

## **POSITION DESCRIPTION: Librarian**

**Skills:** Organized, attention to detail, good communication skills.

**Frequently used software/systems/apps:** Facebook (for sharing DAR Library Book Club information)

### **DAR Resources:**

“Library Gift Approval and Donation Form” (LG-1002):

<https://www.dar.org/sites/default/files/members/darnet/forms/LG-1002.pdf>

### **DUTIES per Standing Rules:**

The Librarian shall:

- a. cooperate with the Office of the Librarian General in securing books for the DAR Library in Washington, D. C., and maintain a record of those books donated.
- b. provide other library materials as the National Society and the Minnesota State Society shall determine.

**Most Frequent Contacts:** Chapter Regent, Vice Regent

**Timing of Work:** Occasionally throughout the year