

Directors:

Library Director

People who have held this position: Maureen MacDonald, Marge Cornelius.

The Library director is responsible for GSSWI's collection of books and other materials for family history research. GSSWI has 1. *The Circulating Collection* kept at the Library Director's home, 2. *The Program Videotape Collection*, kept at the Library Director's home, and 3. *The Family History Center (FHC) Collection*, which is on loan to the Church of Jesus Christ Latter Day Saints.

Library Director responsibilities include organizing the materials, maintaining an annual inventory, monitoring use by members, and publicizing the Society's collections. Books lists are kept by the Library Director and on the GSSWI website at www.rootsweb.ancestry.com/~wagsswi. Materials from the *Circulating Collection* and video tapes of selected past GSSWI programs are available for checkout by members by notifying the Library Director.

GSSWI Library Collections:

1. *Circulating Collection:*

The *Circulating Collection* includes books, CDs, and Videos. They are listed on the GSSWI website at www.rootsweb.ancestry.com/~wagsswi. The list was updated May 15, 2008. Access to the *Circulating Collection* is limited to GSSWI members. Library cards are kept for each item to note who has possession. To request an item, members contact the Library Director.

2. *Program Videotape Collection:*

These are videotapes of selected GSSWI monthly programs which were created by the GSSWI Videographer and given to the Library Director. Library cards are kept for each item to note who has possession. To request a tape and handouts (if available), members contact the Library Director.

3. *Family History Center (FHC) Collection:*

The Family History Center (FHC) Collection includes only books. These books are available to anyone, but they are to be used as reference books at the FHC library and are not to be checked out. The books are listed on the GSSWI website at www.rootsweb.ancestry.com/~wagsswi. The list was updated May 15, 2008. *The Family History Center Collection* is located at the South Whidbey LDS Church at 5425 Maxwellton Road ([view map](#)); The FHC hours vary, so verify them; 360-221-3141.

Organizing the Materials

When materials are received, the Library Director adds them to the appropriate inventory and website lists and attaches a library card. For program videos any handouts that are available are attached when they are received from the GSSWI Videographer.

Annual Inventory

An annual inventory of the three collections, matching the physical items with the listed items, is done at the FHC and at the Director's home once a year, usually in the spring.

Updating the website list of our collections

The Director will update the list of items in the GSSWI collections at least once a year by e-mailing an updated file to the Website Manager. It would be better to update the lists as new items are acquired if that is possible.

Monitoring Use

The Director uses library cards on the Circulating Collection and Program Videotape Collections. Filling in the cards when a member borrows and item keeps track of items that are checked out. If members do not return an item in one month, the Director will contact them about returning the item or extending the loan.

Publicizing the Library:

The best way to publicize our Library materials is through the newsletter. When we get a new item, the Director can write up a description for the Newsletter, which is also a good way to publicize other books we have. Since the Library Director knows who has used our materials, it's a good opportunity to ask the borrower to write something about it for our Newsletter. The Director is responsible for publicizing our library materials in any way available.

Setting up at Meetings:

The Library Director displays free items and gently used magazines that are brought to meetings for resale at \$.50 each. Money collected from the magazine sale is given to the Treasurer. The Library Director brings an assortment of books from the *Circulation Collection* and *Program Videotapes* to each meeting for browsing. If anyone calls or e-mails to request a book or videotape, the Director will bring it to the next meeting.

Our Genealogy Club Library

Maintained by

Marge Cornelius

We own a good collection of books both in our circulating collection and at the Family History Center, 5425 Maxwell Rd., Langley There are about 150 books at the Family History Center and about 75 in our circulating collection. The books in our circulating collection may be checked out by members only for one month.

To view our collections you can go to our website, click on resources then library. In the circulating collection there are several new books that are not yet on the list. We just recently received a very large collection thanks to Maureen MacDonald. This is a collection of quarterly publications by the Detroit Genealogy Researchers. This group has existed since 1936.

I have an index which will be at the next meeting. You may look at it and write down the publication number and page of ancestors you are interested in. Don't think because it is Michigan that there are not people listed from other states. I found an article about one of my grandfathers from Pennsylvania.

Please feel free to request a book.

You may contact me at marge@whidbey.com.

From the 2007-2008 GSSWI newsletter