

UPDATED September 2025

POTOMAC VALLEY WATERCOLORISTS

AV LIBRARIAN JOB DESCRIPTION

Average hours/month: 1 hour/month

- Maintain PVW's DVD collection of instructional videos
- Mails requested DVDs to members and keep receipts to request postage reimbursement on semi-annual basis or as requested by Treasurer
- Keep a log of requested videos, with date sent, and name of member, and date returned
- Updates listing of DVDs on website as additions or deletions occur.