



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

Librarian Job Description

Date: 2024-06

Next review date: 2026-06 (two years)

Type: Appointee

Reports to: Vice President

Term: Two-year term, may be re-elected/appointed for an additional two-year term

Function

- To store, maintain and catalogue the books, magazines, published papers, articles, study binders and AV materials that form the Leonida Leatherdale Needle Arts Library
- To provide a loan service to EAC/ACB members

Time Commitment

- a minimum of 10 hours per week
- extra hours required for admin-type tasks
- Additional time as necessary to respond to correspondence, prepare reports, prepare for and participate in board meetings and fulfil obligations of a board member, etc.

Documents

Documents that are associated with this position include:

- list SOPs that may need review/update
- list any policies that may need review/update
- list job descriptions that may need review/update

Duties

- Must have a minimum of 200 square feet of storage space available to adequately house the collection and related material

Maintain the present collection of the Leonida Leatherdale Needle Arts Library:

- 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 *Embroidery Canada* magazines
- Maintain the collection of subject files by adding current information to existing files from magazines etc. and by establishing new files as required

Provide a loan service to EAC/ACB members:

- 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 along with their list price value at the time of acquisition
- validating the cost of library items on a regular basis (approximately every four years) for the Association's financial records and insurance purposes
- Keep a statistical chart of books borrowed, borrower's name, date of request and return
- Accept donations of books and other materials
- Write letters of appreciation
- Submit reports for the semi-annual Board meetings to the Vice President including statistics for the reporting quarter, a list of acquisitions and any issues
- Maintain the Library Procedures Manual and SOPs and post it in EAC/ACB's online document system
- 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* twice per year
- Submit articles and photographs to the Communications team highlighting new acquisitions
- 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
- Prepare reports on activities (with input from reports) for the meetings of the EAC/ACB board
- Prepare an annual report for the annual general meeting (AGM) booklet
- Respond to correspondence in a timely fashion
- Update board regularly on issues; maintain good communication
- Forward copies of documents to EAC/ACB archivist as per EAC/ACB archives policy and procedures
- Maintaining a general inventory of the collection every four years
- Promote EAC/ACB at every opportunity

Final year of term

- Work with incoming replacement to teach position for a smooth transition

Meetings to Attend

- Quarterly online board meetings
- Annual General Meeting

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
- Excellent communications skills, tact and diplomacy
- Excellent organizational skills; ability to look after both details and the broader picture
- Ability to set and to work within timelines
- Excellent computer skills
- Interest in needlework

Skills Developed

- Detailed knowledge of the operation of EAC/ACB
- Knowledge of books and their value
- Knowledge of embroidery