

- EAC LIBRARIAN – JOB DESCRIPTION

Function	<p>Appointee to the EAC Board</p> <p>To house, maintain and catalogue the books, magazines, published papers, articles, study binders and the AV materials that form the Leonida Leatherdale Needle Arts Library</p> <p>To provide a loan service for the above items to the EAC membership</p>
Length of Commitment	<p>Indefinite; minimum five-year term, as due to the nature of the library, it is best that it be in the locale for a longer period</p>
Duties	<p>Must have a minimum of 200 square feet of storage space available to adequately house the collection and related materials</p> <p>1. Maintenance of the LLNA Library</p> <p>Maintain the collection in a logical order</p> <p>Repair books and other library materials damaged through general use of neglect of the borrower</p> <p>Process new acquisitions of books, magazines, published papers and other related library materials</p> <p>Maintain the EAC study binders by regularly checking for damage or missing pages and/or samples</p> <p>Maintain the collection of magazines</p> <p>Maintain the collection of subject files by adding current information to existing files from magazines, etc., and by establishing new files as required</p> <p>Ensure that each set of slides has a suitable commentary; may need to reorganize slides into categories and write (or get written) suitable commentary</p> <p>2. Loan Service to Membership</p> <p>Reply to correspondence in a timely fashion</p> <p>Mail acquisition list on request</p> <p>Package and mail items requested by membership</p> <p>Ensure items are returned on time; correspond with members who have overdue material</p> <p>Work closely with the Education Director and correspondence students to ensure that items required by students are available and sent promptly</p> <p>3. Record Keeping, Correspondence, Reports</p> <p>Write a "Library Review" column for <i>Embroidery Canada</i> each quarter</p> <p>Keep accurate computerized inventory records of the LLNAL collection</p> <p>Accept donations of books and other materials; write letters of appreciation</p> <p>Maintain, update and create form letters used by the library</p>

Update, print and distribute Library Holdings List as necessary
Maintain the Library Procedures Manual
Maintain the general files of the Library Committee
Review policies and procedures periodically and update as necessary
Prepare and submit report to the semi-annual Board meetings

4. Budget Preparation

Set an annual budget in liaison with the EAC Treasurer
Keep an accurate record of postage and other expenses; compile a monthly expense statement to be sent to the EAC Treasurer
Purchase new books, slides and videos to keep the collection of the library current and up-to-date
Maintain a constant dollar value of the collection for insurance purposes

5. Other Duties

Maintain a general inventory of the collection every four years

At the end of term of office:

- Organize packing and transportation of library to new locale
- Update job description

Time Commitment

10+ hours per week

Meetings to Attend

None required; may attend semi-annual Board meetings (May & November), Education Committee Meeting (May) and AGM (May) at own expense

Skills Required

Knowledge of library organization and cataloguing
Ability to write letters, reports and book reviews
Excellent communication skills, tact, diplomacy
Excellent organizational skills
Computer literate; home computer; email

Skills Developed

Knowledge of books and their value
Knowledge of embroidery
Organizational and writing skills
Detailed knowledge of the operation of EAC
Interpersonal skills working as a national Board member

LIBRARIAN - TIME LINE

January	By 20 th : Prepare and submit article for Spring/March issue #3 of <i>Embroidery Canada</i>
February	
March	
April	By 20 th : Prepare and submit article for Summer/June issue #4 of <i>Embroidery Canada</i> Prepare and submit reports for May Board meeting and AGM
May	
June	
July	By 20 th : Prepare and submit article for Fall/September issue #1 of <i>Embroidery Canada</i>
August	
September	
October	By 20 th : Prepare and submit article for Winter/December issue #2 of <i>Embroidery Canada</i> Prepare and submit report for November Board meeting
November	
December	
Ongoing	As outlined under Duties Reply to correspondence in a timely fashion Submit quarterly expense forms Promote EAC