

London Mathematical Society

Library Committee

Terms of Reference

1. Constitution and Purpose

- 1.1 This is a Committee of Council.
- 1.2 This Committee shall be responsible for advising Council on all matters relating to the Society's collections of books, periodicals, and other documents, including its Library and its Archives.

2. Roles and responsibilities

- 2.1 The Library Committee will have the following roles and responsibilities.
- 2.2 The Committee shall undertake relevant activities as follows:
 - i) monitoring the exchanges of the Society's periodicals for others;
 - ii) monitoring the facilities for members using the Library;
 - iii) acquisitions for the Library and for the Archives;
 - iv) the maintenance, preservation, and use of the Archives; and
 - v) liaison and negotiation with whichever organisations hold all or part of the Society's collections of books and periodicals.
- 2.3 The Committee shall provide advice to Council on all matters relating to the Society's collections of books and periodicals, and its archives.

Budgets and Reporting

- 2.5 The Committee is responsible for:
 - i) keeping within any budget delegated to it by Council and spending it effectively;
 - ii) advising Council on budget forecasting and expenditure; and
 - iii) providing regular reports to Council.

3. Membership

- 3.1 The Committee shall consist of 5 members.
- 3.2 The Chair shall be the Librarian, appointed by Council. In the absence of the Chair the remaining Committee members may appoint an Acting Chair for that meeting from among their members.
- 3.3 One of the Committee members will be the Council Representative, appointed by Council from among its membership.
- 3.4 The Archivist will be a member of the Committee.
- 3.5 The remaining Committee members shall be appointed by Council.

3.6 The Committee will have the right to invite non-members to attend for specific discussions. Such guests will not have voting rights.

4. Frequency and format of meetings

4.1 The Committee shall meet as required in execution of its duties under section 2 above, although not normally more than 3 times per year, usually in De Morgan House. The Chair may call urgent meetings on specific issues if required.

4.2 Participation in meetings via video-conferencing or telephone-conferencing is acceptable on occasion.

4.3 Each Committee Member shall be expected to take an active role in electronic discussions.

5. Attendance

5.1 If a member is absent without reasonable cause for three or more consecutive meetings the member will be considered to have resigned from the Committee.

5.2 The following LMS staff shall normally attend Committee meetings: Membership & Grants Manager.

5.3 The secretariat support for the Committee shall normally be provided by the Membership & Grants Manager.

Agreed by Council
28 June 2019