

Media Librarian Coordinator Job Description

Previously known as Tape Librarian.

Per World Service Handbook; Revised 1992:

Specific duties for Area Coordinators are not spelled out in the World Service Handbook although Guidelines for Area Coordinators for special services are available from WSO (G-20). See the Digest of Al-Anon and Alateen Policies, pages 101-102, 126 for more information.

Duties shared by all Coordinator/Chairs:

- Attend AWSC meeting on Sat and Sun during Assemblies, finance meeting traditionally held in September and other meetings as designated by AWSC.
- Write committee reports for their respective committees and presents them in paper form at Assembly to Colorado Area Secretary and AC chair. Presents reports to Assembly in a manner set by Area Chair. May also submit email reports
- Communicate the activities of their positions by submitting newsletter for each edition of the Colorado Area newsletter—The Butterfly
- Responsibly conduct the fiscal affairs of their positions, maintaining expenditures within the budget. If expenditures are likely to exceed budgeted amounts, they inform the Finance Committee Chair promptly prior to making expenditures.
- Maintains current Media Librarian workbook for the next Coordinator
- Available to share experience strength and hope with future Coordinator

Duties of the Media Librarian Coordinator:

During panel 47 transitions from tapes to more current media took place.

- Coordinate the purchase and catalogue of new Area speaker's media
 - Many recording companies will allow Media Librarians to purchase media at cost.
- Maintain current media catalogue and provide catalogue to Area upon request
- Make copy of all media purchased and give original to archives for safekeeping
- Represent the media library at all Al-Anon events, providing a copy of the media catalogue for those who wish to borrow; answering any questions about the library.
 - Due to volume of speakers across the country, Speaker's media is not conference approved.
- Maintain media in best working order, replacing lost or damaged media as needed.

For request to borrow Media:

- Maintain needed supplies to maintain library and send requests. This may include but is not limited to: media cases, mailers, labels, tape, etc...
- Mail out Media request to Colorado Area.
 - Utilize tracking notebook to keep record of borrower's pertinent information
 - Track return of Media sending out reminders through email, mail or phone call whenever needed.

