

MCG Librarian Role Description

Last updated Jan 2021

Books/publications

1. Check the condition of books and repair/replace where necessary.
2. Purchase new books with authority of the committee.
3. There are about 850 books in the library, numbered 0001 to 0850. New books should be given the next available number marked on the spine and inside the cover.
4. The categories on the bookshelves match the search categories in column 1 of the spreadsheet.

Book list spreadsheet

1. The spreadsheet is accessed by members in the Members Area of the website.
2. The spreadsheet is stored in the Cloud and should be maintained by the Librarian. Passwords and access are with the current Librarian and the Club Secretary.

Loans

1. The librarian is notified of borrowed books via an online form on the Library page of the website
2. Maintain the online booking system. Currently forms are re-directed to librarian.MCG@hotmail.com, the password is in the Library safe. The Web Manager can change this redirect.
3. Overdue books – send a reminder after one month.
4. Returns are notified via a form on the Library page on the website

Rare/Valuable books

1. These are kept in a locked cupboard in the library. Their unique number is written on a piece of paper tucked inside the front cover. The key is in the safe
2. Rare/valuable can only be accessed on request to the librarian.
3. They cannot be removed from the library except for special requests to the librarian such as research work.

Periodicals

1. The latest arrivals are kept in the members lounge.
2. After a suitable time (Eg 6 months for monthly's like Decent) they should be archived in the library.
3. Keep the magazine storage in the members lounge tidy.

Library

1. Keep the Library tidy and organised

Meeting Minutes

2. Currently the Librarian keeps meeting minutes, although this arrangement can be changed at the discretion of the Committee
- 3.

David Lossl 2021