



DARWIN COLLEGE LIBRARY COMMITTEE
MINUTES OF THE TERMLY MEETING

October 12th 2016 at 13.00 in the Richard King Room

ATTENDEES:

Paul Anderson	(University Lecturer, UL)
Nicholas Brice-Bennett	(DCSA Representative, DCSAR1)
John Dix	(College Bursar, CB)
Caroline Fish	(DCSA Representative, DCSAR2)
Elaine Gray	(Student Librarian, SL)
Nicholas Hardy	(Munby Visiting Fellow, MVF)
Espen Koht	(IT Officer, ITO)
Elizabeth Leedham-Green	(College Archivist, CA)
Jezebel Mansell	(Deputy Student Librarian, DSL)
Ben D Raynor	(Fellow Librarian, FL)

1. Apologies were received from Girish Nivarti (Student Librarian 15/16) and Andrej Turk (DCSA Men's Welfare Officer).
2. The minutes of the last meeting were approved with minor corrections. Arising from the last minutes, CB gave the Committee an update on plans for John Bradfield Court, saying that planning application was still in progress. If that goes ahead, detailed work on the plans will then begin, with the current work envisaged to begin in Feb/March and last for 12 months. CB agreed to be officially co-opted by the Library Committee for the academic year, for which the Committee expressed its thanks. FL checked that the Committee was still in favour of a photography competition being run in connection with the 2017 Darwin Lecture Series, with winning entries displayed on the blackboards in the Study Centre computer rooms. The Committee was in favour, and FL undertook to put this into motion. The matter of exercise sitting balls in the library was revisited, with SL to broach the matter on the Health and Safety Committee.
3. No declarations of interest were made.
4. The Fellow Librarian's report was received. FL took over from Dr Dacia Viejo Rose over the summer. The handover to the new Student Librarian for 2016/17 was finalised, with the official handover dating from the 12th of October, the day of the Committee Meeting. Handover training has been organised for the 20th of October, with SL, DSL, SL 15/16 and FL taking part. FL related how the position of new DSL had been advertised via the DCSA, and following the application of several very strong candidates, Jezebel Mansell had been appointed to the position. FL explained how he was in ongoing contact with the University Library to get set up with the appropriate access to resources, mailing lists, etc. that would

allow him to keep the Library Committee up to date on central library matters that might impact Darwin.

FL explained that his initial priorities for the year after handovers were fully complete would be culling out-of-date stock or stock otherwise available online to create space, ensuring that the building works related to John Bradfield Court do not affect the ability of Darwin students to either access the Study Centre, and arranging access to an alternative quiet working environment during that building work. On the matter of stock culling, ITO pointed out that some people prefer to consult physical copies of material even if available online, and suggested a 'death list' of books suggested for cull which could be displayed for students to comment on. CB said the main area for possibility of clearing stock would be out-of-date material rather than journals and magazines which might be available online. On the matter of the building works, CB said that the need to make sure that the works and the timing of the works were minimally disruptive to students had been highlighted, and that the Buildings and Grounds Committee were looking at this.

5. The Archivist's report was received. The rationalisation of archived papers from the Fellowships Committee was discussed. The approaching need to relocate student files currently stored in the Study Centre was discussed, with the Committee approving the idea of storing such files offsite. Various options were raised: CA suggested Safebox looked like a good service. MVF suggested investigating options that the University Library provide, including current storage options in Swindon and in the long term making use of the envisaged UL offsite storage in Ely.

6. The Student Librarian's report was received. The status of the DVD library was discussed, and it was agreed that as use of the library is dropping, its administration should be simplified as much as possible, including dropping the requirement for a deposit and updating the membership list to exclude members who have left college. The replacement of broken chairs with suitable and comfortable new chairs in the Study Centre was discussed, and it was agreed that SL would follow up with the Clerk of Works and the Health and Safety Committee after documenting the current state of all chairs in the Centre. The state of re-cataloguing efforts was discussed. Since it was unclear what stage had been reached here, FL agreed to follow this up with previous FL and SL.

7. The IT Officer's report was received. Potential replacements for the current elderly record system were discussed. ITO said the UL's Voyager replacement system might serve, as might an Open Source system called KOHA: he will continue investigating all options.

8. Sundry other matters were discussed. SL and ITO agreed to consult on checking the website is up to date. FL raised the matter of DSL being assigned some hours to gain experience, which FL and CB agreed to consult on. SL and FL raised some lack of clarity in the Ordinances regarding the number of student members on the Committee. The Committee agreed that SL and DSL should be ex-officio members of the Committee, while DCSA could appoint up to three additional members.

9. The next meeting is scheduled for 15th Feb 2017 at 13.00.

Drafted by Dr Ben Raynor, 15th October 2016