

# HEAR Library Coordinator

Contributed by Jayne Nagy  
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Hi! My name is Jayne Nagy and I'm your Librarian (Newsletter Editor, Public Relations Contact) My family and I moved here last October for my husband's new job with Force Protection. I'm a Christian author so knew before I arrived that I was interested in the open Newsletter Editor position. I've since fallen into the role of Library Coordinator and Public Relations Contact and I thoroughly enjoy them all! In between all that, I help homeschool my 13 year old granddaughter and my 7 year old grandson.

My husband is a retired Army major and we have lived all over the country, and spent 3 years in Germany as well. Though we've enjoyed many places and would have been happy to call them home, Person county and your friendly residents has quickly won over our hearts and, God willing we look forward to a long and happy life here. We're very grateful for this wonderful support group and I enjoy serving in any way that I can.

## Library Coordinator Job Description:

- § Keep the library at home
- § Post library information on the HEAR calendar and email
- § Communicate with the director and keep them informed of the library status
- § Submit website information directly to the Website Administrator
- § Track all library materials checked out and returned by members
- § Give patrons due date return slips and use personal discretion in extending dates
- § Contact members who have overdue materials
- § Purchase director-approved materials through personal choices and request from members, being careful to select materials that stay within the HEAR Statement of Purpose and Belief
- § Be aware of the annual library budget and stay within the allotted amount
- § Record, label, number, and categorize all materials, updating materials list annually
- § Original owner's names must be kept in the event materials need to be returned, e.g. group dissolves, items no longer needed
- § For donated materials, record on each item donor name written in pencil on the title page or stickers on videos, CDs and DVDs
- § Update the library by adding new materials, and discarding outdated ones
- § Coordinate with members times and places to receive and return materials
- § Make the library available at HEAR events if needed
- § Submit receipts to the treasurer monthly for reimbursements
- § Follow additional information on the HEAR Library Function and Guidelines

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 Submit a bio and photograph to the Website Administrator

