

DARWIN COLLEGE

LIBRARY COMMITTEE

A meeting of the Library Committee was held in 1 Newnham Terrace at 1 p.m. on Wednesday, 25th January 2012

There were present Margaret Cone (Fellow Librarian), Espen Koht (Computer Officer), Elisabeth Leedham-Green (College Archivist), Martina Kulvalja (Student Librarian) and Mark Curran (Munby Fellow).

1. Apologies had been received from Christopher Cullen and Daniel Jew.

1a. There were no declarations of interest.

2. The Minutes of the last meeting, which had been circulated, were approved.

Matters arising:

MC reported that the Clerk of Works would soon obtain an estimate for making shelving for below the David Blackburn painting;

there had been inappropriate use of the Finley Room, and the Clerk of Works had been asked to provide keys for the two doors; the room is now kept locked, and a key has to be signed for in the Porter's Lodge.

there is a strong possibility that a well-qualified person has been found by ESL-G to recatalogue the collection, but he cannot begin until November; this however seems acceptable;

3. The Archivist reported:

on preparations for a small display of photographs and documents relating to Moses Finley, to accompany the Finley conference in May in the Classics Faculty;

on preparations for the 50th anniversary book, organising images and files on lecture series and Darwin Lectures;

on processing files from the 1960s, scanning 'wet 'copies' and printing replacements;
on converting recordings of the lectures given on the 25th anniversary to DVD (with huge help from EK);
on shredding time-expired files on Research Fellowship competitions.

4. The Student Librarian presented her report, which had been circulated:

Purchases and Requests

Four books recommended by graduate members had been purchased from CUP; the current balance is £2634.16;

As usual, books have been purchased through Amazon. The latest 3 gift certificates were for £55.03, £72.12 and £150.09;

All appropriate requests have been ordered and catalogued. There is still a problem with the delivery of bar-code labels; (it may be necessary to change the system of ordering)

DVD Library

Many donations of DVDs have been received;

There are now 106 members of the DVD Library;

Vesalius

Average temperature 22°C and humidity 45%

The pages were turned regularly;

Use of the Study Centre

use of the Study Centre increased after the Christmas period;

it had appeared that several non-members had been using the Study Centre, especially the Finley Room. Anyone unfamiliar is now challenged. The Finley Room is now kept locked, although any Darwin member can get the key from the Porter's Lodge. Notices had been put up explaining this; (MK would consult with Clerk of Works about more permanent notices)

Re-classification and re-cataloguing of books

data unavailable since the server crash in August 2011 has now been retrieved;
all duplicate items have been re-catalogued as 'restricted items', but can still be accessed upon request to the Student Librarian;

5. CUP Purchases

The Committee considered the very useful information on CUP books provided by DJ, and agreed each to consult the CUP catalogue for their own field, and make suggestions for purchases. MC asked for a print-out of our holdings in Astronomy and Zoology, which she could show to Fellows for their consideration and suggestions.

6. Library on web-pages

The members of the Committee were asked to look at the College web-pages, and to give their opinion on the Library pages and how they could be improved. The Student Librarian was asked especially to give her opinion, and encouraged to attend the meetings of the Computer Committee.

7. Any Other Business

The Committee noted that the DCSA Welfare Officer (a member of the Committee ex officio) very rarely attended meetings. It was suggested that MC should approach the DCSA to see if they considered the Welfare Officer the most appropriate person, and how they felt the graduate members should be represented on the Committee.

The next meeting would be at 1 p.m. on Wednesday 13th June 2012.