

Position Title: Librarian

Term of Office: One (1) year with the option of subsequent terms, as appointed by the President.

Responsibilities:

- I. Catalog all library materials.
- II. Maintain current catalog of entire library inventory. Provide copies to interested members at cost.
- III. Label all circulating materials.
- IV. Search out (and/or obtain) new materials. Obtain Board of Director approval prior to purchase with budgeted funds.
- V. Bring or send OLCA library to regular OLCA meetings.
- VI. Instruct membership regarding borrowing of material.
- VII. Check-in returned materials.
- VIII. Track/retrieve overdue library materials.

- IX. Responsible for updating Website Editor with any changes of available materials.

Meeting Attendance:

1. Membership meetings
2. A DEI committee will be maintained for continual evaluation, development, and enhancement of these policies with input and feedback from a wide representation of individuals.