

GQCCC LIBRARY

2015 Librarian Manual



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Duties and Responsibilities

Librarian Responsibilities

1. Enthusiastically marketing the Library benefits to members, especially new members.
2. Provide a brief update and communicate Library news at each Monthly Meeting.
3. Attend monthly Board meeting and provide a brief report on library matters.
4. Assist with the development of a library budget, and adhere to the budget authorized by the Board.
5. Procure new books for the Library.
6. Coordinate with the 2nd Vice President to solicit book donations from Guild Speakers.
7. Ensure that the Library Policies are adhered to at all times.
8. Ensure that all library materials are organized, kept up to date and are in good order.
9. Manage the library database and print out indexes for borrower's use.
10. Maintain Library Listings and Cross-Reference Binders at the Library.
11. Label all library materials.
12. Conduct an annual inventory of the library materials.
13. Manage the check out and return of all books and library materials.
14. Contact Members who have overdue library items, and make arrangements for the return of the items.
15. Collect fines for overdue library items, and deliver the proceeds to the Guild Treasurer.
16. Review and make decisions about the disposition of all items donated to the library.
17. Review and make decisions about the purchase of new books requested by Members.
18. Take a selection of Library books to the monthly Guild meeting, and manage any checkouts made at the meeting.
19. Select a book for the monthly meeting Book Raffle, sell tickets for the raffle, and deliver the raffle proceeds to the Guild Treasurer.
20. Train all Farm House Hostesses on the Library procedures.
21. Set up and manage the "Topic of the Month" shelf.
22. Gather suggestions from the Suggestion Box and evaluate ideas for implementation.

Farm House Hostess Responsibilities

1. Welcome any members who drop in and wish to use the library.
2. Help library users understand library procedures.
3. Ensure that persons wishing to borrow library items are current guild members.
4. Ensure that all library items removed from the library during their time as hostess are properly checked out, and that returned items are placed in the "return" box.
5. Accept donations on behalf of the Library, and communicate Donation Policy to potential donors.

Member Responsibilities

1. Borrow library items according to Library Procedures.
2. Take good care of library Items while in their possession.
3. Return library items on time.
4. Pay fines or reimburse Guild for late or lost library items.

Library Policies

Library materials include all books, pamphlets, magazines, videos, patterns and templates located in the Guild's Farm House room.

Collection Policy

1. Library items collected for the GQCCC Library shall primarily pertain to the art and craft of quilting, and associated arts such as applique.
 - a. General craft books that contain a section on Quilting are generally not acceptable.
2. Magazines and Periodicals shall not be retained in the library, with the following exceptions
 - a. Quilters Newsletter
 - b. Quilt Maker
 - c. McCalls Quilting
3. Magazines and Periodicals shall be retained only for the current year, plus 3 years prior.
4. Library materials shall be in good condition and free of damage or excessive wear.
5. The library will only maintain duplicates of a title or item if there is strong member demand, if the book is from a Guild Speaker, or if the item is required for a Guild workshop or other group use.

Library Use Policy

6. Library "Hours" are any time the Farm House is open to members.
 - a. Note: there may be scheduled open times when the Farm House is closed due to unforeseen circumstances. Members may want to contact the applicable Farm House Hostess in advance to ensure that the Library will actually be open when they want to visit.
7. Library items may only be checked out by current GQCCC Members.
8. In order to check out a library book or other library materials, members must show a current membership card to the Farm House Hostess, or show identification and be listed in the current Member Directory.
9. There is a check out limit of four books or other library materials per member. The exception is up to 6 quilting templates may be checked out at one time. This limit may be exceeded only with the permission of the Librarian.
10. The library items may be checked out for one month (30 days) and may be renewed if no other member is waiting for them. Extensions may be granted by contacting the Librarian directly and requesting a one month extension.
11. There will be a fine of \$1.00 per month per overdue item. All fines must be settled before any more materials may be checked out.
12. Lost items must be replaced or the purchase price reimbursed to the Guild.

Purchase and Donation of Books Policy

13. Guild members may request new items for the library by furnishing the Librarian with the title and author of the item. New items will be purchased at the discretion of the Librarian.
14. Any donation to the library will be accepted at the discretion of the Librarian and accepted items will be acknowledged in writing for tax purposes (see "Walk In Donation" Binder for receipts).
15. There is no guarantee that any donated book or item will be accepted as a permanent part of the library.

