

Magic Valley Gem Club Librarian Job description:

Note: No individual member may encumber, commit, charge, or in anyway make the club liable for any cost, fees, charges or other indebtedness without prior approval of the Club's Majority vote at a meeting or the Show Chairman. All expenses are solely the responsibility of the individual making the purchase.

Job Title Magic Valley Gem Club Librarian

Reports to: President, Executive Board, and General membership

Job Overview:

Keeps records of the MVGC library information and maintains the checkout system. Insure material – books, pamphlets, and other items are care for and ready for checkout by members.

Shares information with club members by: Submitting articles for the Gem News.

Compile a list of what is in the library and have it available for members to look at and check out.

Duties:

Insure material – books, pamphlets, and other items are cared for and ready for checkout by members.

Shares information with club members by: Submitting articles for the Gem News.

Compile a list of what is in the library and have it available for members to look at and check out.

When material is donated to the club for the library, send a thank you note, write inside the book who donated and date, place checkout envelope and paper inside the book.

Fulfill assignments as given by the President or Executive Board in area of Librarian's duties.

Work with club members to accomplish the assignments.

Duties include the following: Finding out the needed information and resources,
Do whatever correspondence the Club needs done in relationship to the assigned project.

Provide articles to the Gem News Bulletin monthly. Perhaps a title like "Something worth reading about" for an on going series of articles. (250 words for each article)

Help is available in this work, just ask for help.

Keep a list of libraries which have books on Gems and Minerals Club member may what to checkout.

This includes Local, State, Colleges, and other sources.

Make known the resources available to Club Members.

Do whatever correspondence the Club needs done in relationship to the assigned project.

IF PURCHASES ARE NECESSARY , CONTACT THE VICE PRESIDENT OF THE CLUB AND HE WILL BRING THE REQUEST TO THE EXECUTIVE BOARD FOR A VOTE.