

Position: Librarian

- Organize and be responsible for the EGV library.
- Prepare an annual budget submission *and annual report*
- Prepare policies for library routines and bring them to the attention of the members periodically.
- Maintain and display items for the \$0.25 table. Keep a record of the monies collected and use the proceeds to purchase new books.
- Allow time prior to meetings for members to use the library.
- Maintain the library cases and the keys.
- Maintain and routinely update an *electronic* catalogue of all the books, *and electronic media*, etc. belonging to EGV.
- *Ensure the executive has a current copy of the catalogue and that one is available to members in the library.*
- Solicit suggestions from the members for new books. *Purchase new books.*
- Have new books reviewed in the *newsletter*.
- Maintain a price list for all books in the library and submit the total for insurance purposes.
- Liaise with the member who opens the library for the day meetings to advise of any new policies and to obtain suggestions.
- Liaise with the EAC Librarian when needed for information.
- Perform a yearly inventory.
- Attend all *evening* and executive meetings.

#### TIME LINE

January: Submit value of collection for insurance.  
February: Prepare budget request.  
July/August: inventory

#### ONGOING JOBS

Book reviews for the *newsletter*  
*Purchase and process incoming books*  
*Maintain \$0.25 table*