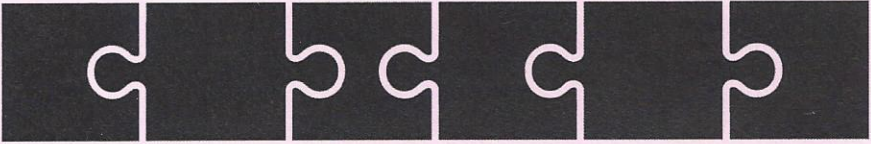


# LIBRARY MEDIA COMMITTEE



## **Purpose:**

**To select and purchase books periodicals, books on tape, DVDs, etc for our church.**

## **What we do:**

- Buy the actual media materials for the library.
- Enter the items in the computer.
- Process and shelve new materials.
- Shelving the returned books, etc.
- Writing thank you notes for memorials, honorariums.
- Reading books to check for appropriateness in the library.
- Checking books that are donated to the library (making sure They are appropriate and not duplicates).
- 'Weeding' -clearing out the old and making way for the new (a huge undertaking that should occur every 2 years or so); This chore is best done by several people.

## **Time commitment required:**

**Currently there are 5 members on the committee. Different individuals handle different tasks. Some of these tasks (#5) may only be done once a month or less and take a few minutes. Others (#4) need to be done weekly and can take an hour or more. #1,2,3,and 7 above will vary in the amount of time needed and how often. #6 can be done at your leisure while #8 may take several days but is only done once every two years!!**

## **Skills needed:**

**We can use someone with basic computer skills; or Anyone who loves to read; or Someone with creative ideas for publicizing the library; or People who like a stress free place to serve.**

## **Contact:**

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