

# OPQG LIBRARIAN CHAIR—JOB DESCRIPTION/PROCEDURES

## LIBRARY ORGANIZATION

- **ASSIGNMENT OF LIBRARY BOOKS**

- Library books are assigned a number from 1 to 999 according to the subject on each book
- 0 to 199 are books about **Appliqué (APP) and they are labeled in Red**
- 200 to 299 are books about **Quilt Making Techniques (TECH) are in True Green**
- 300 to 349 are books about **Easy Quilt Designs (EASY) and are labeled in Brown**
- 350 to 699 are books about **Pieced Quilt Blocks (BLOCK) and are labeled in Black**
- 700 to 799 are books about **Paper Piecing (PP) and are labeled in Orange**
- 800 to 849 are books about **Machine and Hand Quilting (QUILT) are labeled Turquoise**
- 850 to 899 are books about **Boarders and Bindings (BB) and are labeled in Blue**
- 900 to 939 are books about **Embroidery (EMB) and are labeled in Pink**
- 940 to 975 are books about **Holiday Projects (HOLI) and are labeled in Purple**
- 976 to 999 are books about **Other subjects; from quilt history to fabric crafts (OTHER)**
- **And are labeled in Olive**

- **ADDING LIBRARY BOOKS**

- **Purchasing/ Adding New Books**
  - Before purchasing a new book for the OPQG Library, check the Library Database List to see if it is already listed in data base
  - Consider the interests and skills of the members
  - Look at future workshops and speakers for ideas for new books
- **Donation of Books**
  - Consider age of book, old books do not attract members as much as new books
  - Of all donations received check copyright date and condition of book
    - Donate books to the Mercantile Table that are out of date (10+ years) and/or in poor condition

- **ASSIGNING NUMBERS**

- **General Subject**
  - Look through the book to determine which category to assign book to
  - In the first couple of pages of each book is often information from the Library of Congress on copyright date, and possible subjects.
- **Fine Tuning**
  - Select one of the general categories to assign book
  - Once a category has been selected review the list of books in that section for:
    - Same author
    - Same subject (i.e. stack and whack, watercolor, strip pieced, log cabins...

- Try to group like books together
    - If whole number are used (215) use a decimal point (215.1) to locate the book
  - **Data Base**
    - Once a number has been selected the information on the new book should be entered into the Library Database
    - The number, Title, Author, and Category
      - If the Librarian Chair does not have access to a computer she is to contact Jan Abramson or the Guild Secretary
- **LABELING BOOKS**
  - **Supplies:**
    - Avery #5436 Multi-Use Labels (1" x 3") are used for:
      - The label on the top front of the book
      - Label on the top of book check out card
    - The spine labels are printed on regular computer paper in multiple columns to a page and then cut up
    - Both the top front label and spine labels are taped on with Scotch Moving and Storage Tape
      - Do not use regular Scotch tape as it is deteriorates rapidly and the labels come off
  - **Book Pockets:**
    - Checkout cards and Date due slips can be ordered on line from the "Library Store: at <http://www.thelibrarystore.com> OPQG Library has used the following:
      - Self-Adhesive Book Pockets- High Black, No Date Grid, 100/Box #41-0317A \$9.29
      - Book Cards-2-Column with Date Due/Borrowers Name 100/Package #43-0202C \$2.89
      - Date Due Slips-2-Column, Peel & Stick Strip, 5"H x 3"W, 500/Package #47-0119 \$13.94
- **PROCESSING THE BOOKS**
  - **Templates**
    - The Guild's Laptop computer has templates for making labels for books
  - **Front Labels**
    - Using the template and the appropriate color for each book's category
    - Print 1" x 3" labels for the cards
    - These labels go on the top right corner of the book's cover
    - Cover labels with Moving and Storage tape

