

SCMM Librarian Job Description

I. Purpose

The Librarian supports the Meeting's religious education by serving as a resource for materials and information pertinent to Quakers' history, testimonies, and processes.

II. Term Length

Term length is June through May, following the Meeting's nomination schedule.

Terms are renewable.

III. Membership Requirements - None

IV. Desirable Qualifications

- good organizational skills
- an interest in resources related to Quakers
- access to the internet and ability to do basic online searches
- willingness to support others seeking Quaker-related information

VI. Responsibilities

- Manage the Library materials in cabinet where we gather for worship.
- Maintain the bulletin board (if used).
- Periodically review materials placed on the Meeting literature table to ensure materials are relevant and up-to-date.
- Order appropriate materials for the library within the Communications Committee budget
- Maintain a catalog of materials owned by the Meeting.
- Make announcements to the Meeting relevant to on-line and hard-copy library materials
- Serve as a liaison between Meeting and Western Friend (WF) by making announcements/postings pertinent to Western Friend, and annually providing WF a list of WF subscribers for the upcoming year.

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