

Library Committee-

Purpose

To support the Meeting's religious education by maintaining a library of books and other materials pertinent to Friends' testimonies.

Responsibilities

The Committee shall maintain the Library cart and a presence each First Day by it to check-out and check-in materials and respond to seekers' inquiries. The Committee shall order materials for Adult and Children's Education and request Meeting budget support for those purchases. The Committee shall maintain a catalog of materials to safekeep them and be able to locate materials. The Committee shall strive to develop an electronic database eventually accessible to all. The Committee shall strive to locate materials that have been checked-out overlong so that others might use them. The Committee shall write reviews about materials for the newsletter and listserv to increase attenders' awareness. The Committee shall develop collaborations with neighboring Meetings to share resources and encourage mutual use of materials. When the Meeting has bulletin board(s), the Committee shall see to its/their currency.

Term & Duration

The Meeting Librarian shall clerk the Committee. The Committee shall serve from June 1 to May 31.

Size

To best serve the Meeting, the Committee should consist of at least three members.

Nature and Frequency of Activities

The Committee shall rotate the cart attendance among its members and meet occasionally to discuss projects.

Mandatory & Desirable Qualifications

Because Committee members serve as sources of information about Friends' publications, experience with Quaker bibliography and any library experience is desirable.

Reporting

The Librarian shall plan to attend the May meeting of the Ministry and Worship Committee to report on the Library Committee's activities for the year. A member of the Committee should announce from time to time at the close of Meeting any new development in the Library.

Liaison

Primarily with Worship and Ministry; occasionally with First Day School Committee. Committee members will also have frequent contact with the Electronics Resources Subcommittee developing the Library catalog.

Changeover Process

Meet with incoming committee and share job description, current issues and problems, materials and resources.

Documents Maintained

Card catalog. Check out cards box. Electronic database file.

March, 2005