Library Item Disposal Policy

16. Donated books that are not accepted for the library, and books that are “weeded out” by the Librarian, will be disposed of as follows:
 - a. If donated, returned to the Donor,
 - b. Offered next to the Country Store Chairperson as a possible future sale items,
 - c. Offered next as “free” items to the members – by placing them in the “free” crate at the Farm House or taking them to meetings,
 - d. Donated to other organizations such as “Friends of the Library”,
 - e. Recycled as appropriate.

Library Procedures

Checking Library Materials In and Out

The GQCCC Library is essentially a “self-serve” library as the Librarian is not present at all times the Farm House is open. The Library is operated on the honor system, and Members are responsible their use of library materials.

MEMBER RESPONSIBILITIES:

1. Show proof of membership to on-site Farm House Hostess (Guild card, or listed in Directory)
2. Complete the CHECK OUT process:
 - a. Remove the checkout card from the pocket at the front or back of the book
 - b. Fill out all required information on the checkout card.
 - c. Place the checkout card in the box labeled “CHECK OUT” (near the RETURNS crate).
3. Keep the library item in good condition while it is checked out.
4. Return the library item within 30 days.
5. Complete the CHECK IN Process:
 - a. Return the library item to the crate labeled “RETURNS”.

LIBRARIAN RESPONSIBILITIES:

(Librarian duties should be performed WEEKLY at a minimum, but may be performed more often)

1. Collect all the cards from the Check Out box, and place them in the locked file cabinet.
2. Review cards for any overdue library materials, and contact the Member to remind them of the need to return or renew the item.
 - a. If the member asks to renew the item and you approve, note the new due date on the card.
3. Retrieve library items from the RETURNS crate, place the proper card back in the book, and refile it on the shelf in the correct place.

Purchase and Receipt of New or Donated Library Materials

1. Purchases
 - a. Evaluate Member’s request for new books. Things to consider:
 - i. Is this request in keeping with our Collection Policy?
 - ii. Is this something many members would enjoy reading?

- iii. Is this a book that has unique or new technique information?
 - iv. Is this a duplicate (or near duplicate) of other books in the library (example – do we already have a lot of books on this technique, and the requested book doesn't offer anything new?)
 - v. Is this a popular or current author?
 - vi. Will this book be the basis of a Guild Workshop?
 - vii. Is the book by a recent or former Guest Speaker at our Guild Meetings?
 - b. If the decision is made to purchase the book, seek out the best deal you can find (example – order through internet (AEB, Amazon, Powells, etc.), purchase locally, etc.).
 - c. Determine if funding is available in Library budget.
 - d. Request funding from the Treasurer to purchase the book, or purchase the book and request reimbursement.
 - e. Make purchase and receive book
 - f. Follow "[Labeling New and Donated Books](#)" procedure to enter book into inventory
2. Donations
- a. Evaluate each donated item using the same criteria you would for a purchased book (see [Collection Policy](#)).
 - b. If the decision is made to accept a donated item:
 - i. Enter information on the accepted donations in the "Donation Book" at the Farm House.
 - ii. Follow "[Labeling New and Donated Books](#)" procedure to enter book into inventory, and provide a written receipt for donated items to the donor
 - c. If the decision is made that an item is not acceptable as a donation:
 - i. Return remaining donated items to the donor. If they do not want them back, dispose according to "[Library Item Disposal Policy](#)".
 - d. If unacceptable items are just "dropped off" at the Farm House with no information as to the donor, dispose of at your discretion.

Labeling New and Donated Items, and Entering Items into Inventory

All books in the library shall be labeled to indicate GQCCC ownership and entered into the Library Database.

1. Place a GQCCC Address label near the bottom of the spine (if large enough) or on the BACK COVER of the book. DO NOT COVER the ISBN number (if printed) with the label.
2. Place a small label with the first 4 letters of the author's last name directly above the address. This helps with re-shelving the books in the proper place.
3. Stamp inside front and inside back inside cover with GQCCC address stamp.
4. Place a check-out pocket on either the inside front or inside back cover, where ever it fits best.
 - a. Write the author's name (last name, first name) on the front of the pocket.
 - b. Write the book title under the author's name.
 - c. Place a GQCCC Barcode label beneath the book title
5. Complete a check out card for the book and insert it in the pocket, containing the following information:
 - a. Author name (last name, first name)
 - b. Book title
 - c. On the first "checked out" line, write the current date and "Received into Inventory".
6. Scan barcode to enter the book into inventory (see [Library Database](#)).
7. Shelf book.

Library Database

The Librarian is responsible for maintaining the library database. The database is maintained in a web application titled "Book Collector".

The Librarian downloads the Book Collector application on their personal computer, and maintains the collection that is housed in the "cloud".

