

Library Team Description

Composition:

The team leader will be appointed by the Committee Coordinating Council (CCC). The team will consist of as many members as it takes to accomplish its task. The team leader will annually update the team list and send it to the CCC chair.

Responsibility:

The team is responsible for maintaining the church library.

Duties:

1. Procure book for the library though purchase or donation
2. Organize the books on the library shelves
3. Donate unwanted materials to charitable organizations
4. Maintain a loan system to track books and materials

Revised/Approved: