

# PPWG Librarian Procedures

*Updated March, 2019*

## A. Processing new books, magazines, etc.

- Mark the book as belonging to PPWG. This can be done with a stamp or by adding a label with the PPWG name and address.
- Place a card sleeve in the book or magazine. If there are multiple copies, the copy number will help to make sure the right card goes back in the book upon return.
- Make up a card with author, title and copy number (if multiple copies). Make sure there is space for the member name, date checked out and date returned.
- Add book to inventory database. List of books with author, title, publisher, date, etc. to use for updating the database.
- Select subject for shelving (weaving, spinning, etc.)
- Decide if book requires a deposit (consult others about the cost of the book).
- Place book on library shelf within subject, in order by author's last name.
- List acquisitions in the newsletter (optional, but nice)

## B. Handling library duties on meeting days

- Open library closet before meeting.
- Set out box for returns and small container for 'checked-out' cards.
- Check books in by pulling cards from the gray box, adding the 'checked-in' date on the card and replacing in book. Then, shelve book within subject, in order by author's last name.
- For checking out, members sign the cards and add date checked out, and the librarian places the cards in the gray box.
- Report on library news at the regular meeting (new books or other updates).
- Go through checked out items and contact members who have books out for 2 months or more. Members are supposed to notify the librarian if they intend to keep the book for more than one month.
- Put library items away and lock up library closet. If you need to leave early, the hospitality person or the president can lock up the library. No key is required to lock it.

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C. Other duties

- When 2 or more years of a magazine have been collected, they may be bound into a book (see Binding Notes).
- Books with high resale value are locked in the big black box and require a \$200 check for deposit when they are checked out. When the book is returned, the check is returned to the member. The box also contains other valuable items. The box should be locked at all times except when a librarian or the vice-president is obtaining one of the items stored there. Even when the library closet is locked, the box should be locked because the church members have a key to the library closet.
- There may be multiple members who share the library duties. This allows for meetings where a person cannot attend and also allows one person to have some social time on meeting days because they can trade off library duties. The library inventory database may be kept up to date by another member or by one of the librarians.
- The librarian should report to the treasurer any expected expenses for the upcoming guild year so that there will be an amount in the budget for the library. This normally happens during the summer so that the budget can be published in the fall. Expenses include buying cards and sleeves as well as any cost for magazine subscriptions and new books. There may also be money in a special library fund for purchasing books or paying for magazines or binding.
  - Binding Notes – Completed by Denver Book Binding, it is best to take a volume that is already bound for an example if you are attempting to have additional magazines bound in a color to match.

The following magazines have been bound in the following colors:

Name	Color
Handweaver and Craftsman	Medium Blue
Shuttle Spindle and Dyepot	Dark Red
Spin-Off	Dark Blue
Handwoven	Light Blue
Handwoven Design Collection	Brown
Prairie Home Companion	Gold
Weavers	Green
Weavers Journal	Pink