At least twice a year, the database is downloaded to the Library flashdrive, which is maintained in the locked library drawer at the Farm House.

To enter a book **with an ISBN** number into inventory:

1. Plug the Bar Code Scanner into your PC.
2. Open Book Collector application.
3. Click on the large PLUS sign in the upper left ribbon (Enter book automatically)
4. Scan the ISBN Number on the book. If the program reads the ISBN Number properly, it will pull in all the information about the book.
5. Click the "Wishlist" button at the bottom of the page
6. Hit SAVE
7. Click on Wishlist tab on the bottom of the screen, and select "Edit in List", place cursor in the "Owner" box and scan the GQCCC Barcode label. Confirm that the number picked up is the same as on the label.
8. Once all books in the Wishlist have the GQCCC Barcode number, select all, right click mouse, and select "move to collection". This will clear the wishlist and place all the books in the collection.
9. Done – book is now entered into database.

To enter a book or item **without an ISBN** Number

1. Hit "Shift + Insert" (or find Add Book Manually in toolbar)
2. Enter Title
3. Enter Author – start typing in the author box. If it is an existing author, the name will pop up and you should select it. If is not an existing author, type in the complete author name. Click the "Add Author" plus sign to add the author to the box below.
4. Enter any other information you can find, such as publisher, publish date, whether it is paperback or hardback, etc.
5. Select the correct Genre and Subject for the book
6. Next, Click on the PERSONAL tab, put the cursor in the OWNER box, and scan the GQCCC barcode label. This will enter the number, and return you to the main list.
7. Make sure everything is correct
8. Done – the book is now entered into the database.

Members are able to review books online at: <http://cloud.collectorz.com/gqccclibrary/books>

Conducting Annual Inventory of Library Materials

1. Coordinate with Farm House hostesses and ensure that a dates are available to perform the inventory. Schedule the inventory on the Farm House Calendar (located next to the door at the Farm House)
2. At the two General Member meetings prior to the inventory:

- a. Make an announcement to the membership as to when the inventory will be conducted and ask Members to return any overdue library items. Offer “amnesty” (no fines) for the next two months if long-overdue items are returned during this time - “No Questions Asked”. Also, announce the dates the Library will be closed for inventory.
3. Do a “clean up” of the library shelves, and ensure that everything is in correct alphabetical order. This will make the inventory go much easier!
4. Ensure that the database is up to date and current, and that all donations and purchases have been added.
5. Format and print out the database so that it can be used as a check off for the inventory.
6. Compare the physical books to the library database in alphabetical order.
 - a. IF a book is missing, check to see if it is currently checked out and is within the 30 day checkout period, and write “OUT” on the inventory sheet.
 - b. IF a book is checked out but overdue, indicate “OUT - OVERDUE” on the inventory sheet.
 - c. IF a book is NOT checked out, indicate “MISSING” on the inventory sheet.
7. Do the same inventory with other library materials, such as videos, patterns and templates.
8. Contact members who have OUT - OVERDUE library items, and arrange for their return or due date extension.
9. Prepare a report for the Board as to the number of missing and un-recoverable overdue library materials.
 - a. Make recommendation to Board as to disposition of missing books (i.e. do we want to purchase replacements?), collection of fines, etc.

Weeding

Weeding a library serves much the same purpose as weeding a garden. Removing worn or damaged books makes room for new materials. It improves the appearance of the library and encourages people to take good care of the books. The yearly inventory is a good time to do “weeding” and also gives you the chance to see if each book is in good condition. If not, you should set it aside to mend (see [Taking Care of the Books](#)) or permanently remove it from the library.

It may be difficult to convince some Members that weeding is necessary. To avoid criticism, refer to the Collection Policy to evaluate whether to keep or weed out a particular item.

Some books may be in perfect condition, but are really not appropriate for the library. Their contents may be old or outdated. Books on non-quilting topics may be taking up space that could be used for more useful materials.

The checkout card can be a guide to the book’s popularity. You can use it to find out how many people have read a particular book. If no one has borrowed a book for a long time, it may mean that people are not interested in it. There may be other reasons, however, why people do not borrow a useful book. Showing that an outdated or inappropriate book is not being used supports removing it, but do not remove a book simply because it has not been borrowed without first trying to find out why.

Weeding Procedure:

1. Weeding should be performed at least once a year.
2. All weeded library items should be stamped with “PERMANENTLY REMOVED FROM THE GQCCC LIBRARY” and indicate the date in pen next to the stamp. Remove the check-out card and library pocket (if possible) and cross out all other stamps with a permanent marker.
3. All weeded library items shall be removed from the library database.

