

## Huron Valley Numismatic Society Librarian Handbook

### I. What is the HVNS Library?

The HVNS Library is a lending library that is maintained by the club. It is composed current numismatic books and DVDs that are lent to members at no cost.

### II. Who is responsible for the HVNS Library?

The HVNS Constitution gives responsibility for the HVNS Library to the holder of Board Seat 4: Education Chair. However, by practice, a Librarian has been appointed each year by the Chair.

### III. What does the HVNS Librarian do?

#### The HVNS Librarian

- A. In consultation with members, especially the Program Chair, acquires books and DVDs by
  - 1. Buying books and DVDs with money budgeted for the Library by the Board of Directors (The Library budget is set by the Board at its January meeting.)
  - 2. Ordering DVDs from the Central States Numismatic Society (As a CSNS member, HVNS is entitled to receive up to five DVDs each year at no cost.)
  - 3. Accepting donations, e.g., from speakers and members
- B. Puts acquisitions into the HVNS Library by

1. Sending the club Web Master the name of the DVD or book, (e.g., *Burger Doubloons*), the author (e.g., William Swoger), the source (e.g., HVNS Purchase), and a digital photo of the cover to post on the Library Page of the Members' Only section of the HVNS web site.
  2. Storing and maintaining the book or DVD in a place in his/her home that prolongs their life and usability
  3. Lending books, upon request, to members for a specified period of time and keeping records of the loans and returns
  4. Promoting the use of the club Library by, e.g.
    - a. Announcing new acquisitions at meetings and/or by email to members
    - b. Writing reviews of books and DVDs and distributing them at meetings, e.g., on the back of the meeting agendas
    - c. Displaying selected books related to a program at a meeting.
- C. Stores and maintains items accumulated by club Historians that provide information about the club in a place in his/her home that prolongs the life of the items.
- D. Directs the club's participation in the CSNS Library Book Program

As a CSNS member, HVNS may purchase and donate \$100 worth of numismatic books/publications to local libraries (public

or school) and qualify for an additional \$500 from CSNS to purchase more books for libraries each year.

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