



CANBERRA QUILTERS INC
SINCE 1976

Canberra Quilters Inc.

ABN 49 327 425 805

Duty Statement – Librarian

As a member of the Canberra Quilters' Committee, the Librarian contributes to managing the affairs of Canberra Quilters to enable the organisation to meet its aim and objectives through the organisation and running of the Library. These duties are undertaken in accordance with the Canberra Quilters' Constitution.

General:

- You are friendly, welcoming and inclusive of all members, visitors, and guests.
- You encourage all members to be friendly, welcoming and inclusive of all other members, visitors and guests.

Committee and Financial Responsibilities:

- Attend the monthly Committee meetings from January to November – this includes giving a report at the appropriate agenda item to provide an update on library activities.
- The Committee as a whole approves spending by the group. The Treasurer will seek approval for spending at Committee meetings or via emails if it is urgent.
- There is an annual budget allowed for purchasing of materials. This is clarified at the beginning of each year. Within your budget allocation you are permitted to purchase materials including books, magazines, DVDs, templates, patterns etc. pertaining to patchwork and quilting to meet the needs of the Canberra Quilters' Library. Selection of magazines is made with consultation of the Committee. Subscriptions are to overseas journals only.
- As appropriate, undertake fund raising activities to supplement the Library's budget, e.g. book sales.

Meetings:

- Attend Thursday evening meeting and other members' meetings when you can.
- Make announcements of new purchases or other Library activities, as required.

Library Management:

- Maintain member database on the library management system - Athena. This includes getting an updated list from the Membership Secretary after the membership renewal expiry date in February to remove lapsed members and add new members throughout the year.
- Enter materials onto Athena. Process for use. This includes adding a barcode (for lending purposes), stamping, labelling and covering for books.



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- Maintain the collection. This includes covering, mending and disposing of old and/or damaged materials.
- Check for overdue items and notify borrowers on a monthly basis via email or phone. Members are able to borrow six items for a month and overdue notices are sent when items are three months overdue.
- Donation of materials - these are checked for suitability for the collection. Criteria being age, duplicity, appropriateness, and physical condition. Magazines are generally not accepted but are made available for members to take.
- Make sure the Library computer is available for meetings. Train interested members in helping with the library. This includes lending and returning of materials, shelving of materials and tidying of the shelves.
- Request and follow-up recommendations of purchases from members, catalogues, magazines, and websites to ascertain suitability for inclusion in the Library.
- Keep a track of who is trained to open the Library at other meetings and keep them up to date with any changes to borrowing procedures.

Connecting Threads, CQ Website and Blog:

- Provide occasional articles for the *Connecting Threads* newsletter. Deadlines are the evening meetings in February, May, August and November.
- Announce at meetings new purchases and also write an article for *Connecting Threads*.
- Add details to the Library web page of new purchases.
- Monitor web page content whenever browsing the site and notify the Website Coordinator of any updates/corrections needed.

Other duties:

- Advise the Secretary of amendments/additions to the Perpetual Calendar.
- Advise the Communications Officer of any items of interest for the information bulletin.
- If members voice concerns, suggestions or compliments to you, accept all feedback with grace, thanks and a smile. Take action where needed.
- If things aren't working, work with the Committee to make things better.
- Remember – this duty statement is not a stagnant document. Update it often.