

**Library****Supersedes**

Original - Standard Operating Procedure for Library Chairperson

Current Chairperson

Kathy Gray – 2013 thru present

Job Description

The Library Chairperson is responsible for reserving the meeting room at the Linthicum Library. Responsible for maintaining any assigned budget targets.

The Library Committee Chair a member of the General Board of the Guild and is a volunteer position.

Procedure

The following table identifies the actions to be performed and the individual or function responsible.

Library Scheduling

Item	Action
1.	The Library Chairperson is responsible for reserving the meeting room at the Linthicum Library for each Saturday following the 2 nd Thursday of the month. The library is located at 400 Shipley Road, Linthicum Heights, MD 21090 phone number 410-222-6265. This action must be done in person the first Monday in October for the following year.
2.	Authorized to sign contract with Anne Arundel County Public Library. See Appendix A for Example.
3.	Determine activity schedule. Provide schedule to Membership Chairperson for yearly roster and Website Chairperson to be posted on FQG webpage. See FQG-11 <i>Membership</i> , and FQG-15 <i>Website</i> .
4.	Provide article for monthly newsletter and with a copy to the Member at Large/Publicity the on upcoming Library activities. See FQG-10 <i>Newsletter</i> and FQG-14 <i>Member at Large/Publicity</i> .
5.	Arrange for activities during the 'Day at the Library'. These activities include but are not limited to demonstrations, discussions, fabric swaps, make & takes.
6.	Demonstrators shall have a sample of their project as well as handouts of instructions (keeping in mind copyrights). Printing costs are reimbursable by the Guild. Demonstrations begin at 10 AM.

*Library Activities***Previous Chairperson**

Kathy Gray	2013, 2014
Ursula Yeo	?? to 2012

Appendix A
Anne Arundel County Public Library
Meeting Room Application



MEETING ROOM APPLICATION

LIN Branch

Please Print

For: FRIENDSHIP QUILTERS OF LINTHICUM
Official Name of Organization

Description of organization: QUILT GUILD

Contact Person: KATHLEEN GRAY

Address: 143 STEEPLECHASE CIR
GLEN BURNE MD 21061

Daytime phone: 410 760 8221 Cell: 443 618 0420
Evening phone:

Email address: Kathyg99@juno.com

May we give out the contact person's name and phone number if requested by member of public?
Yes No

Agreement: The undersigned acknowledges that AACPL reserves the right to cancel existing reservations and to refuse future reservations to groups who fail to abide by these regulations. A copy of this signed policy statement must be on file at the branch before the meeting may take place.

As a representative of the organization, I have received and read this policy governing the use of the meeting rooms and agree to abide by it.

Signature: Kathleen Gray Date: 10/7/2013

Print Name: KATHLEEN GRAY

Staff Use Only - For-Profit groups

Amount of fee: _____ Date paid: _____ Staff Initials: _____

DATES/TIMES BOOKED:

<u>1/11</u>	<u>5/10</u>	<u>9/13</u>	_____
<u>2/15</u>	<u>6/14</u>	<u>10/11</u>	_____
<u>3/15</u>	<u>7/12</u>	<u>11/15</u>	_____
<u>4/12</u>	<u>8/16</u>	<u>12/13</u>	_____