

Darwin College Library Committee Meeting
Wednesday 31st January 2007, 1pm
Entertaining Room

1. Apologies: Chris Cullen and Espen Koht (Computer Officer)
2. Present: Catherine Boulter (Chair and Fellow Librarian)), Deborah Pino-Pasternak (Student Librarian), Elisabeth Leedham-Green (Archivist), and Camilla Hinde, Alexandra Lianera (Finley Fellow), Nico Petty (DCSA Welfare Officer)
3. Minutes of last meeting (1.11.06) were approved.
4. Student Librarian's Report

Purchases/Donations

The CUP account has a significant amount of money to be spent before May and students had been active in relying to a request from DPP for suggestions of CUP titles for the library. The amount of money received from the Amazon referral scheme was greatly increased, probably reflecting better advertising of the scheme on the Darwin website and through the Old Darwinians. The student librarian proposed division of the acquisitions budget into the following categories: specialised books (20-25%), general books (up to 35%), movies (25%), others (20%). The committee felt that these should be used as guidelines that could be flexibly interpreted by the Student Librarian.

DVD Library

DPP had compiled a list of categories, purchased new movies and gathered information about how DVD libraries work in other colleges, with the aim of starting loaning DVDs at the beginning of next term. The membership terms and conditions as well as the fine system were discussed. It was felt that membership should be open to all students on the college list and to fellows. An undated cheque for 15 pounds would be required on joining which would be held in the event of damage, loss or failure to return a DVD after reminder emails had been sent. The cheque would be returned/destroyed on cessation of membership. The terms of the loan wrt copyright would be labelled on each DVD case. DPP to circulate the terms and conditions of membership to the Committee before the beginning of next term. The need for display shelving was indicated. CB to raise the funding of this with the Bursar and liase with DPP.

Student Librarian Position

DPP indicated her willingness to continue as Student Librarian until the end of the Michaelmas Term 2007. It was felt that the new Student Librarian should be in post by August 2007 to allow the library stock take to be performed with DPP and he/she would work alongside DPP for the Michaelmas Term. The post should therefore be advertised in May 2007. DPP to circulate the job description to the committee by email.

Security

The issue of security in the study centre was discussed as EK's laptop had been stolen from his office. DPP had warned users of thefts and the importance of not lending access cards to others. DPP presented the terms and conditions of use of the study centre which is signed by members on being given an access card. NP had no recollection of ever having signed the form and it was felt that members should be reminded that the access card was for their own use only. A notice to this effect would be posted prominently in the study centre. The library committee supports the proposal that the university card should eventually replace the study centre access card and that this would discourage the unauthorised use of the library.

Vesalius

Average temperature 18.9C and humidity 40%. Pages were recently turned by DPP.

Use of the Study Centre

The study centre is being widely used by members since the term started. It has been kept tidy and there has not been a problem with food and drink consumption.

CB thanked DPP for her excellent report and for her continuing hard work as Student Librarian.

5. Darwin Library Disaster Plan

ELG presented the library disaster plan which has been considered by the Health and Safety Committee and is now in the process of being implemented. There was discussion about the merits and pitfalls of locating more valuable books together in one location. The committee felt that on balance it would be worthwhile shelving the valuable collections together, but not to openly advertise the fact. The possibility of shelving some books with the Finley collection was considered. CB thanked ELG for her efforts in drafting and implementing the plan.

6. Access to the Study Centre

This item was covered in the Student Librarian's report under security.

7. AOB

EK raised by email the issue of upgrading the Student Librarian's computer which is over 5 years old. He proposed the purchase of a new computer with a bigger screen which would make it a lot easier for the librarian to use Voyager in parallel with our own software. He recommended a 20" iMac to replace the existing machine at a cost of £748+vat, and accompanying software to be upgraded at a cost of about £100+vat. CB will talk to the Bursar about funding this.

Date of next meeting: 27th June 2007 at 1pm in the Entertaining Room.

Catherine Boulter
Fellow Librarian