

Church Librarian

Position Description:

Maintain and develop the library to meet the needs of the congregation.

Qualifications:

- Christian adult
- Dependable, persistent and patient
- Attention to detail
- Ability to use a computer
- Appreciation and knowledge of library materials and how to process them using the current cataloging program
- Understand the Dewey Decimal System

Responsibilities:

- Obtain approved materials for the library.
 - Stay informed of new items that should be considered.
 - Present ideas for new items to members for possible donations.
- Process new additions to the church library.
 - Catalog books and other additions.
 - Print labels for the new additions.
 - Attach labels to the books.
- Supervise all mechanics of the library.
- Keep track of circulation of books.
 - Keep up-to-date files and records on circulated books.
 - Notify patrons about overdue books.
- Maintain records on all library materials and activities.

- Frequently check shelves to correct any item misplacement.
- Post and maintain library hours.
- Inform the Education (7th grade-adult) deacon of problems or needs relative to the library.
- Make book lists and other guides for various church groups and departments.
- Periodically weed out items no longer wanted, keep a record of those discarded.
- Publicize the library to the congregation.

Ministry Deacon Contact:

Leslie Smith

Time Commitment:

Variable, but will include 15-20 minutes before or after each service to make library accessible to members for checking books out/in and approximately 2 hours per week to shelve books, catalog new additions and maintain library.

Revised 3/06/11