

Darwin College Library Committee Meeting
Wednesday February 2nd 2006, 1pm
Entertainment Room

Unconfirmed Minutes

1. Apologies: Christian Goeschel, Alexandra Lianera,
Present: Nico Petty (DCSA welfare officer), Deborah Pino-Pasternak, Ariane Kossack, Espen Koht, Elisabeth Leedham-Green, Anne Ferguson-Smith.
2. Minutes of last meeting and matters arising not otherwise on the agenda.
 - 145 missing books evenly distributed across the classes.
 - Espen will investigate replacement barcode readers with bigger memory and longer battery life in time for stock take. Research is in progress – as it appears our barcodes may not be fully compliant with all machines.
 - Vesalius previous higher humidity – Mr Farrant indicated no cause for concern but keep monitoring. Humidity went down.
3. AFS reported presentation of Annual report was accepted by Governing Body and that Governing Body conveyed gratitude to Ariane for all her hard work as student librarian.
4. Vesalius and Finley collection:
Vesalius: 19^o temperature and 43% humidity. Page changing on the Vesalius should occur once per term minimum but due to presence of book support pillows this now requires two people. No-one currently visiting Finley but people are booking the room for study and supervisions.
5. Student librarian dinner – Tuesday night early March (before 16th March).
Date subsequently confirmed as 14th March at 7pm in Entertainments Room – It will be an informal dinner with wine but self-service due to staff shortages and illness. as part of the regular dining.
6. Cataloguing – Espen to look into Voyager circulation system which has been adopted by other colleges. Most likely not appropriate for our small library - cost approximately £5000 – Espen will report at next meeting.
Regular weekly update is being received from Pete Girling with cataloguing mistakes. Most are punctuation rule errors that can be easily rectified. It was recommended that Ariane call and request information on precise regulations. It was noted that a crib sheet with correct examples might be available online.
7. Book purchases and donations – CUP purchases continued to be conducted wherever possible. There had been several requests for books from students this term. Quiet term for donations. Amazon referral – quarter £37.46. Ariane to advertise it in next 'What's up'.
8. Emergency/Disaster plan: update meeting arranged for Friday 10rd – Bursar was informed of working party and suggested expanding the group. AFS to

confirm with bursar that date is agreed. *Meeting took place as arranged and draft disaster plan was discussed and new plan generated by ELG. Many thanks to ELG for her contribution to this. Recommended plan be considered by Health and Safety committee and suggestions implemented.*

9. AOB and date of next meeting

- (a) Ariane has set up a book display for the Darwin College Lecture Series on "Survival" in the entrance foyer of the library. It will be displayed throughout the term, and contains books by speakers in this year's series (as well as past lecture series volumes). This is a browse-only display, making sure it is available to everyone.
- (b) Credit card purchase system results in the ability to purchase books at better prices.
- (c) Handover schedule this month. Deborah officially takes over and will continue to shadow Ariane. Overlap period should be a month commencing Monday 13th February. Announcement to go in What's Up.
- (d) Welcoming Nico on to the committee - DCSA are happy to be represented on the committee and we continue to welcome feedback from students. DCSA are going to have a tour of 'Darwinobilia' on site including the study centre, probably in Easter.
- (e) Reminder that the Alumni section of website has Darwinian on it.
- (f) Date of next meeting is June 28th June 2006

Anne Ferguson-Smith
Fellow librarian