

**PORTLAND BEAD SOCIETY
STANDARD OPERATING PROCEDURE
LIBRARIAN**

- The Librarian in accordance with the PBS By-laws shall:
 - Receive all correspondence related to the PBS Library, and responds accordingly. This may include newsletters, magazine subscriptions and other publications.
 - Receive all books, magazines, DVDs, videos, and other library-related items purchased for, or donated to, the library.
 - Post the library rules and regulations at the library, on the website, and in the newsletter when needed.
 - Coordinate with the proprietor of the site where the Library is located to facilitate working procedures.

- As a Board member, the Librarian shall:
 - Comply with the PBS by-laws.
 - Adhere to the PBS Code of Conduct and to the provisions outlined in the Board-approved modification of the “Internal Revenue Service Good Governance Document”.
 - Write and/or update the Standard Operating Procedure for this position.
 - Prepare an annual budget to be presented at the yearly Budget Meeting. Be responsible for the budget for the position. All over expenditures will be brought to the Board for review and approval. All receipts, invoices and expenditures will be documented in accordance with PBS financial procedures.
 - Attend Board and General Meetings on a regular basis. Arrange for a substitute at these meetings when appropriate.

- The Librarian shall:
 - Record publications received for the library in the PBS Library Inventory file.
 - Submit a list of newly received items to the Newsletter Editor and Website Coordinator at regular intervals. Additionally submit any pertinent news about the library when appropriate.
 - Track items checked out and returned. Notify members of overdue items and collect overdue fees which are submitted to the Treasurer.
 - Periodically, inventory library items (books, magazines, tapes, DVDs, newsletters).

- The Librarian shall keep all PBS-owned equipment in good working order and inform the Board of any maintenance issues.

- When leaving this Board-appointed position, the Librarian shall deliver all documents, materials, and equipment pertaining to their positions to their successors within 30 days. All PBS-owned equipment shall be handed off in good working order, to the succeeding officer, including hardware and software.

Adopted by the PBS Board
November 22, 2011