

Library Committee Roles and Responsibilities

Approved by UUCWI Board of Trustees, April 10, 2012

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Purpose: The role of the UUCWI Library Committee is to oversee and manage the UUCWI book collection, referred to as the *UUCWI Library*. The scope of the UUCWI Library collection is limited to books and media particularly useful to a Unitarian Universalist community, especially those not easily available in nearby public library collections.

Nature: This is a standing committee.

Responsibilities:

- Meet on an as-needed basis
- Select books for the library collection from those offered to us by members and friends of the Congregation. Books in poor condition, out of date in terms of content or not within the defined scope of the collection will be returned to the donor, or, as necessary, passed on without review to other organizations interested in used books.
- Clearly identify books in the collection as belonging to UUCWI
- Maintain a catalog of all items in the UUCWI Library and make this catalog available to members and friends of UUCWI
- Maintain instructions on how to use the catalog, check-out, and return library items.
- Conduct an inventory of the UUCWI Library collection once a year.
- Submit a report to the Board of Trustees once a year about the status and use of the collection