

**Position Title:** Librarian

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

**Responsibilities:**

- Catalog all library materials.
- Maintain current catalog of entire library inventory. Provide copies to interested members at cost.
- Label all circulating materials.
- Search out (and/or obtain) new materials. Obtain Board of Director approval prior to purchase with budgeted funds.
- Bring or send OLCA library to regular OLCA meetings.
- Instruct membership regarding borrowing of material.
- Check-in returned materials.
- Track/retrieve overdue library materials.
  
- Responsible for updating Website Editor with any changes of available materials.

**Meeting Attendance:**

1. Membership meetings
2. Committee on Operations meetings

**Librarian will receive:**

- OLCA Membership
- Mileage reimbursement for Member meetings