

QUILT GUILD BY THE SEA

LIBRARY JOB DESCRIPTION

Updated January 2017

- A library is more than a mere collection of books - Receive and collect all donations to guild library, separate and assign all contributions to proper designations
- Read and evaluate all materials
- Write review of books to inform members
- Keep members apprised of all new library materials
- Disseminate free books, magazines, pamphlets and information
- Prepare materials for fund raising, gifts and prizes.