4. Weeding in conjunction with the Inventory is a good idea, as you can set aside worn, damaged, off-topic, duplicate or out of date library items while you are handling them.
 - a. IF you choose to weed books while performing the inventory, mark “REMOVED” on the inventory sheet, and then indicate “REMOVED (date)”when updating the database.
5. Disposal of the weeded Library items should be in accordance with the “[*Library Item Disposal Policy*](#)”.

Controlling Loss of Library Materials

Unfortunately, there is no way to completely prevent the loss of library materials. It is doubtful that outright theft is the reason library materials go missing, but people being people, they do tend to misplace and lose things. Since our library is self-service and on the honor system, it is likely that some items will go missing over time despite everyone’s best intentions. The following are some ways the Librarian can help mitigate loss:

1. **Member education** – educate Members about the value of the library items. Explain how not returning borrowed items to the library hurts everyone, and that the library is maintained FOR them!
2. **Label the books** – people are less likely to lose items that have the library’s name prominently stamped or written on them. Make sure everything is well labeled and identified as Guild property.
3. **Keep accurate records** – Performing inventories and regular follow-ups on overdue items will help retrieve many of the lost items.
4. **Keep valuable books in the library** – don’t let anyone borrow a book you cannot afford to replace. If a book is too valuable to loan out – mark it as “Classroom Use Only – DO NOT REMOVE FROM LIBRARY”.

Library Budget

1. The Librarian is responsible for preparing an annual budget for submittal to the Guild Treasurer and approval by the Board and Membership. Things to include in the budget forecast:
 - a. Replacement of lost/damaged books
 - b. Purchase of new books for library
 - c. Purchase of raffle prize books
 - d. Library maintenance materials (tape, glue, erasers, pockets, checkout cards, labels, magazine slips, etc.)
 - e. Printing costs (stamp, printer ink/toner if using own printer)
 - f. Software purchase or updates

Taking Care of the Books

Dirt – the book shelves and tops of books should be periodically dusted and or vacuumed to remove dust and debris. The janitorial service at the Farm House does not do this. Small stains or smudges on book covers may be able to be removed using a soft damp cloth or a mild cleaner. In general, if a book is too dirty for just minor cleanup, consider “weeding” it from the inventory.

People – people damage books; it’s a fact of life. It is important to educate Members to care for the books they borrow or use in the library. They should always handle them gently with clean hands. They should not eat or drink near the books, or tear or fold the pages. They should use a bookmark to keep their place instead

of laying the book down with the pages open (this can crack the spine). They should never shut thick objects, such as pens, between the pages.

Repairs - Of course, it is inevitable that some books will be damaged by normal use. You therefore need to have some supplies on hand for book repair such as tape, glue, rubber erasers, and so on. Include minor repair items in your budget each year.

Alphabetizing Books on Shelves

Here are a few rules to follow when arranging the books alphabetically on the library shelves:

1: All books are to be alphabetized first by “**AUTHOR - Last name, First name**”, then by **BOOK TITLE**. If more than one person authored the book, use the first named author for alphabetization purposes.

2: Use the first letter of the first main word in the title. Skip words such as “the,” “a,” or “an” when they appear at the beginning of a title.

Example: these three titles by the same Author:

Lovely Quilt Blocks
The Applique Handbook
A Day in the Life of a Quilter

Place them on the shelf in this order:

*The **A**pplique Handbook*
*A **D**ay in the Life of a Quilter*
***L**ovely Quilt Blocks*

3: If two titles start with the same letter, use the second letter to decide which comes first.

Example: put these titles in this order

***B**atting Techniques*
***B**inding Techniques*

4: If several titles start with the same word, put them in order using the first letter of the second word.

Example: put these titles in this order

*Quilts **a**re Fun*
*Quilts **f**or Groups*
*Quilts **t**hat Teach*

5: If several titles start with different forms of the same word (e.g. quilt, quilter, quilting), the shortest form comes first. Use the next letter to decide which of the longer forms comes first.

Example: put these titles in this order

***Q**uilt Blocks*
*The **Q**uilter's Guide to Fabrics*
***Q**uilting Made Easy*

6: When titles start with a *number*, file them in the first position of the Author's group, in order by number. If the number is written as a *word*, file it alphabetically.

Example: these titles go at the start of the Author's section in this order

***2** Designs for Windmill Blocks*

5 *Questions about Quilting*

Example: these titles are filed alphabetically

S *Seven Steps to Great Quilting*

T *Two Exercises for a Machine Quilting*