

Kempfenfelt Quilters' Guild
Job Description

Position: Library Committee

Revised: July 2012

1. PURPOSE OF THE POSITION

The purpose this position is to keep an accurate record of all Books/DVD's/ Magazines and other quilting related resources belonging to the Kempfenfelt Quilters Guild in the possession of the library; i.e., rubber stamps, membership, library inventory.

2. PRIMARY RESPONSIBILITIES

- Display Books/DVD's/Magazines at monthly meetings for members to borrow.
- Follow Guild policies related to borrowing: (see attached)
 - (1) Maximum - 5 Books per member per month
 - (2) Collect an overdue fine of \$0.25 per month per book
 - (3) Members can renew Materials that have been in circulation over one year for more than a month. New Books may only be borrowed on an one month basis to give all members a chance to peruse them
 - (4) Keep a current list of all members from Membership to confirm borrowing privileges; confirm with Membership Card.
 - (5) Display Donated Magazines, books for sale and collect monies for same: Donated magazines must be quilting related. Sell 3 for \$1.00 - package deal, if people only like one magazine the cost is STILL one dollar. No swapping. Once a member has used the magazine, they are welcome to re-donate it and we will re-sell it! All Monies going to EXPAND their Library.

3. SECONDARY RESPONSIBILITIES

- Keep Inventory List Up-To-Date
 - (1) Add new books/DVDs/Magazines to inventory list, including Book #, Title, Author, Category, Value, and colour coding.
 - (2) Purchase new Library books and materials within Guild budget. Use a Wish Book to get input from members for new purchases.
 - (3) Introduce new books at Guild meetings.
 - (4) Do an actual yearly count/inventory of all library books/DVDs/Magazines
 - (5) Delete from inventory materials that have not been borrowed for two years and put in UFO sale.
 - (6) Keep an updated master list (books/DVDs/Magazines) on Library table for members' reference.

- Submit list of new books to Webmistress for KQG Webpage.
- Write an annual report of activities, one copy to Secretary for incoming member, one to President for Archives.
- Prepare orientation materials for incoming Executive member; meet if desired.

4. FINANCIAL RESPONSIBILITIES

- Collect Monies from Overdue Books/Magazine Sales and Purchase Materials for Library as Needed:
 - (1) Submit quarterly all monies from overdue Books/Magazine Sales to Treasurer to be recorded and used for future purchases of library materials.
 - (2) Submit any Receipts to Treasurer for reimbursement when making purchases for the library with your own money.
 - (3) Maintain financial records of library transactions.

5. KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Computer Skills: Knowledge of Microsoft Word and Excel to access Library Inventory and related materials on "Memory Stick".
- Ability to conduct Internet Searches for Library Materials.
- Ability to use templates for carding system and book labels.
- Ability to keep financial records on computer template, provided on Memory Stick.
- Ability to organize through an alphabetical and numerical system for books.
- Ability to speak in public to give updates in front of fellow members regarding library.
- Ability to lift/carry/place crates with materials from cupboards to tables for all to peruse (Weight 10 to 30 lbs.) and return boxes to storage at end of meetings.
- Availability to meet/correspond outside regular Guild General & Executive meetings to inventory, discuss and purchase books.

Kempenfelt Quilt Guild Library Guidelines

- Must be a KQG member to borrow items from the Library.
- Must show Membership card to borrow items from the Library
- Limit of **4** books per member.
- Book card must be signed by member and Due Date stamped by library team.
- Items are due at next guild meeting.
- Books may be renewed on a one month basis (new materials excepted).
- Fines for overdue books are **\$.50** per book per month.

- Borrowers are responsible for the replacement value of lost or damaged item.
- One month renewals on all but newest books.
- Magazines for sale. **\$1.00** for 1- 5 magazines
- Used or donated books \$2.00
- Suggestions for new books (title and author) can be written in the new “**Wish Book**” located on the Library Desk
- Donations are always welcome for library or sales.
- Books **MUST** be returned at the July meeting for Inventory.

KQG LIBRARY --- How It Works

Sign Out and Return Procedures

SIGN OUTS

- **KQG Membership cards **MUST** be shown to sign out books.**
- **Member signs Library Book Card found in Book Envelope (Back Cover)**
- **Library Staff verify Card and Book are the same #**
- **Library Staff Stamp DUE DATE on each Card**
- **File Cards under Member's name.**

RETURNS (before meeting)

- **Library Staff match return books with Book Cards from Member file and return card to envelope.**
- **Library Staff check for Due Dates and charge the appropriate late fines. (\$.50 per book per month overdue)**
- **Routinely check Member file for late returns and follow up with a reminder, verbal, email or phone call**

MAGAZINE SALES

- **Display and monitor sales of magazines.**
- **Price set at \$1.00 for 1 - 5 magazines.**

BOOK SALES (from donated/discarded books)

- **Display and monitor sales of donated books**
- **Price set at \$2.00 per book**

MONTHLY FINANCIAL SHEET (in binder)

- **Complete monthly worksheet and sign**

