

Darwin College Library Committee Meeting
Wednesday 1st November 2006, 1pm
Entertaining Room

1. Apologies: Alexandra Lianera (Finley Fellow), Nico Petty (DCSA Welfare Officer)
Present: Catherine Boulter (Chair and Fellow Librarian)), Deborah Pino-Pasternak (Student Librarian), Espen Koht (Computer Officer), Elisabeth Leedham-Green (Archivist), Chris Cullen and Camilla Hinde.

2. Minutes of last meeting (28.6.06) were approved.
Under matters arising otherwise not on the agenda:
EK raised the issue of Darwin subscribing to the circulation module of the Newton system for cataloguing books. The module was considered to be costly and inappropriate for Darwin; our existing system is better suited to our requirements. Non-members of the college can make direct contact with the librarian with requests for books.

Access to the study centre: in view of NP's absence this will be raised at the next meeting. In the meantime, DPP will obtain a copy of the Study centre access form for review at the next meeting.

3. Student's Report
Stock-take 2006: 115 books missing, but this total should reduce over the coming year. CUP books have been replaced. The student helper was indispensable. DPP proposed that the next student librarian should be appointed prior to the 2007 stock-take so that they could also be involved.

Amazon referral: £19.86 for the last quarter. The need to advertise the scheme better was discussed. DPP to talk to the information architect re increasing its prominence on the college web site.

Tours for freshers well attended; some problems with noise, eating and drinking in the library; desks had been cleared prior to the start of term.

The box in the reading room for free (unwanted) books was very successful and it was agreed that it should be kept.

Training: Anna Martin from the Union catalogue came to the library for a training session with DPP on the use of Voyager. DPP will attend the next training course on cataloguing, and it was agreed that this should be offered to the next student librarian.

Acquisitions: there was some discussion in the committee about the types of books bought. It was agreed that the student librarian should use her discretion, eg DPP had purchased particular course books with a high demand for reference only.

Vesalius: average temperature 20C and humidity 44%. DPP and EK turned the pages.

Visits and usage of study centre: 3 groups of architects visited and the study centre is being widely used by members.

CB thanked DPP for her hard work and high level of commitment and congratulated her on her excellent report. It was felt that having the report in a written format was very helpful and DPP agreed to prepare one for each meeting to be circulated either at the meeting or beforehand.

4. Stock-take and book purchases covered in 3. Donations: 50-60 books had been donated, of which approximately 40 were retained.
5. Vesalius and Finley collection: covered under 3.
6. Proposal of a DVD library. DPP put forward the proposal of a DVD library which had been favourably received by the DCSA and Film Club. DPP had checked re copyright and confirmed that this is not a problem as the DVDs were not for public viewing. There would be no charge for the DVDs which would be kept in the student librarians office and could be obtained from DPP or by arrangement via the porter's lodge. The Head Porter had provisionally agreed to this as long as a list of lenders was given to the porter and DVDs collected after 6pm. The loans would be for 5 days, renewable once if no other request. The funds for purchasing DVDs would come from the acquisitions allocation. Initially a small collection would be bought and increased by approximately 4 DVDs a month. EK was to approach the DSCA re free DVDs from weekend newspapers purchased by them to be added to the library. The pros and cons of fines for overdue DVDs were discussed; these were to be at the student librarian's discretion after a reminder and a warning had been sent. The committee agreed with the proposal and DPP to go ahead.
7. Library Disaster Plan. ELG had prepared a plan which is currently with the Bursar who is to take it to the Health and Safety committee. ELG to ask the Bursar about its progress and EK to raise the issue as a member of the H+S committee. It was decided that the Emergency Planning seminar organised by Harwell was costly and inappropriate. Free sessions more suited to our needs were available within the University. ELG will kindly email the committee a copy of the Plan.
8. There was no other business. Date of next meeting: 31st January 2007 at 1pm in the Entertaining Room.

Catherine Boulter
Fellow librarian