

Darwin College Library Committee Meeting
Wednesday 25th June 2008, 1pm

1. Apologies: no apologies were noted.
2. Present: Catherine Boulter (Chair and Fellow Librarian), Alice Hall (Student Librarian), Espen Koht (Computer Officer), Elisabeth Leedham-Green (Archivist), Calder Walton, Jenny Symonds (DCSA Welfare Officer) and Michael Scott (Finley Fellow).
3. Minutes of the last meeting (31.1.08) were approved. MS indicated that the cupboards in the Finley Room were not empty and therefore there is still an ongoing problem with lack of space for the College Archive. EL-G with the Bursar was looking in to the possibility of external storage for some of the archive, as appropriate. EL-G also pointed out the lack of space for working in the current Archivist's Office as an ongoing problem. The problem of expansion of the study centre library was also raised and the possibility of additional shelving in one of the larger computer rooms discussed. The merits of editing the library stock, probably at the same time as performing the annual stock take, was also discussed; for example, books with a relatively short shelf –life eg some law texts and duplicated books which were not often requested could be deleted. Books in poor condition would be removed and replaced only if appropriate.
4. Student Librarian's Report.

Purchases/ Donations

The CUP balance is £1941.33. Books have been ordered mainly through students' recommendations and requests. The library is continuing to benefit from the Amazon referral scheme; the latest month's gift certificate was for £37. AH has set up an Amazon wish list and has corresponded with the Deanery and Webmaster to ensure that explanations on how to use it are placed in the Old Darwinian and on the Darwin College website. As yet, no donations have been received. AH produced a list of books requested by students which have been ordered; approximately half the requested books had been borrowed by at least one other user.

DVD Library

The DVD collection has been growing steadily, by on average one new DVD per month, as has the number of DVD library members, now totalling 56. The on-line DVD system is working well –all new DVD purchases have been uploaded on to the site, along with information about the films. AH has also entered details of all DVD library members on to the system. Most members use the on-line system to reserve DVDs which are delivered directly to the student's pigeon hole the next day, but it is also possible to borrow DVDs in person during library office hours. There was some discussion on the interface of the DVD library with the Darwin College Film Club. PS will raise this with the DCSA

Vesalius

Average temperature 22 C and humidity 45%. Pages were recently turned by AH. A request has been made by the Development Office to photograph the Vesalius. This has been granted provided that the book is not moved from its case.

Use of the Study Centre

The study centre is being widely used by members since the term started.

Informal Deputy Librarian

To provide cover for the Student Librarian, Jennifer Le Blond, a second year PhD student at Darwin, has been trained as an informal deputy librarian. The committee felt it was important that suitable cover for the student librarian should be available in case of absence due to ill health or other reasons. CB referred to her discussions with the Bursar and confirmed that the position was not a formal one ie the deputy librarian was not a member of the College Staff, and that the responsibility for running the library remained with the student librarian. AH has produced a general training document, outlining daily duties and general instructions.

Library Spring Clean

AH has spring cleaned the library, created a lost property area, and reorganised the library office and library files. A number of unused French books, acquired by Darwin several years ago, have been made available for Darwin students in the box in the Reading Room.

5. AOB

EK outlined a complaint he had received concerning a monitor set up “permanently” in the study centre by a student. It was decided that no equipment should be brought into the study centre that could not be moved at the end of the day.

The requirement for extra space for the archive was raised and the use of empty cupboards in the Finley Room for this purpose was discussed.

Date of next meeting: 25th June 2008 at 1pm in the Entertaining Room.

Catherine Boulter
Fellow Librarian