

Future library modifications and recommendations:

- (1) Build up the collections - want all of the graduate texts in mathematics books over the next 10 years.
- (2) Buy more of the 'series' books - undergrad texts in mathematics, Chauvenet papers, MAA stuff.
- (3) We are running out of space fast. Within 5-10 years another bookcase will be needed; more shelves are a temporary measure at best.
- (4) I estimate in 3-4 years more bookshelves will be needed. At the moment there is still some space if we squeeze.
- (5) Try to get visiting professors to sign any books accredited to them. Rare books like these are kept in the filing cabinet, for now.
- (6) If we do run out of space with no more options, the oldest books (top shelves of MWJF and CHR) need to be kept in storage.
- (7) Implement some sort of security system for the books on the wall shelves. As it stands, the cheaper/more common ones sit there - points (9), (11), (14) explore this further.
- (8) Search through the books and recatalogue to a uniform system. Have at least two styles floating around - all should be the AMS maths library style, or a better one if suggested. The 'series' style currently occupies the COMP shelves.
- (9) Repairs on the locks in the bookshelves.
- (10) No books should be discarded under any circumstances. Old books can be repaired or removed from circulation.
- (11) Attempt to add lockable doors to the WALL and COMP shelves. Fix the lock on MJWFA (lower).
- (12) More to popularise the library needs to be done. Facebook page, twitter, whatever works, but there should be more students checking out books, especially those that relate to coursework.
- (13) Fines/deposits for late returns are now in place: 1 euro per day per book until the price of the book is reached.
- (14) More security measures; tagging books with RFIDs? Something in the spines like current library systems? Revoking of membership?
- (15) **General library jobs**; cataloging previous years books. Inventoring the current selection and making sure everything is in the right place, with the right code, in good enough condition. Book repair/preservation. Letters of thanks to previous donors. Book order - sent out in September, possibly March again if there's sufficient demand. Advertising the book order and library like hell.
- (16) We got a lot of books in 2016-2017 (close to 400; bought, donated and rediscovered). Next year should be spent properly advertising what we currently have and clearing space before more is added. Book order should be a low priority.
- (17) Basically the day-to-day jobs of the librarian are very little, really only involving checking in and out books. During the breaks, everything kicks into high gear.

Librarian duties from election in April:

- (1) During the summer, preform a full inventory of the library to ensure all books are accounted for and in their proper place. (This sounds like more work than it is.)
- (2) Update the online catalogue.
- (3) Any books not catalogued from the previous year should be catalogued before the Michaelmas term commences. (Previous librarian should help.)

- (4) The lending list and book order form should be updated.
- (5) From the beginning of the Michaelmas term the book order form should be advertised, and it is recommended the book order be sent before the end of October.
- (6) The books should arrive before the beginning of the Christmas break. They should be catalogued and stored before the Hilary term commences.
- (7) General day-to-day running of the library includes checking in and out books, ensuring books aren't damaged and generally keeping the shelved tidy.
- (8) The general call for books to be returned to the librarian should go out in early April to allow the next librarian to deal with checking out books.
- (9) At the end of the year the leaving librarian should update this collection of grievances and duties.
- (10) It is the librarian's duty to ensure members return the books on time - late returns/refusal to return books need also to be dealt with.
- (11) It is the responsibility of any librarian who leaves their position to ensure the replacement librarian is up to speed and is familiar with the system.

Items (1) - (3) should be completed by the new librarian before the Michaelmas term begins. It is unlikely that adequate time can be devoted to these activities during the year, considering the Mathsoc room should be cleared when all bookcases are open (for safety). I recommend if sufficient work hasn't been given to (1) - (3) by the time the Michaelmas term commences, the librarian be asked to step down.

Library rules:

- (1) No book is to leave the maths society room without permission from the librarian.
- (2) When checking out books a student must present their student card and mathsoc membership card if asked.
- (3) There is a 'reasonable' limit to the number of books and duration that a member can check books out left to the discretion of the librarian.
- (4) Any book must be returned within two weeks of the librarian asking to prevent penalties.
- (5) The cost of replacing or repairing books falls to the student who lost or damaged the books.
- (6) Penalties range from revoking of mathsoc membership for the year to paying in full the cost of replacing lost books.