

Edmonton Recorder Society

Music Librarian, Volunteer Position Description

Per executive motion May 30, 2010

Overall

The task is to manage the ERS Music Lending Library by:

- a) maintaining the music collection and the catalogue
- b) administering the borrowing and lending of library items

Specifically

1. Lend library items, following the Guidelines of the Music Lending Library. i.e. House the music library. Be available to answer queries. Arrange for members to view, pick up and return items. Collect overdue items. Take the collection to major workshops.
2. Make recommendations to the Board for library acquisitions and Guidelines i.e. track costs, usage and concerns
3. Communicate with the Board
 - a) submit expenses (accompanied by receipts) in a timely manner
 - b) report to every Board meeting (usage, costs, concerns, recommendations, etc.)
 - c) submit a written report to the Annual General Meeting

Supporting Resources

- ERS webmaster
- Board members – directly and through the minutes
- American Recorder Society Chapter Handbook Notes

Society Particulars

The Librarian:

- a) shall be a member of the ERS. Serves as a volunteer, without any expectation of remuneration.
- b) is not a position of the board; the intent is that the librarian can serve a number of years.
- c) is not elected; but is appointed annually by the board. Reports to and is responsible to the Board.