

Kansas Capital Quilters Guild LIBRARIAN Job Description

1. Maintains collection of books and other media for use of the Guild.
2. Operates library check-out and return service for the Members at each meeting.
3. Houses notebooks in the library for secretary's minutes, treasurer's reports, newsletters, and historian's scrapbooks. (Provided by those officers.)
4. Responsible for purchasing and auditing of the library collections.
5. Maintains liaison between our Guild and the Topeka and Shawnee County Public Library in regards to memorial donations and making suggestions for new acquisitions.