

Darwin College
Meeting of the Library Committee
Tuesday 3rd November 1pm - Entertainment Room
Minutes

1. Apologies: Dean Hawkes
Present: Christian Goeschel (welcome back), Andrew Bell, Ariane Kossack (Librarian), Espen Koht, Elisabeth Leedham-Greene, Anne Ferguson-Smith (Chair).
2. Minutes of last meeting and matters arising -
Correct contribution from Amazon referral scheme is 5-15% for Amazon.
Current drinking in library policy - Drinking not allowed though water in bottles is being accepted. AFS to write to grounds committee regarding drinking fountain.
3. Membership
Fellow Librarian Anne Ferguson-Smith
Finley Fellow (Andy Bell)
Dr Hawkes
Dr Lianeri (other Finley Fellow) - send email.
1 student member - Christian Goeschel
Archivist - Elisabeth Leedham-Greene
Munby Fellow - Suzanne Reynolds (AFS to check with Joyce)
Student Welfare officer /DCSA representative
Jim Endersby is Adrian Fellow
4. Book check/returns: Stock check took place in September - Portable solution to stock taking worked well. About 110 books are missing. Printout indicates that certain authors - all of Stoppard and Skinner and several Arts, Humanities and travel books - have disappeared. Some missing books are out of print and hence cannot be replaced. Statistics at next meeting re returns - Ariane to report. Ariane also to put note in What's up.
Reason for loss may be the high traffic and increased use of the library.
5. Computer issues, automation, communication. Website has been updated. Metafac - library support system links to find a book not working properly so Ariane to check with David MacKay.
6. Donations - over the summer books were donated including good textbooks. Donations still coming in.
7. Book purchases & Amazon account & credit card - AFS reported about the Amazon account to Gov body. This has not resulted in an increase in income. Bursar sent forms in and is awaiting credit card. AFS to confirm with bursar (DONE - a new credit card system was put in place and this was the cause of the delay). Ariane is buying all requests, especially as many are with CUP.
8. Children's section. Some donations - no need to purchase more. Small but regular use of children's section.
9. Website: Updated. Minutes and annual reports are now on Library webpage - looking good.

10. Vesalius: 19 degrees and 43% humidity. Logbook - ELG has it and will bring it to Ariane.

11. Consideration of written policy on lending to non-Darwinians. Ariane did this and all agreed it was fine. Send to webmaster. Currently the Finley collection is being researched by an overseas scholar by arrangement with the librarian.

12. Finley: Locks to Cupboard 10 didn't unlock and therefore this was mended. This happens sometimes with these particular locks.

13. AOB:
Disaster procedures - Committee would like to review Disaster procedures currently in place with the Clerk of works. Ariane to check.

Housekeeping - housekeeper@dar.cam.ac.uk (Christine). Day to day cleaning support is much appreciated and good. Specific request for dusting of shelves including high shelves on a less regular basis. Ask housekeeper to propose way forward for review by the college.

14. Date of next meeting - February 2nd 2005

Anne Ferguson-Smith