

## **Job Description of the Group Librarian 28 Jun 2018**

**Purpose:** The Group Librarian shall maintain the library of climate and climate change books, pamphlets and DVDs to encourage the reading, watching, and understanding of climate and climate change topics.

### **Specific Duties of the Librarian.**

The Librarian shall keep the books, pamphlets, and DVDs available for loan out to group members.

The Librarian shall encourage the circulation of the group books, pamphlets and DVDs among the members of the group.

The Librarian shall maintain the Catalog of the books, pamphlets and DVDs and submit the catalog to the Webmaster for posting to the Web Site.

The Librarian shall sign in and out books, pamphlets and DVDs before and after monthly meetings and at other times and locations arranged between the Librarian and individual members.