



Comox Valley Horticultural Society

Position Description: Library Committee

Duties include:

- Maintains the book collection that are stored in the lockable, wooden cart on wheels located in the storage room nearest to the stage in the Filberg Center Conference Hall (two keys are provided to open padlock on cart);
- Responsible for the Library Return cardboard box, Sign-Out pen and red binder containing Catalogue List by Subject and Sign-Out sheets for the year;
- Maintains the list of books using an Excel spreadsheet;
- Conducts a physical inventory of all the books annually to check for missing books and remove older books;
- Culls books can be donated to charity or placed with the Opportunity Table for sale
- Purchases new or gently used books to add to the catalogue according to allocated budget;
- Assigns a unique number to each new book and update the book list to track this new item in the catalogue.
- Assigns a subject to each new book;
- Sets up Library using the cart out of storage and lay the books out on display on 3 tables (not all of the books can be displayed at one time);
- Places Book Return cardboard box on display and encourages members to place returned books inside the box;
- Reminds members checking out books that they must sign out the book by book number, full name and phone number on the sign out sheet in the red binder;
- Notes (with highlighter) books that have been returned;
- Analyzes book donations that are presented at the meeting. Only accept books that are in newer, good condition and of a subject matter that is desirable

- Telephones individuals who still have books check out to remind him/her to return books at the next General Meeting;
- Submits a year-end report for the October newsletter (due the first Friday of the month) to the Newsletter Editor (newsletter@comoxvalleyhortsociety.ca);
- Attends the monthly Board Meeting or submits a report to the Secretary in time for the Board Meeting (7:00pm, the first Wednesday of every month except July and December).