Hello Librarian!

As per usual congratulations on your election, I'm sure you earned it(?). This guide (written circa 2016) is here to help you keep track of your grum-... I mean Librarian duties and provide instruction on bookkeeping, literally.

The Basics:

* Our Library exists in two separate places, the most obvious of which is the shelf inside the clubroom where the more frequently played games are kept (ranging between multiple times a week to maybe looked at within a year). The second is the storage cupboards outside the room, all can be unlocked with keys available on the club key-ring; this is where a LOT of older stuff is kept, anything in them *should* be in the library system, so double check anything you move to long-term storage.
* To access the Unigames Library system, you need to go to the Unigames Committee Facebook page and look through the files for 'Website Passwords etc'(CTRL-F will make this easy), under LibraryThing; the link is on the Unigames websites, or just [click here](http://www.librarything.com/profile/Unigames).

Librarian Duties:

From the Constitution:

 5. The Librarian shall have the following duties, in addition to those elsewhere in the Constitution and in any Regulations:

 (a) To maintain the library.

 (b) To maintain the catalog and the borrowers records.

 (c) To research opportunities to expand the library, with respect to the desires of Society members.

 (d) To enforce Regulations regarding the library.

As Librarian, you have four tasks that have to be performed weekly. These are:

1. Maintining the Library:

 Books degrade, depending on the quality of construction and how frequently they're used, this can take less than a year; glue bound books are the biggest offenders, as they tend to lose sections when they're opened too much.

 The process for repairing these is too long to summarise, since it varies, Google according to the item that needs repairing; for particularily dodgy things (such as the D&D 5th ed book), contact the people you bought it from, they likely have had similar issues and can issue returns. Otherwise, try and keep the collection looking neat and organised, books shouldn't be leaning on too much of an angle, and remind gatekeepers to stop people from doing messy things near books, eating, drinks, etc.

1. Maintaining the Catalogue and Borrowing records:

 Since around 2014[citation needed] Unigames has maintained a borrowing book, as the librarian it's your job to look through it ~once per week, just checking to see what's still on loan and when it should be returned; it's a pretty long term system, so you have no strict schedule to work around, and don't have to worry about things like guild opening times. Most of the details are written in the borrowing book itself, give it a good read over and try and remember the main policies, borrowing lengths and procedure.

1. Researching Opportunities to Expand the Library:

 I'll be brief here, since I'm going to go into detail in the Book-Buys and New Items section. By the time you are reading this, I've hopefully implemented a Library Recommendation Book so that the members can more easily put down recommendations; if not, well, bug me. I would recommend checking various sources for new board games/RPG systems: [BoardGameGeek](https://boardgamegeek.com/), [Tactics](http://tactics.net.au/), and [GoodGames](http://www.goodgames.com.au/) are all good starting points, the latter two being local shops.

 As the librarian, you will be offered the chance to attend SwanCon on the club's budget, essentially a full day(?) ticket for free. The convention is mostly sci-fi writing and movie based, and the panels will be mostly irrelevant. If there's a board game specific panel, I would recommend attending it; your best bet is,honestly, to spend most of the day in the games room trying out new systems, it gives you a chance to talk to a large number of board game enthusiasts about what's new, what's good, and what to look out for, and lets you try a whole slew of games before committing to purchasing them.

1. Enforcing Regulations:

 See Maintaining Borrowing Book; otherwise try and actively chase up things that have been on loan for too long, issuing a reminder is always a good idea, as people easily forget which day they took an item out on, and GM's can often want to hold onto an RPG book for longer periods.

 Remember that Unigames does not buy splat books (expansion material) unless it's absolutely necessary for a game/system, or comes with it.

 For missing/stolen items, see below, otherwise, the policies can be found on the Unigames archives detailing the more specific things. These policies can change depending on the current committee.

You should also sporadically check the library shelf over to see if anything is missing that is not on the borrowing book/bag, if our gatekeeper system actually works, this should never be the case, if it is someone messed up. Something the entire committee should do is chase up information on the missing item, post on the Facebook group etc. Treat it as a forgotten item until you know otherwise, someone may have accidentally taken it out without singing, after all; if it's definitely been stolen, well, that's a long investigation, consult the current committee for that.

**Book-Buys and New items:**

 And here it is, this is the most unclear and controversial part of your job. You will be criticised for what decisions 'you' make with regards to what books are bought regardless, so try and take it with stride and move on. Unigames can't buy every board game and RPG system that comes out, we have limited funds and, surprisingly, limited space. So, without further ado, lets begin:

1. It is your job to compile the list of books/board-games and so forth to purchase, a good portion of these will come from member recommendations, or whatever board game is the current hype of the season, perhaps it was played on Geek&Sundry or has been featured by a few popular youtubers; anything else will come from committee members or you.
2. For each item on this list, try and grab a brief description of it, it's price and where we can get it from (keeping in mind our 15% club discount at Tactics); if you can, try and look up items you're not to familiar with and see how they play/work.
3. At the end of a committee meeting, the committee will go over the list and vote on what they think they should buy. Many people believe the librarian decides what to buy by themselves, but the system is pretty democratic as I think it should be; you can certainly sway the results, everyone is biased, and if you have a good reason to not want to buy a game or to want to buy a game most people will listen and agree. As a general rule, note down items that weren't bought but didn't receive a low enough vote to be discarded, as they may be a higher priority in later book-buys. A vote for is generally +1 'point', a vote against -1, and an abstain for something the voter can't decide on. If many people aren't familiar enough with something to make in informed vote, try and insist of post-poining the item so everyone can look it up.
4. The committee will generally agree upon a budget, and then decide what books to buy with respect to the results of the voting; talk to the committee to agree upon who will buy them, ideally you would, but it may be more convenient for someone else to if you're busy or they're heading into the shops at some point.

As a general rule, things to consider when buying games are:

* Replayability. Will members play it once then never touch it again? Games with many variations are good for this, such as Betrayal at House or X-COM. Player-driven events make for good replayability, see Dominion or Galaxy Truckers.
* Player Friendliness. Games like Ikusa or Game of Thrones are fine every now and then, but they're large bulky games that get played very infrequently, their complexity and the length of the game just make them infrequent things. 20-50 minutes seems to be the sweet spot, personally I aim for games that have simple mechanics that are made more complex by player interaction, splendour is a great example of this.
* Similarity to existing items. Dominion is a fun deck building game, but Graminion, the interesting new dominion style game with slightly different flavour and a new mechanic or two might not be an amazing buy. This one is more common sense, take it case by case and compare opinions across the Committee, you can get away with more similar games if they're quite simple.
* **Fun**. Obvious, right? When you play a game, and by the end of it, are itching to play again, that's the kind of experience you want to give to our members.

RPG's are a separate story, discuss them with the members/committee as they come up. Overall, there shouldn't be *too* many to go through; these things aren't movies, churned out by multiple companies every month.

When I took over this position in the middle of the year, I was told how to add books to the library system and that the rest I'd figure out. The basics of being a good librarian are actually pretty simple, the complexity comes from how you deal with the members and the current committee. The most important part of the position is:

To have fun! If you really aren't enjoying the position and don't like how the system is managed, you have two choices: change it until it works the way you want it to, or to let someone who wants the position have it instead.

Please feel free to add to/amend this document as you gain experience, so that each subsequent Librarian may become wiser and more powerful than ever before!

Good luck, and all the best!

Ryan Hall, Librarian Aug onwards 2015.