

The Polish Genealogy Society of Minnesota (PGS-MN) Library/Research Committee Chair - Job Description

The Library/Research Committee Chair provides oversight of the PGS-MN library collection at the Hoffman Research Library as well as research projects of the PGS-MN.

Interests/Skills/Talents:

- Member in good standing of the PGS-MN
- Experience in Polish genealogy research and history
- Knowledge and experience in searching web-based databases and resources
- Knowledge of library operations, resources and techniques
- Interest in project work

Responsibilities:

1. Determine committee members and arrange meetings to determine division of work among the committee members.
2. Review and organize location of current books, periodicals, maps, and other resources at least every two years to ensure they are still useful to PGS-MN members.
3. Maintain a detailed inventory of the collection both at the Library and on the PGS-MN website.
4. Search for books, records, documents and other resources not in the PGS-MN collection and determine which might be appropriate to obtain for the organization.
5. In collaboration with the Website Chair, establish a mechanism for keeping the membership notified of new resources.
6. Provide a budget estimate to the Treasurer regarding potential purchases for the next year.
7. Provide assistance to members requesting help with Polish genealogy questions.
8. Respond to the Polish Genealogical Society (PGS-MN) website inquiries related to Polish genealogy research.
9. Serve the Minnesota Genealogical Society (MGS) Library as the reference librarian, specializing in Polish Genealogy. Provided on-site library assistance, usually two sessions a month.
10. Provide assistance to PGS-MN members and others on Polish genealogy resources and general genealogy resources, both in the library and through the internet.
11. Provide oversight of the PGS-MN Polish books, Poland map collections and other related resources in the Hoffman Research Library including new additions to the collection.

12. Prepare periodic presentations for PGS-MN members on available Polish genealogy materials.
13. Participate in other PGS-MN projects related to Polish genealogy and history as they arise.
14. Provide a report of committee work for Board of Director meetings, either in person or by written report.
15. Manage the U.S. mail received for PGS-MN at the Minnesota Genealogy Center.
16. Provide general assistance to all other researchers at the Hoffman Research Library.
17. Assist in keeping order to the Hoffman Research Library, replacing items removed from the library shelves.
18. Search out-of-state Polish newsletters and internet articles that might be printed in the PGS-MN newsletter.
19. Assist in the closing of the Minnesota Genealogy Center at the end of the day.

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