

**Te Hāhi Tūhauwiri
The Religious Society of Friends (Quakers)
Yearly Meeting of Aotearoa New Zealand**

Librarian – Quaker Resource Centre and Library Job description January 2020

Role

The Quaker Resource Centre and Library is housed at the Quaker Settlement in Whanganui and was established by Yearly Meeting in 2007. The Librarian's role is to develop and maintain a collection of books and other materials that encompasses Quaker history, Quaker thought, Quaker concerns and the writings of Quakers in New Zealand for the use of the Quaker community in Aotearoa/New Zealand. The Librarian has a budget for purchases allocated in the Yearly Meeting budget.

Responsibilities

The Librarian's responsibilities will cover:

- Purchasing suitable books and other items for the collection and dealing with any donations
- Maintaining a record of items in the collection
- Arranging the collection so items can be found
- Ensuring any requested items are sent to individuals or Meetings
- Liaising with Seminar presenters about books etc. to support Seminars and ensuring relevant books are available at the books are available at Seminars.
- Providing an annual report to Yearly Meeting in Documents in Advance
- Ensuring any relevant information on the website is kept up to date and edited where needed.

Preferred knowledge, skills, abilities and experience

It is helpful to have library experience and some knowledge of Quaker writings. Some familiarity with standard software e.g Microsoft Excel and Word is also useful.

Expected Time Required

The Librarian needs to be able to work with the actual collection at the Quaker Settlement on a reasonably regular basis. A Settlement resident is able to provide some limited help.

Time commitment is about 8 – 10 hours per month.

Length of appointment

Three years with the possibility of up to another three years of service