

## DARWIN COLLEGE

### LIBRARY COMMITTEE

A meeting of the Library Committee was held in 1 Newnham Terrace at 1 p.m. on Wednesday, 12th June 2013

There were present Margaret Cone (Fellow Librarian), Espen Koht (Computer Officer), Martina Kulvalja (Student Librarian), Elizabeth Upper (Munby Fellow), Anna de Bruyckere (Communications Officer, DCSA).

1. Apologies had been received from Elisabeth Leedham-Green (College Archivist) and Christopher Cullen.
2. There were no declarations of interest.
3. The Minutes of the last meeting, which had been circulated, were approved.  
Matters arising: MC reported that the Clerk of Works had provided an estimate for providing extra shelving in the Student Librarian's office. The Committee agreed to request the Bursar to authorise this.  
A formal notice had been sent out making clear that all members of Darwin have access to the Study Centre.  
The Porters had reported that some members had been irresponsible in their use of the Finley Room. The Committee agreed to keep this matter under review.
4. MC confirmed that the morning of training in preparation for an emergency would take place on the 25th June. Darwin can send up to 10 people, and it was hoped members of the Committee, the Domestic Bursar, the Clerk of Works and a porter would attend.

5. MK reported that 2 students had been charged for books not returned; the books had been replaced.

6. The Archivist had nothing substantial to report.

7. The Student Librarian reported on:

**Purchases and Requests**

12 books recommended by Library Committee members have been purchased from CUP; the current balance is £2021.48; she urged committee members to continue to give suggestions for purchases;

as usual, books and DVDs have been purchased through Amazon; the current balance is £139.21;

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

**DVD Library**

the number of members is growing; the on-line system is working normally;

**Vesalius**

Average temperature 22°C and humidity 46%

the pages were turned regularly;

**Use of the Study Centre**

use of the Study Centre has decreased since the last meeting; the Student Librarian and porters still occasionally notice non-members (guests of members) using the Study Centre, but fewer than at the beginning of the year;

a notice had been put on the entrance doors reminding members not to leave personal belongings unattended, since thefts have been reported in other University libraries recently

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

the Student Librarian has continued reclassifying using the Dewey Decimal System; Louis Kelly has continued to rebind books in need of it.

The Committee expressed its appreciation of his work.

8. As usual, MC again urged everyone to have a look at the CUP catalogue, and make suggestions;
9. MC said that she hoped three projects would continue: the reclassifying of books, the improvement of the web-pages, and some limited culling of the collection.
10. EU said she had heard complaints about excessive noise from people using the computer rooms. MK and EK said they were aware of this, and did remind users to observe silence. EU suggested removing the doors to the computer rooms, to make users more aware of other people.  
EK reported that one of the windows in the first computer room does not close securely.
11. The Committee expressed their gratitude to Elizabeth Upper for her useful and much-appreciated contributions to our meetings, and to Anna de Bruyckere for her representation of the students.  
As always, the Committee was aware of the hard work done by the Student Librarian and the Computer Officer, and thanked them sincerely.
12. The date of the next meeting is 30 October 2013.