. has the opportunity to utilize the Library materials owned by the Guild. Accept donations and use them to enhance the Library collection or raise funds for the Guild.

Procedures

- Comply with general guidelines for committee chairs.
- Maintain a current Operations Manual of Library Policies and Procedures.
- Recruit volunteers to run the Library; cross-train them in operations and procedures; and schedules them so that each gets some personal time to explore pre-meeting displays and activities.
- Work collaboratively with Membership, Program, Newsletter, Website and other committees to maintain communication with members and accomplish the goals of the Library.
- Maintain a laptop computer with software to manage Library materials and borrowers. A Circulation Software program will track Library collection, members, loan activity, inventory, and produce other reports as needed.
- Maintain a current database of Library holdings, members eligible to use the Library, delinquent borrowers, and loans status.
- Routinely update databases of Library holdings, membership, and loan activity and backs up the system when changes are made. Creates backup storage quarterly that is kept by another committee member for recovery in case of problems. The Library software program is updated monthly, and access instructions kept by another committee member.
- Accept donations of quilting related items and evaluate them for inclusion in the Library. Enters new materials into the computer and add identification labels, barcode numbers, and color-coded labels for items to be shelved. Develops procedures for the Library Sales' Table and assigns prices to items being sold.
- Manage financial records: income from sales and donation, and expenditures. Submits them promptly to the Treasurer. Monitors the Library's budget and balances against the Treasurer's records. Develop a proposed budget for the coming year for the March board meeting.
- Purchase equipment, supplies, and items (books, media, magazine subscriptions, and patterns) needed by the Library.
- Facilitate usage of the Library by Guild members through hands-on reference, booklists, announcements, and special displays. Promote Library materials related to programs, teachers, and special events.
- Write and submit, in a timely manner, a "Little Library" article for the Guild newsletter each month.
- Provide quarterly updates of Library holdings to the Webmaster for the Guild website.

- Set Library loan policies, including number of items checked out each time, renewal, overdue, fines and fees. Develop procedures for notifying members with overdue items and retrieving/replacing missing Library items.
- Conduct an annual inventory of Library materials and updates the database accordingly. Evaluates the condition of items and repairs, removes, or replaces damaged items. Materials removed from the Library are priced and sold to the membership at the Sales' Table.
- Submit an Annual Report and proposed Budget to the Board at the March meeting each year. Should Include statistical data (profit/loss, holdings and circulation), appraised insurance value of materials and equipment, overview of the year, and recommendations for following year.