- **Book Card**
  - Using the “book card template” to enter the information about each book and print the 1” x 3” label for the cards
  - The labels are a little wide and need to be trimmed
- **Spine Labels**
  - Use the “spine label template” and the appropriate ink color for each book subject to print out ½” wide spine labels on computer paper
  - Cut apart the spine labels and attach them using a 3” piece of Moving and Storage tape 1” from the bottom of the book
- **Putting It Together**
  - Once the labels are printed and in place, apply a “Book Pocket and Date Due Slip” on the inside of the front cover or first page
  - The Book Card is placed in the pocket and the book is stamped with the OPQG Guild Stamp on the title page and on page 29 of the book
    - If the cover is damaged, page 29’s label should still survive
- **MONTHLY MAINTENANCE**
  - **Checking Out Books**
    - Member has selected a book from library to check out have them sign on the Book Card
    - Date the card with date due and write that same date on the “Date Due Slip” located in front of the book
      - Member can keep a library book for 2 months
    - Check the book for any sign of damage before giving it to the member
      - If there is damage, make a note on the Date Due Slip and Book Card
    - File the Book Card by number in the green file box
  - **Checking In Books**
    - In form members to return library books to Librarian
      - Members are not to reshelv return books
    - When books are returned exam them for any new damage
    - Locate Book Card and cross off the member’s name before returning card back in book
    - All return books will be reshelv by the Librarian
    - Reshelv the return book in the proper place
    - Check shelf for overdue book(s)
      - Follow up with members regarding policy and procedure of returning books to library
  - **Regular Maintenance**
    - On a monthly basis, it is recommended to review the order of the books on the shelves
    - Run a finger along the Spine Labels looking for books that are in the wrong place

- Members often take books out to look at and do not put them back in the correct place
    - Double check and make sure that the Book Lists have been returned
    - After review, checking, and reorganizing, lock the library door
- **PUBLICITY**
  - **Be Proactive**
    - The Library is in and out of the way corner
    - Advertise your merchandise
    - Make sure to put up the “**OPQG LIBRARY**” sign on top of the book cabinet
  - **Displays**
    - Use the rolling book cart to display a select group of books
    - Consider selection to be:
      - Speakers subject
      - New books
      - Workshop patterns
    - Place the selection out by the front tables
    - Make announcement before break and let members know about them
  - **Newsletter**
    - Ask a member to write a short article for the newsletter of a book they recommend/like
    - If a member made a quilt from a recommended book, take a photo of them and their quilt. Place it in the Newsletter with a short article
- **Long Term Maintenance**
  - **Weeding the Collection**
    - Every five years need to do a complete collection review and revision
      - Need to replace outdated books for new purchase books
    - Check for books that are old and unused by checking copyright dates and the number of times the book has been check out
    - Check for multiple duplicates of book and collection
      - Example: If there are 10 books on Log Cabin Quilts, my need to weed out
  - **Discarding Books**
    - Delete from the Data Base all removed books from a collection
    - Remove the Book List and Book Card
    - Use a felt tip pen to mark through the Guild Stamp and write “Discarded”
    - Offer discarded books to the Mercantile Table
    - **Shelf Tables**
      - Labels on the shelf edges identify popular subjects and help members to locate books
      - Update shelf labels as the collection grows and shrinks
        - They are the same Avery 1”x3” label
          - A “Shelf Label” template is on the OPQG Laptop

- **Book List**
  - As Books are added and deleted the “Book Lists” that hang on the doors of the cabinet need to be updated
  - There is a document on the Guild Laptop for this also
  - If the complete list needs to be reprinted send it to Comer’s Print Shop and have it printed on card stock
- **BUDGET**
  - Submit a budget for the fiscal year
  - Items purchased on behalf of the guild are reimbursable following these guidelines:
    - Obtained receipts for all purchases
    - Complete, sign, and attach receipts to an Expense Reimbursement Form. This form should be completed within 30 days of the incurred expense but, at a minimum, within the fiscal year
    - Give all receipts and completed forms to the Treasurer for reimbursement
- **OTHER DUTIES**
  - **Preparation of Board Meeting**
    - Attend monthly Board Meetings
    - Read minutes from prior board meeting and be prepared to submit at correction
    - Read and prepare for discussion any materials presented at last meeting or distributed during the month that will be discussed
      - Example: A change to an operational document
  - **Chair Person Committee Report**
    - At the end of the year, the chairperson submits a report to the President on or before January’s Board Meeting. It should include all information about the past year, budget, job descriptions review, or other concerns and recommendations for the next year.
  - **Job Description**
    - Reviewed annually and revised as needed
  - **Transition**
    - Turn in supplies and projects, whether completed or not to the new chairperson at the December General Meeting
    - Be available resource as needed to incoming chair