LIBRARIAN
Off Board Position
Reviewed August 2018

Term: 1 year as appointed by MQ Board

Prerequisite: Must be an MQ Member in good standing. Computer skills, access to computer and email.

Inventory: Bylaws and operating procedures of MQ, Policies and Procedures of the Textile Center Library, Minnesota Quilters ownership stamp.

Reports to: Education Directors

Description: Maintain the complete operation of the library carts at meetings, checking books in and out. Processing new titles; weeding out unused or outdated materials from collection; maintaining an inventory of titles and keep a current post of it on the MQ website.

Time required: Approximately 6 hours a month divided up by 1 hour before meetings and less than 30 minutes after a meeting, but you get to attend the meetings in between.

Required meetings to attend: All member meetings or coordinate other volunteers to be there.

Budget: Refer to Education Directors for budget, if any.

PRINCIPAL FUNCTIONS AND RESPONSIBILITIES:

• Organize member volunteers to staff both our library carts during meetings. This means retrieving the cart and necessary items from the storage room, helping members take out books, and cleaning it all up and storing it neatly in the storage room.
• Research and purchase new books and magazines for the MQ collection following the MQ budget given to you by the Education Directors.
• Arrange for reviews of purchased books (either by volunteers or by self) to be written and published in the MQ News. Some editing of reviews may need to take place. Librarian must keep this organized.
• Write column for the MQ News to let membership know of any new developments in the Library or the MQ collection at the Textile Center.
• Organize yourself or members to staff the library at the Textile Center occasionally. This requires training by their Library personnel.
• The MQ Office Administrator emails the current membership list to the Textile Center Library Librarian on the first of each month for our members to use the TC Library for free. Librarian must confirm that our $1/member fee gets paid yearly.

JOB INSTRUCTIONS:
Read and sign the contracts for the Volunteer Agreement and Conflict of Interest. Turn in signed parts of contract to Office Administrator.
Use the MQ webmail librarian@mnquilt.org