

Darwin College
Minutes of the Library Committee Meeting
Tuesday 22nd June 6pm - Seminar Room

1. Apologies: Pam Abbott (Congratulations on passing viva)

Present:

Anne Ferguson-Smith (Fellow Librarian)

Arianne Kossack (Student Librarian)

Espen Koht (Computer officer)

Andrea Balvo (alb55@cam.ac.uk),

Elisabeth Leedham-Green.

2. Minutes of last two meetings (October 2003, January 2004).
Minutes accepted

3. Membership

Get list of membership from Joyce and ensure that they are on list (AFS emailed Joyce 3.7.04).

4. Book check/returns

Going fluidly all year - some high borrowers. Stock taking will be done in September. Send out reminder for tomorrow's Whats Up (done by AK). Hand held scanner for stock inventory is available on the market for £60 - £75. Espen to check it's a good one and then purchase in advance of summer stock check. Books missing 121 which is fewer than January.

5. Computer issues, automation, communication.

System is now up and running for a year and all has gone smoothly. Espen to instruct AFS on password and how to update library emailing list (AFS and EK done). Annual handbook now corrected - Library webpage is a bit out of date - webmaster@dar.
AFS to send minutes for adding to database.

6. Donations.

No major donations - small number of books donated as people are leaving.

7. Book purchases & Amazon account

Amazon account income from purchases - we now have £15 already and this is being accumulated. AFS to announce at next governing body meeting remaining Fellows to go to Darwin home page and type amazon after the Darwin website when purchasing items resulting in a 5015% contribution to the College account (AK to send details to AFS to put on Gov Body Agenda).

8. Children's section. All going well. 14 children's books were borrowed. Publicise in the tour again next year. £450 worth of new books have made the collection really excellent.

9. Website - updates. Ask webmaster to integrate library page into the general style of the rest of the website. Check that's working OK - Metafaq.

10. Vesalius - 19-20 degrees with 41% humidity. Ariane regularly turns pages. Ask Jim Endersby about whereabouts of the logbook so that records can be maintained. If he doesn't have one we'll get a new one. Vesalius is checked once a month.

11. Consideration of written policy on lending to non-Darwinians.
Special dispensation for visiting students at the discretion of the

student librarian during Librarian office hours. Can arrange transfer to university library rare book reading room for reading with other hours. AK to draft a written policy for Finley and scholars who aren't Darwin members.

12. AOB -

AK still here next year and has kindly agreed to continue as College librarian. We are most grateful to her for her excellent work and are delighted that she is willing to continue. Not necessary to have two people. AK is happy to continue on her own. AFS to confirm arrangement with bursar. (AFS emailed bursar 3.7.04)

2003/2004 1151 books borrowed including children's books and each class mark is evenly represented.

Finley OK.

Little over 10,000 books in the library.

CUP donation agreement extended for a further three years.

Credit card issue still not sorted (AFS emailed bursar 25.6.04)

Change hours of meetings: Communicate to Joyce that we would like 1pm meetings on Wednesdays - not to clash with computer meeting.

Entertaining room (AFS done).

Suggestion to have a water fountain - check cost of installation.

AFS to write to Buildings and grounds - 1) food and beverage issue in the library. 2) health grounds etc. 3) complaints.

13. Date of next meeting: November 2004

Anne Ferguson-Smith