

Role description for Librarian.

Role title: **Regional Meeting Librarian**

Member or Attender of the Society

Approved by NSWRM on 5.5.2018

Overview and purpose of role

The core responsibility of the RM Librarian is to manage the library of the regional meeting. The Librarian may be supported by a Library Committee.

Responsibilities list

- Stock control
 - Clearly identify all items held as the Meeting's property, e.g. by use of a stamp
 - Maintain loan records. Follow up overdue loans as required
 - (Desirable) Keep a shelf list (list of all items held in shelf order) to facilitate stocktakes. Check stock at least biennially.
- Collection development
 - Prepare collection development guidelines
 - Order items in accordance with the budget and collection development guidelines, including input from Friends
 - Keep lists of new acquisitions and monies spent
 - Advise the treasurer of annual budget needs and liaise with the treasurer regarding annual financial report
 - Withdraw items of no further use to the Meeting, offering them to other Meetings if suitable.
- Catalogue maintenance
 - Maintain a catalogue sufficiently describing each item and listing all items by author and by title
 - Classify items to facilitate access by users
 - (Desirable) Develop and maintain a subject catalogue.
- Promotion
 - Publicise new acquisitions, prepare booklists, write book reviews, etc.
- Stock maintenance
 - Repair, replace, or withdraw worn-out, lost, or damaged stock
 - Maintain adequate shelving, bookends, etc. Ensure shelves are dry and vermin-free. Ensure sufficient supplies of stationary and other Library needs, and include these in the annual budget.
- Attend to any task as requested by the RM meeting for worship for business.

Resources

- *AYM Handbook of practice and procedure.*
- *BYM Quaker faith and practice*, especially section 13.