

LIBRARIAN DUTIES AND RESPONSIBILITIES

1. Prepare a list of current educational books, videos, pamphlets, etc. held in the APIC library yearly.
2. Hold, maintain and distribute materials to APIC members in an organized and timely manner.
3. Assist in the selection of educational resources to be purchased and maintained in the library. Final selection will be voted on by the Board of Directors and purchase will be arranged by the librarian.
4. Receive and maintain file of Nebraska Infection Control Network (NICN) newsletter.
5. Before buying anything for APIC, check with treasurer. Non-profit rate for purchases/postage may be available. If it is anticipated that you will spend more money than is budgeted for library or other items, notify the President and Treasurer immediately.
7. Keep a disposable camera and obtain pictures for chapter records.