

**Bloomington Monthly Meeting  
Society of Friends**

**Library Committee Charge**

**Mission:**

To make reading or audio-visual materials on Quaker-related subjects available for loan to Meeting members and attenders.

**Term & Dates of Service:**

Starts July 1 and ends June 30; may be reappointed annually

**Selection Process:**

Nominated by the Nominating Committee and approved by the Monthly Meeting.

**Principal Job Duties:**

The Adult Lending Library

1. To lend books, pamphlets, magazines, and audio-visual materials belonging to the Meeting Library to members and attenders. To arrange for the timely return and re-shelving of borrowed materials.
2. To maintain the library collections in good order using whatever cataloging system they think most appropriate.
3. To acquire through purchase or donation new or replacement materials to meet ongoing needs of the Meeting and to keep the Meeting informed of them.
4. To undertake repair and preservation of older library materials that cannot be easily replaced.
5. To prepare an annual budget for the Library supplies and purchase of new materials including the Pendle Hill Pamphlet series and Friends Journal subscriptions.

The Sale of Used or Donated Books and Pamphlets

1. To periodically sell or give away materials culled from the collection as well as used materials donated to the Library that are not currently needed or felt to be appropriate.
2. Income from these sales will go to the Library's Donations and Sales Fund.

**Membership:**

4-6 members or attenders

**Budget Considerations:**

The Clerk will submit a budget request to the Clerk of the Property and Finance Committee by the last day of September each year.

Approved March 12, 2017