

Unitarian Universalist Church of Davis
LIBRARY COMMITTEE CHARGE
Adopted by the Board of Trustees November 12, 2012

Purpose

To maintain a library that

- Supports religious education groups.
- Supports individuals in their spiritual journeys.
- Supports parents in nurturing their families.
- Helps persons in times of life crises.
- Supports the Board of Trustees and leadership groups in carrying out their responsibilities.

Responsibilities

- To maintain an orderly, appealing collection.
- To maintain a digital catalog of the library's collection using the Dewey Decimal System.
- To maintain a self-help check-out system.
- To evaluate gifts and purchase new materials to fill gaps in the collection.

Special Qualities & Skills Needed by Chair

- Training or experience as a librarian.
- Understanding of, or willingness to learn, the Dewey Decimal System.
- Ability to organize tasks and to lead the Committee with harmony and enthusiasm.

Special Qualities & Skills Needed by Members

- Ability to do detailed, accurate work.
- Ability to do data entry using Excel a plus.
- Pride in keeping the library attractive.
- Willingness to enthusiastically promote the library to Church members.

Number of Members Needed

2-4.

Terms of Office

Members will serve on the Library Committee for up to 3 years, with one person rotating off each year, taking a break of at least 1 year.

Membership Selection Process

Recruitment by Library Committee members.

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