

DUTIES OF LIBRARY CHAIRPERSON

1. Committee consists of the librarian and at least four assistants.
2. Attend General, Executive and AGM Meetings. Give a report when required.
3. Arrive at General Meetings an hour before the start of the meeting to arrange misplaced books, set up tables, chairs, etc. that are required for book loans. Put free magazines and books on the 'free bench'. Give members the opportunity to browse and check out books.
4. Keep two index boxes of library cards; one for checking books in and one for checking books out. Also a date stamp, ink pad, pencils or pens, box for fine money. All of these ready for use at the General Meeting.
5. Ability to access the SSGC website at meetings to obtain membership numbers in case a member forgets their membership number. Ability to access the Library Thing website at meetings for information on books.
6. Library is open before the meeting, during break and for a while after the meeting when there should be three library volunteers at the table at all times.
7. At the end of the meeting remove all magazines and books that have been left on the 'Free Bench'.
8. Phone or e-mail members with overdue books to remind them to return books.
9. General knowledge of books available for loan to members.
10. Be prepared to give book reviews, explain rules and show new books at General Meetings.
11. Purchase new books keeping within club budget. Consider books requested or recommended by members or other knowledgeable people.
12. Donated books must be vetted and a decision made as to whether they go in the library, or are given to the raffle or put on the 'free bench' for members to take.
13. New and donated books must be added to the main inventory (now on Library Thing website) and prepared (eg, cards, pockets, book and SSGC labels, covered with Contact, stamped with SSGC seal, colour coded etc.) before making them available for loan. All supplies required need to be kept at your home.
14. Must put book label sheet together and print off for use. Must keep SSGC label template sheets and print these labels as needed.

15. Keep instructions for adding books to Library Thing and for printing off labels.
16. Keep past copies of Newsletters and SSGC history books in library. Update flash drive which contains newsletters starting in 2010.
17. Take inventory as required. Assess books and make decisions on discards, etc.
18. Pass all supplies and instructions onto newly elected Librarian.

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