CPPG Library Job Description

The CPPG Library is for all members and offers a variety of resources to support artistic development at all levels. Our collection includes books covering colored pencil and watercolor pencil techniques, watercolor painting, and drawing fundamentals that teach artistic technique and instill inspirational and creative ideas.

At the Monthly CPPG Meeting:

1. Bring books to meeting and set them out on the table along with the appropriate name tags for types of books (Colored Pencil, Watercolor, Drawing).
2. Bring Checked Books sign out sheet for that month.
3. Bring any Checked Books sign out sheets for prior months that have outstanding books not yet returned.
4. Bring Checked Book Slips (this should be updated with the correct return month for each meeting) and Book Review sheets.
5. Bring to the meeting the current Checked Book Inventory. This is a good reference tool to have at the meeting and allows you to see all the books in our inventory and their status; in inventory or if checked out, the month checked out.
6. Maintain a current list of more in depth duties during a monthly meeting and provide to any volunteers that assist with the library when the head librarian is not at the meeting.

In Between Meetings:

1. Maintain all books in a safe location.
2. Update Book Lending History excel file for current month's books borrowed.
3. Update Checked Book Slip to reflect books due two months from meeting month and print enough copies (approximately 20) for next meeting.
4. Book Review sheets: print enough copies (approximately 20) for next meeting.
5. Call members for any books taken out and not yet returned by the meeting month requested.
6. Maintain Wait List. Follow-up on any books requested on the Wait List.

7. Reconcile books in inventory and confirm the books borrowed in the appropriate month on the Book Checked Inventory excel sheet for each month. A physical inventory is paramount to ensure all books are accounted for.
8. Prepare and submit the library article for the newsletter which includes a book review and any other information you would like to share with the members. An attached current "CPPG Books for Monthly Newsletter" excel file is also attached to be included in the newsletter which is due on the 25th of each month.
9. Attend the monthly planning meeting held on the first Friday of the month.

Purchased, Donated, or Lent Books

1. Purchase of Library Books is a budgeted item. A yearly submission must be made for the library.
2. Review, inventory, and enter all purchased, donated, and lent books in the "CPPG Book Inventory."
3. Periodically analyze the inventory of books to see if some should be retired from the library or sold at the CPPG sale month.
4. Prepare and send thank you notes to all who donate or lend books whether to keep them in the library or not.