Darwin College Library Committee
Draft minutes of meeting on 10 June 2015

A technically inquorate committee meeting was held in the Richard King Room at 1 p.m. on 10 June 2015.

There were present Espen Koht (Computer Officer), Elisabeth Leedham-Green (College Archivist and Acting Chairman) and, by invitation, John Dix (Bursar) who was welcomed.

1. The Fellow Librarian was on maternity leave and apologies were received from the Acting Librarian (Boris Jardine) and the Student Librarian (Jasna Vilic).

2. There were no declarations of interest.

3. The draft minutes of the meeting of 21 January 2015 were approved.

4. Under Matters Arising:
   
4a. The Archivist reported that the offer of the late Derek Bendall’s ‘historical tomes’ had been withdrawn on his widow’s hearing that the college might not be able to accommodate all of them; this despite explanations.

4b. Consideration of the modernisation of the Security and Check-out System should be put on hold pending developments of the University Library’s transition from the current Newton system. In due course a further survey of the graduate members’ perceptions and use of the library might be useful.

4c. Under lighting in the Study Centre the Bursar undertook to enquire as to progress from the Clerk of Works and the Domestic Bursar.

5. The Student Librarian’s report was received. As to her request for suggestions for using the CUP account, the Archivist suggested *The Cambridge World History*, recently published, which would attract a discount of 20% if purchased before the end of the month. Agreed that, subject to the approval of the others present, this should be ordered. **Since approved. ACTION: Student Librarian.**

   It was hoped that, as far as possible, necessary de-accessioning could be kept ahead of re-cataloguing. The Computer Officer undertook to ascertain whether we had a ‘Withdrawn’ stamp. (Since determined that there is a stamp reading 'Darwin College Library, Book now for disposal'
The Bursar’s offer to purge the law section was greeted with as much acclaim as was physically possible. (Dr Wheeler has since offered to survey the English literature section.)

The Bursar’s offer to remove the copies of *Reporter* and old copies of the university statutes and ordinances from the library to his office was welcomed. This would allow the insertion of an additional shelf in the space thus liberated.

The possibility of adjusting the shelves on the west side of the Reading Room was discussed, and the DCSA were to be asked if they would consent to the removal of, e.g., old copies of the *National Geographic* to make room for light fiction which could then be removed from the library.

6. The archivist’s report was received. The Bursar had located and deposited many missing files. New arrangements were on foot for the format of future core records (minutes of Governing Body, Council and so on). The necessary supplies for conserving the earliest minutes would be acquired in due course. Hardware for scanning slides and for converting cassette tapes to DVD had been acquired and the necessary software would be transferred to the new computer in course of installation. The Archivist undertook to circulate Cambridge archivists to see if there was a possibility of a joint order, thus reducing the cost per item. **Done: no replies as yet.** The possibility of acquiring a book scanner, which would be capable of scanning the annual college photographs as well as other archival material was mooted. Researchers into the work of HKPA, the architects of the Hall and the Rayne Building had made use of the archives.

7. There no other business.

8. The Bursar’s secretary would confirm the date of the next meeting hypothecated as 25 November 2015.