

### Duties and Responsibilities

- Maintain the society's library
- Usually one member, with power to add.
- Attend Executive meetings
- Keep up-to-date database of library holdings using LibraryThing web site
- Keep careful records of books borrowed and returned
  - Make frequent reminders at meetings and in Loomsong to return books.
- Recommend and purchase new books
  - make a request in Loomsong for members to suggest new books and magazines.
- Publicize the collection to members and where the list can be accessed
- Supply books and other materials to support programs or hands-on
- Purchase items to help with the organization of the Library. ie. boxes, binders, cards, etc.
- Send thank you's for donations made to the library
- Maintain Library in orderly manner
  - organize bulletins, periodicals when received from Loomsong's Editor at monthly meetings.
- Write reviews of new books for publication in Loomsong or on website.
- Keep within the funds budgeted for the Library for the current fiscal year.
- Participate, when possible, in the activities of ASH.
- Keep a copy of each Loomsong as a backup to those mailed to the Nova Scotia Archives and Records Management.
- Write an annual report for the May issue of Loomsong