

Shir Tikvah Library Committee Charter

April 2023

Purpose: Provide a responsive library collection and space to support the varied lifelong learning and leisure needs of the Shir Tikvah community.	
Deliverables for 2023: 1. Review backlog of donations 2. Plan for new acquisitions 3. Create topical reading lists a. Recommendations for holidays, themes - Shavuot is coming! b. Queer and trans materials c. Reading lists for teens 4. Collaborate with Rabbi Joey on book-based chavurot. 5. Hold time and space for the Shir Tikvah community to have unstructured, unprogrammed time in the library, while providing volunteer support 6. Work with leadership to request speakers to donate a copy of any books they might have published to the library 7. Re-establish communications with Adult Ed committee 8. Reach out to Forrest and JAMI teachers to navigate the library, bring classes into the library 9. Research interest in adding low-tech, low cost maker-space materials	
Responsibilities: - Hold regular volunteer-facilitated open hours in the library. Tentative schedule:: Sunday mornings 9:30-11:30 AM and Wednesday evenings 6:30-8 pm during the academic year; every other Sunday morning June-August 2023 - Assign individuals to take on tasks such as ordering new books and create reading lists, catalog new materials, withdraw materials	
Anticipated Timeline: - This committee is ongoing	
Chair: Sophia Wood	
Staff Contact: Jessica Markuson	Proposed Size: 5-7 volunteers
Reports To: Board of Trustees	
Expected Time Commitment: Committee members meet in person roughly 2-3 times a year to check in and plan our work. Depending on interests and availability, folks usually volunteer for about 2-3 hours roughly every couple of weeks on-site to handle basic collection management like checking books in and reshelving, processing donations and new acquisitions, etc. Depending on interests and availability, individual volunteers may also champion programs such as reading groups, outreach to the adult and youth education programming, or connections with the Torah study folks.	
What skills, expertise, and perspectives do we need to be most successful in this work? - Willingness to learn about basic library organization and operations - Interest in the library and archives ecosystem in the Twin Cities - Commitment to maintaining confidential information - Value intellectual freedom and access to information	

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First tasks/steps:

- Work day on April 9 to review backlog of donations, review materials for cataloging.
- Put a regular in-building volunteer schedule into operation
- Order selected new books