

Role title	Librarian
Principal function	Look after all aspects of the sangha's collection of books and other media and to maintain a file of sangha decisions.
Duties	<ul style="list-style-type: none"> • Looking after books CDs and DVDs plus records of talks, notes, links to websites etc to help people gain knowledge of the Dharm • Keeping files of sangha documents (minutes, guidance notes etc)
Accountability	To the whole sangha. The person holding this role will also be a member of the Caretaking Council.
Time commitment	An hour or so a week and one hour a week for Caretaking Council matters. The role holder also needs to expect to be able to attend the majority of sangha meetings to supervise the library.
Personal qualities	<ul style="list-style-type: none"> • Basic computer skills including familiarity with internet searches. • Well organised and methodical • An interest in and some knowledge of Buddhist doctrine
Equipment needed	Computer with internet access
Mentoring available	Guidance will be available if needed