



Embroiderers' Association of Canada, Inc.
Association canadienne de broderie, Inc.

- LEONIDA LEATHERDALE NEEDLEARTS LIBRARIAN - JOB DESCRIPTION

Function	Appointee to the EAC Board To store, maintain and catalogue the books, magazines, published papers, articles, study binders and AV materials that form the <i>Leonida Leatherdale Needle Arts Library</i> To provide a loan service to EAC members
Length of Commitment	Minimum two-year term, to be extended in two-year increments upon Board invitation but this can be extended as this is an appointment, not an elected position
Duties	Must have a minimum of 200 square feet of storage space available to adequately house the collection and related materials Maintain the present collection of the Leonida Leatherdale NeedleArts Library: <ul style="list-style-type: none">• Maintain the collection in a logical order• Repair books and other library materials damaged through general use or neglect of the borrower• Process new acquisitions of books, magazines, published papers and other related library materials• Maintain the EAC study binders by regularly checking for damage or missing pages and/or samples• Maintain the collection of magazines• Maintain the collection of subject files by adding current information to existing files from magazines etc. and by establishing new files as required• Work with the Vice President to update the slides in a more usable fashion Provide a loan service to EAC members: <ul style="list-style-type: none">• Write and answer correspondence regarding the loan and/or availability of books by letter, fax, and email• Keep the acquisition lists current on the website• Package and mail books requested for loan by members• Ensure the books are returned on time and correspond with members who have overdue library materials• Work closely with the Education Director and correspondence students to ensure that books required by the students are available and sent promptly

Keep records, written correspondence and reports:

- Keep accurate computerized inventory records of the library collection
- Accept donations of books and other materials
- Write letters of appreciation
- Submit reports for the semi-annual Board meetings
- Maintain the Library Procedures Manual
- Maintain, update and create the form letters used by the library
- Maintain the general files of the Library Committee
- Write a Library Review column for *Embroidery Canada* four times a year
- Update, print and distribute the Library Holdings List as required

Plan and maintain the budget for the library:

- Set a yearly budget in liaison with the EAC Treasurer
- Keep an accurate record of postage and other expenses and compile a monthly expense statement to be forwarded to the EAC Treasurer
- Purchase new books, DVDs and videos to keep the collection of the library current and up to date
- Maintain a constant dollar value of the collection for insurance purposes

Other duties include:

- Maintaining a general inventory of the collection every four years

Final year of term:

Work with new appointee to learn position for a smooth transition

Time Commitment

A minimum of 10 hours per week

Meetings to Attend

May attend board meetings

Skills Required

Knowledge of library organization and cataloguing
Word processing skills, Internet
Ability to write letters, reports and book reports
Ability to deal with people

Skills Developed

Organizational and writing skills
Knowledge of books and their value
Knowledge of embroidery

LEONIDA LEATHERDALE NEEDLEARTS LIBRARIAN - TIMELINE

January	Write and submit article for March issue of <i>Embroidery Canada</i>
February	
March	
April	Write and submit article for June issue of <i>Embroidery Canada</i> Write and submit report for Board meeting
May	
June	
July	Write and submit article for September issue of <i>Embroidery Canada</i>
August	
September	
October	Write and submit article for December issue of <i>Embroidery Canada</i> Write and submit report for Board meeting
November	
December	
Ongoing	As outlined under Duties