

## TH&SG Librarian Job Description

**The Librarian** shall be the custodian of Guild periodicals, books, slides, videos and catalogs; shall keep an up-to-date list of the Guild library; shall order books and renew subscriptions; shall inform members of available publications.

The duties of the Librarian and the Library Committee

1. Keep a list of the magazines, book, notebooks, references, VHS, and DVD 's that belong to the Tucson Handweavers and Spinners Guild.
2. Be responsible for checking books in and out and updating the inventory on a regular basis.
3. Purchase items (supplies, books, magazines, etc), keep up renewal of subscriptions.
4. Keep our historical records and assist in research as needed. That may include gathering information from our resources for use by the board members, or for those giving programs or teaching.
5. Replace library items that are missing. A determination of its value to the guild should be discussed first.
6. Collect and keep study group and workshop notebooks.
7. Make the library and items available to members in good standing.
8. Receive books and magazines etc as donations from the members. Decide if the guild can use them, or sell them at the annual stash sale.
9. Remind members when books are overdue.
10. When needed send articles to the Update and the Woolgatherer.