

Jobs for the Library Committee Chair (general overview):

Comprised of a chairperson and ideally three assistants

- bring out books, magazines and other library items from cupboard
- must be out of the classroom by 9:00
- display books and other materials on tables at back of room
- set up book return area, book sign-out area
- be present at the table to help members with returning and signing out materials
- pack away books and store in cupboard at end of meeting
- process new material (card and stamp)
- keep records of books, magazines and other library materials - current list/deleted list
- purchase books, magazine subscriptions and other supplies that are needed for the library
- report new books (titles & authors) verbally at meetings & in Newsletter
- fill out budget sheet for expences/income , hand in to treasurer
- send emails to members with overdue books the week before the next meeting - include names of books & when taken out
- do an annual inventory