

## DARWIN COLLEGE

### LIBRARY COMMITTEE

A meeting of the Library Committee was held in 1 Newnham Terrace at 1 p.m. on Wednesday, 20th February 2013

There were present Margaret Cone (Fellow Librarian), Espen Koht (Computer Officer), Elisabeth Leedham-Green (College Archivist), Martina Kulvalja (Student Librarian), Elizabeth Upper (Munby Fellow)

1. Apologies had been received from Christopher Cullen, Daniel Jew and Anna de Bruyckere. Daniel has left Cambridge to take up a publishing job in the US. The committee expressed its gratitude for the enthusiasm and initiative he had contributed to our proceedings.
2. There were no declarations of interest.
3. The Minutes of the last meeting, which had been circulated, were approved.  
Matters arising: MC apologised that no progress had been made on providing extra shelving in the Student Librarian's office. She also reported that Louis Kelly was continuing to identify and rebind those books which needed it.
4. (a) There was a lively and frank discussion about access to the Study Centre. There had been complaints that graduate members had been asked to leave by a porter because they could not produce their University Card. The committee reaffirmed that the Study Centre was for the use of members of the College only, but agreed that the porters should be asked not to remove members who could prove their status by other means, even if they did not have their University Card. It was also agreed that the Finley Room could be used for joint work involving non-members, if no other College room was available, and if a College member booked and signed for the room, and took responsibility.

(b) MC reported that Darwin is a part of the West Bank group of Colleges, and that with them we are revising our plans in case of an emergency such as fire or flood. We hope representatives of the Library Committee and the College will be able to attend a half-day course in June run by Harwell Document Restoration Services.

5. The Archivist's report was held over until the next meeting.

6. The Student Librarian's report had been circulated. She reported on:

**Purchases and Requests**

12 books recommended by Library Committee members and graduate members have been purchased from CUP; the current balance is £1459.00;

as usual, books and DVDs have been purchased through Amazon. The current balance is £79.57

all appropriate requests have been ordered and catalogued, and members thanked; there have been many donations;

**DVD Library**

the number of members is constantly growing;

**Vesalius**

Average temperature 22°C and humidity 45%

The pages were turned regularly;

**Use of the Study Centre**

use of the Study Centre increased in December; the Student Librarian and porters have noticed non-members using the Study Centre, and members have complained about the subsequent lack of working space; non-members have been asked to leave; The Accounts Office had stated that the College policy was that access to the Study Centre was allowed to all fee-paying students and visiting members, all PhD students in their 4th year, and all Fellows;

after discussion, the Committee agreed that access be allowed also to Visiting Associates, Research Associates, Senior Members and (non-fee-paying) PhD

students in their 5th or 6th year, accepting that priority for the use of study space belongs to graduate members.

**Re-classification and re-cataloguing of books**

the Student Librarian has continued reclassifying using the Dewey Decimal System;

7. CUP Purchases

As usual, MC again urged everyone to have a look at the CUP catalogue, and the windows of the CUP shop, and to make suggestions;

8. as always, the Committee was aware of the hard work done by the Student Librarian and the Computer Officer;

The provisional date of the next meeting is 12 June 2013.