

# TRENHOLM ARTISTS GUILD

# JOB DESCRIPTION

Job Title	Librarian
Revision Date	September, 2006

Position: Volunteer, Appointed  
Term: At the will of the Board

Overview: The Librarian maintains, sorts, issues and receives library books, videos and other material.

### Job Functions:

- Sorts materials and secures in provided storage area
- Issues items from collection to borrowers and records identification data and due dates
- Determines overdue items and notifies borrowers periodically
- Inspects returned items for damage and makes minor repairs
- Processes new materials with cards and labels and files appropriately
- Promotes the resources of the library
- Maintains a list of procedures/tasks for the above
- Solicits new materials for the collection

### Requirements:

- Attends monthly General Meetings

### Skills/abilities needed:

- Organizational skills
- Customer service skills
- Communication skills

Approved by the TAG Executive Board on November 16, 2006