A meeting of the Library Committee was held in the Richard King Room on Wednesday, 29th October 2014.

Those present were Dacia Viejo-Rose (Fellow Librarian), Elisabeth Leedham-Green (College Archivist), Paul Anderson (Fellow), Gulay Bozkurt (Student Librarian), Espen Koht (Computer Officer), Boris Jardine (Munby Fellow), and Jasna Vilic (Deputy Student Librarian), Giles Shaw (DCSA representative).

1. There were no apologies. Two new members of the Committee were welcomed; Boris Jardine was welcomed as the new Mumby Fellow and Jasna Vilic as the new Deputy Student Librarian. It was noted that Jagjeet Lally had resigned his Finley Fellowship and that the position would remain vacant until 2015 when a new Fellow will be appointed.

2. The minutes of the last meeting of 11 June 2014 were approved.

3. There were no declarations of interest.

4. The Fellow Librarian reported that a Publications Party had been held in July and that some interest had been shown for more of these. Possible dates were discussed for an annual event of the sort, it was agreed that late November might be a good time to catch the interest of new students and College members. It was agreed to hold the next one in February however in order to have a lapse of time with the previous one. The possibility of holding individual book launches was discussed but the idea was discarded in favor of a collective display.

She also tabled the issue of book donations signaling recent instances (see addendum on Minutes of the previous meeting). It was agreed that while we currently do not have enough space in the Study Centre to accept many donations that decisions should continue to be made on a case-by-case basis.

She mentioned the new website and suggested that all Committee members have a look at the pages pertaining to the Library to see if they have ideas as to how they might be used. Her suggestion was to have a space for an on-line display of recent publications by Darwin members that would include an image of the book, a few lines on the author, and the synopsis from the back cover as well as a link to the publishers page.

Finally, the Fellow Librarian up-dated the Committee on developments relating to obtaining additional shelf space in the Study Centre and possibly a small display case. Together with the Clerk of Works, Phil Waterson, the Vice-Master,
Martin Jones, and on a separate occasion with the Student Librarian, she visited the Study Centre over the summer to discuss options for positioning new shelves. It was agreed that double-sided, chest-high shelves could be placed in the last, and largest, of the computer rooms. It was deemed that other possible locations would interfere with the architectural design and spacious feel of the Study Centre. On these occasions the possibility of having a triangular display case built for the ‘dead space’ in the corridor after the Student Librarian’s office and before the window area. The case would be used to display recent publications by Darwin members, recent acquisitions, or books related to the Darwin Lecture Series in the Lent term. The Committee favored an open display case so that books displayed could be looked through.

The DCSA representative suggested that the ‘free’ books currently in a box could be displayed on a small shelf in the same location so as to make it easier to see what is on offer.

5. The Archivist reported that the 50th Anniversary exhibition was getting a lot of use and that this was taking its toll on the materials. She and the Computer Officer discussed plans to transfer this to an on-line exhibition. She also reported that Robert Bradfield, son of the late and much lamented Sir John Bradfield, had requested to come to the Library and see the 1st edition of the Origin of Species that his father gifted to the College. In addition, she reported that she is leading visits of the ‘Friends of the Fitzwilliam’ to the College where they are shown material from the archives and various other rooms.

6. The Student Librarian reported that the current CUP balance is £1886.72. Given our space problems various options were discussed as to how to best use this resources: 1. Consult the agreement with CUP to see if books could be given as prizes/awards to students either for publishing work of their own, or for academic excellence, or for assisting with the Darwin Lecture Series; 2. replace older editions of books with newer CUP editions. The Amazon balance is £425.60 at the moment. Three DVDs have been ordered since the last meeting. The latest 3 gift certificates were £37.47 (18 Sep 2014), £77.34 (21 Aug 2014) and £37.28 (23 May 2014).

All requests made by students have been ordered and the students thanked for their requests. The library received many donations from students who left Cambridge at the end of the academic year as well as from Darwin Fellows. The DVD library continues to grow.

The Student Librarian did the stock check at the beginning of Michaelmas term. Three Library tours were organised by the Student Librarian during Fresher’s week and the attendance was very good. The number of Study Centre users increased due to the arrival of new students. The process for reclassifying books is going as usual. Average temperature 22˚C and humidity 46%. The Vesalius pages were turned over.
7. The Computer Officer reported that the new College website was up and running including a new site for the Library/Study Centre. He suggested that we might want to gather images related to the Library that could be used to create a rolling banner as on the College’s homepage.

He also reported that the printers have now been moved to the last computer room at the end of the Study Centre in order to keep the noise level reaching those working in the rest of the space to a minimum. In relation to this last room he indicated that the lighting in this space is very low making it difficult to actually see the buttons on the printers. The DCSA representative agreed saying that the lighting in the Study Centre as a whole was quite low, often uncomfortably so.

8. Under any other business the Fellow Librarian mentioned her attempts to have the windows in the upper levels of the Study Centre cleaned on the outside. Some progress has been made but she will have to discuss with the new Head of Housekeeping.

The DCSA representative also raised an issue about the cleaning of the Study Centre requesting that if cleaners come across students’ work lying on desks they not throw this work away but, if they have to clear it, they put it in the ‘lost property’ box. It was agreed to find out the instructions that cleaners have in this respect.

9. The next meeting of the committee is currently scheduled for 21 January at 1:00.

Addendum: Immediately after the meeting the Fellow Librarian read an e-mail from Phil Waterson noting that the estimate for the construction, transportation, and installation of new shelves in the last room in the Study Centre had been given to him by Maple Joinery at £1,300.57 + VAT. This is for free standing bookcase in oak veneered MDF to match existing bookcases in the main library of a size of bookcase approx 2500 x 520 x 1060 high, the bookcase would have 3 sections on each side with each section having 2 adjustable shelves. The bookcase will have 2 coats of osmo polyx oil to all exposed surfaces all shelving will be fully adjustable on tonk strips to match the original library bookcases. She will take this information to the Domestic Bursar.