



Role of Librarian

Responsible to : The Lace Society Committee

Main Purpose; Custodian of the books and equipment in the collection.

- Excepting the not for loan part of the collection, books and equipment in the collection to be made available to members free of charge except for postage.
- To administer the loan scheme. All items are registered in the ledger. This is to keep track of loans and to make reservations.
- A current list of loan items is circulated to new members (via the membership Officer by post) and via the website. Updates are notified through the newsletter.
- A fine is imposed for items borrowed and kept beyond the specified period, if there is no prior agreement with the librarian for a loan time extension.
- To Provide the editor with regular news updates for inclusion in the newsletter.
- To provide the Website Officer with the latest file information regarding the library list.
- To provide half yearly/annual petty cash accounts to the treasurer for auditing.
- To be aware of new publications for possible inclusion in the library.
- To advise the committee on matters relating to the library and its services, and to make recommendations on any changes or improvements for consideration.
- To be responsible for the implementation of the rules of the library.
- To prepare estimates of the financial requirements of the library, and reports of expenditure on books and other materials, and other such reports, as may be required from time to time by the committee. To provide half yearly/annual petty cash accounts to the Treasurer for auditing.
- To support the Editor in providing suitable patterns and articles for inclusion in the newsletter.
- To carry out, under direction of the chair, such suitable duties, as time to time decided by the committee.

MJW April 2017