

Nailsworth Quaker Meeting Role Description

Member of the Library Committee

- How many: Between three and five people.
- What they do: Maintain a Meeting House Library, ensuring that a wide selection of Quaker and other relevant literature is made available and that it is kept in good order, and encouraging its use by members of the Meeting.
- When they do it: Up to four full committee meetings a year.
Individual members meet, as and when required, between full meetings of the Committee to carry out maintenance work on the Library.
- Why they do it: To provide a source of reference and inspiration regarding Quakers and Quakerism.
- Resources: A collection of books has been established and Library systems and procedures are in place.
- Budget: An annual budget is allocated to the Committee.
- Liaison with: Clerk, Treasurers, users of the Library.
- Appointed by: Nailsworth Quaker Meeting.

Expanded description:

New stock is selected on a quarterly basis, within the annual budget allocated to the Committee. The Committee takes into account recommendations made by the Quaker Bookshop and members of the Meeting, reviews in the wider press and members' preferences as evidenced by borrowing patterns.

Books are purchased from the local bookshop or the Quaker Bookshop, and Library materials and supplies obtained, as appropriate, in liaison with the Meeting Treasurers.

Books that have been donated to the Library are considered by the Committee for inclusion if appropriate.

New books are indexed, assigned to a Library category, and labelled appropriately.

Books are shelved in the appropriate category, alphabetically by author. The stock is checked from time to time to ensure books are in the correct order.

The Committee maintains systems established for the recording and return of loans.

Books that have not been returned within a reasonable period of time are chased up by email, post, or by personal contact. The Committee will consider replacing important titles that cannot be retrieved.

Library systems and procedures are reviewed from time to time and revised as necessary.

The stock is reviewed periodically and redundant titles withdrawn for gift, re-sale or disposal

Policy matters relating to the Library are discussed at Committee meetings as they arise or are referred to the Committee.

New books and titles which may be of current interest to members are displayed and use of the collection by members of the Meeting is encouraged.