

Embroiderers' Guild of Victoria

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
- Submit monies collected from the \$0.25 table to the treasurer
- 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 evening and executive meetings

Time Line:

January: Submit value of collection for insurance

February: Prepare budget request

July/August: Complete inventory

Ongoing Tasks:

- Book reviews for the newsletter
- Purchase and process incoming books
- Maintain \$0.25 table
- Encourage use of library e.g. display new books, topical themes, etc