

Library Committee Job Description

Logistics:

Last Reviewed 9-15; Nominated Committee? No ; Nominated by? NA Length of term NA
on committee NA Need to be MMM member? No

Day and time of Meetings: As needed

Mission and Purpose: Maintains and updates the Meeting library.

Guiding principles:

Duties and Responsibilities: Orders books, prepares them for circulation, shelves books, reviews publications for the newsletter, and ensures that Meeting's library needs are met.

Specific duties for committee's members:

1. Cataloging: Noting the book, by title, author, publisher, date of publication, call number, source of acquiring the book, date of entry into the accession book; devising an appropriate call number for each book; producing author, title, and subject cards as well a shelf card (which is filed in the drawers by call number) for each book; affixing a label with the call number on the book.
2. Evaluating the collection: analyzing our holdings to ascertain how well the collection reflects the various aspects of the Quaker movement in general and Madison Meeting in particular. The purpose of this is to locate weak subject areas for future development.
3. Matching books in the library with the selection policy we have. What kind of books should we purchase? Accept as donations? How fast and how far should the collection grow? How many copies of a title should the library contain? What kind of books should not be accepted for Meeting's library?
4. Reading: browsing the collection to create awareness of its content. For example, making lists of good books relating to topics such as the life and works of eminent Quakers, Quaker history, women in the Quaker movement, contemporary faith and practice, the peace testimony, etc. Such lists could be made available to seekers and visitors who wish to know more about the Quaker movement. Also, booklists for young Friends.
5. Writing: providing pertinent library messages for the Meeting newsletter the bulletin boards, or any other means of communication with our readers.
6. Maintaining the collection of books for sale on top of the card catalog.
7. Promoting the Meeting library in various ways.

Convener responsibilities other than above:

Notes to nominating committee: