

Darwin College Library Committee Meeting
Wednesday November 2nd 2005, 1pm
Entertainment Room

Minutes

1. Apologies – Christian Goeschel
Present: Ariane Kossack, Yuri J yj209@cam.ac.uk, Hennes Smit, Espen Koht, Alexandra Lianera, Elisabeth Leedham-Green, Deborah Pino Pasternak, Anne Ferguson-Smith.
2. Minutes of last meeting and matters arising not otherwise on the agenda –
Previously circulated Minutes were approved.
Cleaning after stock take took place. Very efficiently followed the stock check and dusted all shelves after check and reorganisation had taken place.
Recommend this occurs next year too.
3. Report on annual stock check.
Took place first week in August for one week (5 days from 9-1pm) – welcome improvement, Antonio Mura assisted with the stock take. Useful as assistant was able to organise and reshuffle at the same time. Space consideration was made; some moves and reorganisation of the space – now more balanced use of space. In future an assistant is highly recommended for part of the stock take. Bursar was very supportive. Many thanks to Bursar.
Numbers still being collated but approximately 100 books are missing. We await precise numbers for annual report. Hand-held computer was good but battery life short hence data requires regular saving. Espen to investigate price of alternative bar code readers.
4. Vesalius and Finley collection: Finley has been used and booked a lot with occasionally request for access of locked books. Vesalius – 46% humidity and 22° in October – Ariane to check the gel as humidity is a bit high. Ring up for advice on humidity if gel is not the problem. (Owen Farrant – library conservation).
5. Student librarian:
As previously agreed, position was advertised twice in ‘What’s Up’. Six applicants including two strong candidates. It was agreed that Debra Pino be appointed based on her commitment to the library and previous experience on the library committee including the setting up of the Children’s section. It was agreed that the other excellent candidate be asked to support if necessary and encouraged to consider the role in the future. February meeting will be Ariane’s last meeting. Have library committee dinner to celebrate all Ariane’s contributions early in 2006.
6. Book purchases and donations: We continue to order through Amazon for most non-CUP requests with occasional purchase through Heffers; Last quarter our Amazon referral income was £65 for a total of 95 items. Remind people of referral scheme in What’s Up before Christmas. Lots of CUP recent requests.
Donations – lots of good donations at the end of last year; more than in previous years. Many excellent good quality academic books in a wide range of disciplines. Ariane still cataloguing these.

7. AOB and date of next meeting:

Disaster Plan – Detailed information from another college was acquired by ELG and considered (fire and flood). Elisabeth suggests setting up a small group including Clerk of works and bursar. Need emergency contact list including Caretaker/Maintenance person in Porter's lodge; at least three copies posted in strategic places in the library and college. Large supplies of blotting paper or other absorbent materials should be accessible. Water absorbant cushion – can absorb up to 20 litres of water in several seconds. Blast freezing and freeze-drying mechanisms to be considered in addition to contract for emergency cover. Switches, taps and gas control need to be noted and awareness of these increased. Recommend a working party to include ELG, Bursar (also representing Health +Safety), Librarian, Clerk of works. To report back for 1 Feb meeting.

Date of next meeting is Wednesday 1 Feb 2006 at 1pm.