

MANASOTA WEAVERS GUILD
JOB DESCRIPTION

POSITION: Librarian

REPORTS TO: MWG Board in an appointed capacity

RESPONSIBILITIES:

- Store the guild's library
- Provide access to the stored library
- Recommend book and media selections
- Purchase approved selections
- Catalog books by title and author
- Stamp and make check out card for each book
- Check out books as requested
- Keep books filed by Author
- Update the library list annually
- Assist members in finding information
- Maintain file of books and media checked out

Updated 2/23