

Darwin College Library Committee Meeting
Wednesday June 29th 2005, 1pm
Entertainment Room

AGENDA

1. Apologies for absence: Christian Goeschel
Present: Ariane Kossack, Elisabeth Leedham-Green, Hannes Smit, Espen Koht, Anne Ferguson-Smith (Chair).
2. Minutes of last meeting and matters arising.
 - (a) Water fountain – So far this summer water cups etc have been manageable with no spills or other problems like last year – suggests the signs are working and, with the new drinking machines in the main building, students are drinking elsewhere.
 - (b) Cleaning in study section – cleaning maintained well. Bins now being emptied. After stock-taking (early August) Ariane would like to arrange for Christine to do an extra clean including dusting shelves. Communicate with Bursar if extra funds required for this.
 - (c) Credit card – we got the credit card in March and it has greatly improved things. £300 per month limit, not an issue. Current cardholder is Librarian – change name on card in Feb 2006 (see item 5). Big thanks to the Bursar for arranging this.
 - (d) Book purchases – Amazon referral income:
Jan – March (50 items) £28.95.
March – June (53 items) £23.40. Maintaining usual purchase level, heeding CUP requests - No major increases in book purchases. Book requests have been made through the MetaFaq and this works well.
 - (e) Disaster procedures – ELG investigated. Many colleges have quite sophisticated and expensive methods in place. We hope to implement cheaper but effective practical measures. ELG will report at the next meeting.
 - (f) Spring event – 60th Commemoration of VE day was a great success with music and poetry appropriate for the occasion. An article about the event will be in the Darwinian. Thanks to Ariane and George Gomori for arranging this. Should consider doing something literary every spring.
3. Stocking issues and book returns. Stocking – the annual stock check will be first week in August – number missing has not decreased from 2004. 75-100 books that had been out since prior to the instigation of the electronic bar-coding system, had been returned and were awaiting bar code prior to replacement on shelves. Mostly humanities; history and philosophy - very useful stock in good condition though a bit dusty. For stocktaking, small hand-held scanner purchased for last year's stock-check will be used again.
4. Vesalius and Finley collection.
Finley has been booked quite a lot this past term.

Vesalius is a bit warmer – 22° and 44 % humidity. ELG indicated that this rise was acceptable.

5. Student librarian 05-06: Ariane plans to submit her thesis in October and will continue as librarian until January 2006. Appointee likely to need one week's training. Regarding recruitment, discussion considered the advantages of having a second or third year student, and having one librarian rather than a job-shared situation. Decided to include a notification in the next two What's Ups indicating that interested parties express interest by email and come and see Ariane. Hope to present list of candidates by Michaelmas meeting of the committee, for selection.
6. Donations – Lots more donations this year compared to last year. These are catalogued and barcoded and receive a donations label as they come in. Some sections are very full and soon the space will run out. Currently if we run out of space, those books that are out of date get uncatalogued and removed. We should decide next term whether we need to consider more shelving. After the stock take we can review this once patterns in stock change/use become available.
7. Any Other Business:
Statistics for this academic year. Since June 22nd 2004 – June 27th 2005, 1793 books were borrowed. 39 children's books were borrowed. Lots of activity and circulation. Assessment of electronic system suggests that the borrowing system works well and is being used properly.
8. Next meeting: November 2nd 2005.