

## Librarian Chair

The Chairperson is appointed by the President

- ❖ Maintains, catalogs, and supervises the Guild's library
- ❖ Maintains a current electronic list of books in library and ensures current list is on the website
  - Makes recommendations for additional books to be added to the library
  - Tracks and limits cost of books to allotted budget
  - Presents books for Guild members to browse at each meeting
  - Sends email to members that do not return a book within 3 months of checking out
  - At year end, presents a list to the Board of delinquent books
  - Keeps a permanent file of patterns used for Block of the Month
  - Periodically determines which library books need to be culled from the collection. Provide for disposal of the books.