

DARWIN COLLEGE

LIBRARY COMMITTEE

A meeting of the Library Committee was held in 1 Newnham Terrace at 1 p.m. on Wednesday, 26th October 2011

There were present Margaret Cone (Fellow Librarian), Espen Koht (Computer Officer), Elisabeth Leedham-Green (College Archivist), Christopher Cullen and Daniel Jew.

1. Apologies were received from Martina Kulvalja (Student Librarian) and Mark Curran (Munby Fellow).
 - 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 there should be progress soon on the new shelving below the David Blackburn painting, and the refurbishment of the old Archives Room, when the maintenance staff have time;

The bookplates for the books donated in memory of Conn Murphy had arrived, and the books were now on the Library shelves;

There did not seem to be a problem with the visibility of the DVD collection, but it was suggested that, when present, the Student Librarian could open the doors to the DVD cupboard;

New, more appropriate, notices asking that members not lend their cards to non-members, and not bring food or drink into the Study Centre had been put up;

A new regime of fines had not been put into operation, because of technical reasons. It was agreed that warnings about the consequences of not returning books would be issued at the beginning of the Easter Term.

3. The meeting welcomed, in their absence, unfortunately, Martina Kulvalja as Student Librarian, and Mark Curran (Munby Fellow) as a new member of the Committee. We also expressed thanks to Michael Scott and Hilary Powell for their interest and participation in the work of the Committee. We expressed especial appreciation for all the work and enthusiasm of Lindsey Friedman in her time as Student Librarian, and wished her well for the future.

4. The Archivist reported:

Following the move of the archives in April 2011, a new finding list has been constructed, and a start has been made on a new version of the college's representation on JANUS. So far very little has been entered at the required level, but what there is will be back on line by the end of the calendar year.

Further furniture for the accommodation of large group photographs is still expected. Umatic tapes of the 25th anniversary conference have been converted, with Espen's help with communicating with the wizard who does such things. The archivist is contacting the three surviving speakers, and the descendents of the fourth, to investigate their willingness to have the results stored on D-Base, thus making them publicly available and solving the problem of their archiving.

Since the move there has been an accession of a significant amount of material from the Bursar's office, and additional material is being removed from the archive store opposite the Deanery, some of it dating back to the 1960s, filling gaps in the documents already deposited and making space there for non-current files, mostly financial, which are not designated for permanent preservation. A more detailed report will be submitted to the AGM of the Governing Body towards the end of the calendar year.

5. The Student Librarian had circulated her report:

Purchases and requests

Six books recommended by graduate members had been purchased from CUP; the current balance is £2801; (the committee was asked to suggest other CUP books for

purchase; DJ will re-search the catalogue, especially for series; CC suggested we should consider beginning to acquire the Science and Civilisation of China series); As usual books and DVDs have been purchased through Amazon. The latest 3 gift certificates were for £51.83, £71.98 and £73.12. The current balance is £83.53. All appropriate requests have been ordered and catalogued; a lack of bar-code labels, however, means not all are yet available for borrowing; There were many donations at the end of the academic year;

DVD Library

The DVD collection continues to grow steadily; There are now almost 103 members of the DVD Library;

Vesalius

Average temperature 22°C, humidity 46%; The pages were turned regularly;

Use of the Study Centre

Recent use of the Study Centre has increased; some non-members of the College have been using the Study Centre (EK thought that a change to using the University Card, which is being discussed, might alleviate this problem; the Committee agreed to keep the matter in mind);

Reclassification and re-cataloguing

The process of reclassifying books using the Dewey Decimal System had begun in September, and the Philosophy, Religion, and Social Sciences (partially) sections had been reclassified; an additional cataloguing location for multiple copies had been set up; (as this reclassification is time-consuming and burdensome, the Committee decided to convene a special meeting to discuss various ways of carrying it forward; EL-G volunteered to approach retired cataloguers to see whether they would be interested in such work, and how much it might cost; it was also thought that the reclassification of each section would be a good opportunity for beginning what could become a periodical review of our holdings; we will try once more to engage the Fellowship in this task);

6. The Committee had some discussion of the role of the Student Librarian, including whether we should have a greater awareness of her duties and activities, and whether some clear guidelines should be put in place. This might include more engagement of the Committee in the appointing of new Student Librarians (although the recent rather informal handing-on has worked well). It was noted with pleasure that the Student Librarian had provided a list of books purchased, and it was suggested that the former practice of putting a list of new books on the notice-board in the corridor (and perhaps copying that list to Committee members) could be re-introduced. We would also like to discuss with the Student Librarian whether she would like (official or unofficial) deputies to help generally or at times when she has to be away.

8. There was no other business.

The next meeting would be at 1 p.m. on Wednesday 25th January 2012.