

LIBRARIAN

1. Purchasing / Receiving New Materials for the Library
 - a. The library receives a budget for the buying of new books, decided by the IQI Board
 - b. After purchasing books, turn in receipts with reimbursement form to the Treasurer for reimbursement
 - c. Gifts of books can be accepted with the understanding that if the book is not found to be needed in the collection (duplicate, off-topic, of no benefit to collection) the book can be sold to provide funds for other purchases. Use post-it note to mark each book with date received and donors name
 - d. Write thank you note for all gift books
2. Processing New Materials
 - a. Assign each book an accession number (consecutive numbers, check spreadsheet for last used number)
 - b. Assign each book a color code subject
 - i. Blue - blocks
 - ii. Brown- seasonal / events / children
 - iii. Dark Green - fiction
 - iv. Gray – history / geography
 - v. Green - applique
 - vi. Medium Blue – quilting (machine, hand, patterns)
 - vii. Purple – techniques (not applique)
 - viii. Red – embellishment / design / color (theory & dyeing)
 - ix. Salmon – sewing projects (clothes / accessories / dolls / crafts)
 - x. Tan – gallery / collections
 - xi. Yellow – general / miscellaneous
 - c. Make bibliography card (shelf list card). Include:
 - i. Accession Number
 - ii. Authors
 - iii. Title and subtitle
 - iv. Publisher with City, State
 - v. Copyright date and edition
 - vi. General subject(s) of book
 - vii. Color code subject
 - viii. Date purchased (with price) or gifted
 - ix. Name of donor (or “gift of IQI member”)
 - d. File bibliography card in paper file (keep separate from book cabinet) and add same information to excel spreadsheet
 - e. Provide list of books to Webmaster to update catalog on website (if possible include lists sorted by author, title, and color subject code)
 - f. Make labels for circulation card and pocket with the title and author – tape or glue to card and pocket
 - g. Tape or glue pocket to inside cover of book
 - h. Tape color (use card stock ~ 1” x 2”) to lower spine
 - i. With “Illinois Quilters Library” stamp, stamp top edge of book pages (so book can be identified in a stack as belonging to IQI)
 - j. With IQI Library stamp that has the P.O. box address, stamp pocket, one of the front pages, back inside cover, and on an inside page
 - k. Write accession number on orange ¾” round color coding label and tape to upper right corner of the cover, also add accession number to circulation card, pocket and top of inside page

1. For books with additional materials (pull out patterns, DVDs, CDs, etc)
 - i. insert envelope in front or back of book as appropriate and attach with tape to enclose these materials
 - ii. Make sure materials are all stamped with IQI stamp
 - iii. Write or tape label on card and pocket of book "Check for (supplemental material type) when book is returned"
3. Preparation for Monthly Meetings
 - a. Volunteers
 - i. Membership Chair provides list of interested people (from membership form)
 - ii. Volunteer(s) are contacted for help on an as needed basis
 - iii. Volunteers will be instructed on duties when they arrive (60 minutes before meeting starts). Duties can include:
 1. Removing books from cabinet and placing on tables
 2. Checking in returned books
 3. Checking out materials to members
 4. Replacing books into cabinet at end of meeting
 - b. Items needed for check-in
 - i. Circulation envelopes with signed cards
 - ii. Blank paper for notes and/or book request forms
 - c. Items needed for check-out
 - i. Date stamp with correct next meeting date
 - ii. Pens for members to sign cards
 - iii. Current and old IQI membership directories
 - d. Miscellaneous items needed
 - i. Key for book cabinet
 - ii. Book ends (stored in cabinet)
 - iii. Sign for New Books location
 - iv. Policy notice
 - v. Library meeting dates for fiscal year
 - vi. Signs listing color code subjects if books are displayed this way
 - vii. Useful but not required: markers, tape, scissors, ink pad and ink, all stamps
4. Monthly Meetings
 - a. Set up 3-5 tables 45 to 60 minutes before meeting (place tables for easy viewing)
 - i. Use one table for check-in and check-out services
 - ii. Take books out of cabinet and place on table (designate space with sign for new books and topics of books if desired), use book ends as needed
 - iii. During member announcements when meeting starts, go up and present information to membership about the library, as needed
 - b. Check-in books
 - i. Person spells last name or shows IQI name badge
 - ii. Find envelope with name and remove all cards
 - iii. Make sure each card and book match, checking by accession number
 - iv. Place card in pocket
 - v. Return book to tables
 - vi. Empty envelopes are stacked together to use if the same person checks out more books
 - vii. If book is overdue (and grace month has also passed) inform member of amount of fine owed (\$3 per book per month after grace month)
 - viii. If fines are collected, keep a tally of who paid and how much. Turn in to Treasurer with form after meeting or at next board meeting

- c. Check-out books
 - i. Only IQI members can check out items. IQI name tag should be worn, if member is new at that meeting, request a new member form be obtained from the membership table showing proof of membership (provide forms at the beginning of each fiscal year for the membership chair)
 - ii. When member is finished selecting items, they remove circulation card from each book and legibly sign name
 - iii. Due date is stamped on each card and also told to member
 - iv. Cards are put in accession number order, put in envelope with member name on outside, and alphabetized by last name with all other envelopes from that meeting
- d. Closing
 - i. After last person checks out, collect envelopes (separated by newly checked out books and ones that members did not return)
 - ii. Return envelopes, pens and notes to plastic tool box
 - iii. No business is conducted during meetings – Librarian should sit at library table to enforce
 - iv. After meeting have volunteers help put books back in cabinet (arranged in order to make it easy to take out for next meeting)
 - v. Take all circulation supplies and tool box home to prepare for next meeting
- 5. Between Meetings
 - a. Produce/type list of all items checked out. Include:
 - i. Members name with e-mail address and/or phone number (obtained from membership directory)
 - ii. List all books checked out, including notation for month due
 - iii. Separate list by items due at next meeting, items with one month grace period (no fines due), and overdue (with notation of fine owed at next meeting)
 - b. Within the week before the next meeting communicate by e-mail or phone items on above list
 - c. For very overdue materials contact member by phone to resolve difficulties
 - d. When damaged books are brought to our attention (usually at a meeting) take them home and repair using book tape (heavy weight packing tape or cloth tape as appropriate)
- 6. Inventory
 - a. Approximately once a year run inventory on books to determine missing/lost titles
- 7. Board Meetings
 - a. Turn in fine or book sale money to treasurer
 - b. Turn in report (or present oral report) of issues that need board attention
- 8. Oakleaf Newsletter
 - a. Write blurb about new books, include cover pictures as available
 - b. If no new books, highlight books or subjects in our collection
 - c. Try to have Library column in each newsletter
 - d. Remind editor to include "Bring Library books" to front page monthly reminder

Submitted by Linda Feinberg, 2011-2012