

Darwin College Library Committee Meeting
Wednesday 30th January 2008, 1pm
Entertaining Room

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 and Michael Scott (Finley Fellow).
3. Minutes of the last meeting (31.10.07) were approved and the new student librarian was welcomed.
4. Student Librarian's Report.

Purchases/ Donations

The CUP balance is £2046.32. 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 £70, up from an average of £40. CB and AH will produce a short item for the Darwinian promoting the referral scheme and the Library wish list- a list of books that can be donated to the college via the Amazon web site. It was decided that this list should initially include books that needed replacing. There has been an increase in requests for books since the end of the Michaelmas term- AH has requested that these are listed in order of priority and general usefulness to other students so that the budget can be fairly distributed. AH will produce a list of books requested and ordered for the next committee meeting.

DVD Library

The DVD collection has been growing steadily. It was agreed by the committee that not more than 10% of the library budget should be spent on buying DVDs. EK has set up a Library DVD website so enable DVD Library members to browse and reserve DVDs on-line. The student librarian will deliver DVDs (in envelopes) to pigeonholes twice a week which are then returned using the box in the library. This means that the system does not create any extra work for the porters, it is more accessible to students who cannot visit the librarian during her office hours and reduces the disruption to the student librarian's work. The website will include summaries of the films and information such as ratings and availability, and will be reviewed at the end of term. The committee thanked EK and AH for their work in setting up the website and entering the data.

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