

## **LIBRARY COMMITTEE**

Purpose: To maintain a useful library collection that reflects the interests and needs of Assembly.

Composition: 3-4 members, chair

Term:

1. Members serve two year terms.
2. Nominated by Leader Selection Committee, affirmed by congregation.
3. Accountable to Leadership Group. Pastoral team contact: Lora Nafziger

Tasks:

1. Buying new titles from reviews or suggestions from the congregation.
2. Evaluating donations to add to the collection.
3. Keeping records of what the library has, and what is borrowed (cataloging; inventory).
4. Following up on unreturned items.
5. Organizing the materials to make them accessible (check-out cards, shelf arrangement, title listing).
6. Promoting the use of the collection with announcements about new materials, displays and information on topics of current study.
7. Chair serves as liaison for budget planning, and buying supplies and new titles.
8. Chair keeps the library procedures manual.

Time involved: Flexible

Qualifications:

Chair should have some experience/familiarity with library organization. Others should have an enthusiasm for and knowledge of books and a sense of organization.

Updated April 2014