

DARWIN COLLEGE LIBRARY COMMITTEE
MINUTES OF THE TERMLY MEETING

October 7, 2015, Newnham Grange Seminar Room

Attendees:

John Dix	(College Bursar, CB)
Ben D Raynor	(Moses Finley Fellow, MFF)
Elaine Gray	(Deputy Student Librarian, DSL)
Katheryn James	(Munby Visiting Fellow, MVF)
Espen Koht	(IT Officer , ITO)
Elisabeth Leedham-Green	(College Archivist, CA)
Girish Nivarti	(Student Librarian, SL)
Giles Shaw	(DCSA Representative, DCSAR)
Dacia Viejo-Rose	(Fellow Librarian, FL)

Absentees:

Paul Anderson	(University Lecturer, UL)
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Minutes based on Agenda:

All members are referred by their appointment acronyms.

1. Welcome: FL convened and chaired the meeting. The library committee members introduced themselves.
2. No declarations of interest were raised.
3. The Fellow Librarian:

Had been on maternity leave for the past several months and has been back since mid October. Has since organized training for SL and DSL. Reported that Gulay Bozkurt had trained both SL and DSL for their duties in the weeks prior to the meeting.

Apologized for the acute absence of the previous librarian Jasna Vilic and the lack of erstwhile replacement. Acknowledged that the library and study centre have been neglected, and that this will be changed at the earliest.

Raised the issue of cleaning study centre windows and panes from the outside. This is a difficult task and the exact arrangements appear to be an ongoing discussion. Suggested organizing a Publications Party later this term to foster publicity and better use of the library.

4. College Archivist reported that:

Use by architects, bursar, alumni office and a scatter of others is imminent which demands that new supplies of folders and boxes will be required.

Free library steps have been acquired recently making it easier, and probably safer, to get heavy boxes of high shelves.

The Council, GB and Finance Committee papers have been put into order, with much destruction of duplicates - gaps were revealed in Council papers.

A device for transferring images from slides has been acquired, while no progress regarding equipment for salvaging early minutes has been made.

5. Student Librarian reported that:

Cataloguing and re-cataloguing of non-Dewey Decimal books has been an ongoing effort. It was proposed that weekly hours be added for Elaine Gray to ensure speedy re-cataloguing/re-shelving and for adding books belonging to the 000 - 100 classmark on the library shelf-space. CB agreed to extend some funds for this purpose.

Transferring of non-textual/non-academic books to the reading room. This had been approved by previous DCSAR and agreed upon by the current DCSAR. A longer discussion ensued towards the end of the meeting on this topic.

Moving Atlases and Encyclopaedias to the reception shelves as means to liven up the reception of the study centre. This is also a means to protect tomes from collecting dust/moisture.

Study Centre WiFi connectivity issues is a continuing issue both in the reception and in the SL office. ITO agreed to fix a new access point as soon as possible.

Access to study centre and Finley Room balconies was raised; health and safety concerns might be a concern, some doors and windows are jammed because of the oak wood accumulating moisture.

Re-configuration of the printing room was discussed; ITO and SL will discuss this further and bring it up at the next meeting.

(CB had to leave at this point.)

Recent additions from the CUP and DVD Library budget and recent requests were mentioned. SL has spent money on stationery and other items to bring the office back to working condition. A formal request from MPhil in Advanced Computer Science course was received by SL for a few text books; this request has been passed by

the committee.

SL has set up a new Facebook page to improve public presence, and to receive suggestions. Fresher's tours were organized by both SL and DSL and these turned out to be quite popular.

It was proposed that beverages be allowed at the study centre provided college members return the mugs to the main building. The library maintains a strict policy against food items.

6. IT Officer's Report:

The college website has been restructured and the library has a new webpage with correct particulars. The new IT ticketing system was advertised by the ITO; it seems to be a promising tool for improving the day-to-day performance of library members.

7. Other discussions:

Shelving space is available but minimal; a long discussion ensued on transferring books from the main library to the reading room. SL called for a precise definition of the library holdings; CA pointed to a previous (1960s) description of the library holdings which may be of use in culling the library bookshelves. SL proposed to hand out stickers to senior PhD students and Fellows so as to be stuck to books that might be redundant in their fields of discipline. The SL agreed to continue with the process of moving light-fiction reads to the reading room initiated in Lent term 2015 by clearing space, the DCSAR reiterated its agreement with this measure.

As discussed in previous meetings, and in order to support the Darwin Lecture Series the Committee agreed that it would be a good idea to have a small display in the library related to this year's theme.

SL took the responsibility to correct/update the committee members list (incorrectly used in the email thread) by sending an email to all committee members.

Maintenance issues were briefly raised, SL has spoken with Clerk of Works for new chairs, bulbs and other maintenance issues.

8. The date of the next meeting is scheduled for late January/February 2016.

Girish Nivarti,
Student Librarian