



## CHULA VISTA GENEALOGICAL SOCIETY

### Standard Operating Procedure

### LIBRARIAN

As defined by the Bylaws and Standing Rules of the Chula Vista Genealogical Society, the Librarian shall be in charge of acquisition of books, periodicals, manuscripts and materials, both paper and electronic, for the Society's collection housed at the Chula Vista Library, including the purchase of a book in the memory of a deceased member.

The purpose of this Standard Operating Procedure is to further define the responsibilities of the Librarian.

The Chula Vista Genealogical Society enjoys a symbiotic relationship with the Chula Vista Public Library. The entire Society repository is held in the Family Research section of the Chula Vista Civic Center (CVCC) Library at 365 F Street. Most of these books were placed in the library as Society donations and are identified with an external binder appliqué (a green half circle sticker) and a Society label placed inside, or near the front cover.

The books and periodicals kept in this section are reference only and may not be checked out. A similar Family Research Section is maintained at another location in the library, with some identical titles, and these are available for check out.

It is our responsibility to police this area and to make it accessible to our members, prospective members and the public.

#### **Responsibility I: The Librarian shall promote a positive relationship with the staff and management of the Chula Vista Library.**

- A. The Chula Vista Public Library has granted generous use of their facilities for meetings and assembly. In gratitude we must keep in mind that we do remain guests and are subject to the rules and regulations of the Public Library.
- B. The Librarian represents the Society as an ambassador to the library and must possess a basic understanding of library policies and procedures, particularly those that directly involve the Society.
- C. The Librarian will endeavor to learn of any changes to library operation and work to insure a positive impact to the Society.
  1. The Librarian will cooperate with library efforts to meet the needs of the technical advances and promote the use of digital books and references.

2. The Librarian will advocate for the society in **Memorandum of Understanding** reviews with the library.
- D. Discrepancies shall be reported to the President as soon as practical.

**Responsibility II: The Librarian has the responsibility of coordinating all facility use requests with the Chula Vista City Libraries.**

**Responsibility III: The Librarian shall be responsible for the acquisition of materials to be included in the Society's collection.**

- A. Materials may be purchased by or donated to the Chula Vista Genealogical Society.
- B. These items (electronic or print books, periodicals, manuscripts and materials) shall be appropriately processed and registered in accordance with library policy and marked to identify as Chula Vista Genealogical Society property.
- C. A CVGS tradition is to honor deceased members with a book dedication. The Librarian may determine the appropriate item.

**Responsibility IV: The Librarian is responsible for the preservation of materials by:**

- A. Keeping the collection in an orderly manner to provide for the best possible accessibility, to prevent damage and to reduce loss.
- B. Ensuring that Society identifiers are maintained.
- C. Periodically examining the shelves to insure proper placement of misplaced items.
- D. Salvaging some damaged materials for repair and subsequent replacement.
- E. Periodically inventorying the collection so that it serves the Society membership and the public.

**Responsibility V: The Librarian may initiate removal of materials from the collection.**

- A. The Librarian may permanently remove materials that have been damaged, are outdated or no longer relevant, have been superseded with new material or deemed inappropriate to the collection. These items shall be removed in accordance with CVCC Library policy.
- B. In some instances, transfer to the circulation or another section of the library may be appropriate.
- C. The Librarian may designate another repository as beneficiary.
- D. The Librarian may set aside removed materials to be offered for sale as a fund raising measure.

**Responsibility VI: The Librarian shall be accountable for the filing cabinet management.**

- A. Within the CVCC Library, the Society has been provided two (2) four drawer filing cabinets to house loose references and materials not suitable for placement on the Family Research bookshelves.
- B. The Librarian shall periodically inspect the Society's filing cabinets, determine which materials/forms need to be replenished, and purge materials that are dated, superseded or no longer relevant.

**Responsibility VII: The Librarian shall establish policy for the selection and supervision of Docents.**

- A. The Librarian shall solicit volunteers to serve as docents at designated times to assist members and the public with instruction and other help in family research.
- B. These Docents will work to ensure that the collection is properly maintained and presented.

**Responsibility VIII: The Librarian shall support Society activities.**

- A. The Librarian will make every effort to attend the General Meeting and meetings of the CVGS Board of Directors to report on Library status.
- B. The Librarian shall be authorized to purchase the necessary materials to adequately carry out the requirements for of the position. All requests for reimbursement must be accompanied by receipts that clearly delineate the expenses for which reimbursement is requested.
- C. The Librarian shall keep and update a notebook containing the current Society Bylaws, Standing Rules, respective SOP, and other pertinent data. This notebook shall be given to the succeeding Librarian