

Librarian Job Description

Qualifications:

- None

Term:

- Serves at will

Responsibilities:

- Responsible for housing and lending out items from CD and Tape library of speakers from post OA conferences.
- Accepts \$10.00 cash deposits for borrowing privileges
- Records borrower information including name, address, phone, deposit amount, and names of CD/tape(s) borrowed
- Available at OA meetings and special events to announce availability of recordings and perform lending transactions there or at an agreed upon time and place