

Darwin College Library Committee Meeting
Wednesday 28 June 2006, 1 p.m.
Entertaining Room

1. Apologies were received from Dr Ferguson-Smith and Espen Koht
Present: Elisabeth Leedham-Green (Acting Chairman), Deborah Pino-Pasternak (Student Librarian),
Alexandra Lianeri (Finley Fellow) and Nico Petty (DCSA Welfare Officer)
2. The minutes of the meeting of 2 February were received and approved.
3. Under matters arising:
in the absence of Mr Koht there was nothing to report on the viability of the Voyager circulation system. *In conversation with Mr Koht subsequently it transpired that this item was premature, and that Mr Koht was awaiting the implementation of the system at St Edmund's before assessing its usefulness for Darwin. A report would be made early in the next academic year.*
Nothing had been heard officially from the Health and Safety Committee about the draft Disaster Plan. **EL-G to pursue.**
4. Student Librarian's Report:
Ms Pino-Pasternak reported that:
 1. Help was needed in turning the pages of the Vesalius.
She was encouraged to grab any passing member of the committee to help with this. Temperature and humidity levels had been recorded and were within acceptable limits.
 2. Stock-taking would take place between 5 and 7 August;
Notice of this would be given in WhatsUp and by notices in the Study Centre. It would, as last year, be necessary to hire a helper, as sections would need to be moved to allow for space required for other sections. **DP-P to ask the college accountant about this.**
Noted that relocation of the members' section might reduce the general upheaval.
 3. The Easter Term had seen many donations. Some of the books donated duplicated books already held, and others, of a more transient nature, were perhaps not worth cataloguing.
Decided: that books not obviously suitable for the Library be placed in boxes in the Reading Room for any member of the college to remove.
It was understood that the shelves in the Reading Room were cleared annually, and **DP-P would contact the President of the DCSA about this.**
 4. £41 had been received from Amazon referrals since the last meeting.
DP-P was keeping a monthly tally of these and of orders through Heffers.
There remained the sum of £973.52 potentially to be spent on CUP books in this academic year.
 5. There had been a welcome number of books suggested for purchase throughout the term.
 6. The purchase of a new (taller) step ladder had been welcomed both by the student librarian and by the cleaning staff.
 7. There had been a good response to letters to members who had had books on very long loans.
 8. **EL-G agreed** to investigate with the Bursar the feasibility of DP-P attending an Emergency Planning seminar organised by Harwell (probably that in London on 19 Sept. @ £145 + VAT)
DP-P to investigate status of delegates.

There were a few matters of serious concern:

1. that when a fire alarm had been sounded nobody took it seriously, and the building was not evacuated.
2. that on the same occasion the Clerk of Works had identified three or four persons working there who were not members of the college.

A discussion of the second of these potential problems raised the following points:

1. Were such persons well-accredited (or at least accreditable) friends/visitors of members, in which case there was probably relatively little cause for concern; or
2. Were there persons who had somehow gained access to the centre without any member having responsibility; in which case there were obvious security implications.

Nico Petty agreed to ask the DCSA whether it was acceptable for, e.g., visiting partners to be given access.

5. The Vesalius had been already covered under 4.1 above.
Finley collection/room: there had been a request for priority booking of the room for supervisions. **Agreed** that those wishing to use the room for teaching should be subject to the normal booking procedures and not entitled, without warning, to turf out anyone already working there.
6. Stock-taking, purchases and donations had already been covered.
7. DCSA feedback: Nico Petty reported that
 1. There was general support for the ban on eating and drinking in the Study Centre. Strategies were suggested for intervention.
 2. There was enthusiasm for the provision of a water-fountain.
Agreed that the matter be pursued.
 3. There was some demand for ergonomic work-stations.
Agreed that if the University Library and the British Library could not achieve this, then it was probably beyond our means.
8. There was no other business.
9. The next meeting would be on 1 November at 1 p.m. in the Entertaining Room.