

LLANDAFF & MONMOUTH DIOCESAN ASSOCIATION OF CHURCH BELL RINGERS

JOB DESCRIPTION: LIBRARIAN

Responsible to: The Association Secretary

Appointed by: The Association Secretary

Tenure: Not specified

Detailed duties:

1. Provide a safe location for Association books, papers, newsletters, CDs and DVDs etc., numbering somewhat over 350 items; also to provide a depository for various archival documents, registers etc. from Association and Branch officers.
2. Maintain a simple electronic database of all Library acquisitions.
3. Maintain a record of, and monitor loans, on the computer database.
4. Provide access to the Library by arrangement.
5. Produce a listing of acquisitions for users and the Association website as required.
6. Purchase new books as considered appropriate in terms of content and budget.
7. Undertake limited searches of documents as discussed with researcher.