

## **Librarian**

*Approved at MFB, February 5, 2006:*

The primary responsibility of the Librarian centers on the query: “What is the place of the written word in the life of the Meeting?” This query will have different answers as the life of the Meeting evolves, but among other things, the Librarian will:

- Build up, catalog and maintain for the Meeting a library of books, pamphlets and periodicals likely to be helpful to the Meeting and to those who are interested in Friends.
- Consult with the Religious Education and Adult Religious Education committees on resources to support First Day and Adult classes, obtain them and make them available for loan as needed.
- Consult with the Membership and Outreach Committee on introductory resources for newcomers and attenders moving toward membership, and make them available by loan or by gift from the Meeting.
- Assist other Meeting committees by obtaining books, pamphlets and subscriptions to periodicals for committee members, and for the Library in support of committee efforts.
- Make available appropriate literature at gatherings sponsored by the Meeting.
- Manage and maintain the Meeting Archives.
- Follow leadings related to the central query in consultation with Monthly Meeting.
- Oversee the part of Meeting's budget that pertains to this work, as directed by Monthly Meeting. Some projects may be jointly funded by the Library and interested committees, to be determined on a case by case basis.
- Maintain accurate working records of her/his office and ensure those records are passed along to the next Librarian.

The Librarian is encouraged to ask for help from Meeting members and attenders in carrying out these responsibilities.