

Darwin College Library Committee Meeting
Wednesday 27th June 2007, 1pm
Entertaining Room

1. Apologies: Elizabeth Leedham-Green (Archivist), Nico Petty (DCSA Welfare Officer) and Alexandra Lianeri (Finley Fellow).
2. Present: Catherine Boulter (Chair and Fellow Librarian), Deborah Pino-Pasternak (Student Librarian), Camilla Hinde, Espen Koht (Computer Officer) and Chris Cullen.
3. Minutes of the last meeting (31.1.07) were approved.
4. Student Librarian's Report.

Purchases/ Donations

The CUP allowance this year is £2344 (from March 07-22/4/08) and the Amazon gift certificates are usually £30-£40/month. The expenditure on books and films from Dec2006-June 2007 is approximately £180/ month, well within the allowance of £300.

DPP reported that a request from a Darwin Alumnus had been received to generate a system by which Darwin alumni could donate books to Darwin Library using the Amazon website, and that EK had suggested generating a wishlist of books that the library would like to have purchased. DPP will generate such a list in October once the stocktake has been completed and the new student librarian is available to assist. The committee agreed that the person donating the book would be contacted to thank them for their gift and asked whether or not they wish their gift to be acknowledged.

DVD Library

The DVD library started functioning in May 2007 and has been running smoothly with very positive feedback. The number of users is at present small (12), but it is envisaged that this will increase in the next academic year. To improve the efficiency of the system DPP proposed that the entire lending process should take place by email and that the DVDs might be collected from the Porter's lodge. DPP had raised this matter at the planning stage with the Head Porter who was happy in principle to agree to this, provided that the collection times were after lunch. DPP will contact the Head Porter and Bursar to pursue this further. EK will investigate whether software can be purchased to manage automatically the DVD library loans.

Student Librarian Position (discussed with agenda item 5)

Library Stocktake

This will be carried out this summer, probably in August, with the new student librarian. The process will be advertised to the students through What's Up mailing list, posters and p/h messages at least three weeks in advance.

Vesalius

Average temperature 25C and humidity 43%. Pages were recently turned.

Use of the Study Centre

The busy period is now over with most MPhils having completed their courses.

5. Appointment of Next Student Librarian

The student librarian's position was advertised in What's Up on 23rd May 2007, including a detailed job description prepared by DPP. By the closing date three applications were received which were assessed by CB, DPP and ELG. Of these, Alice Hall was by far the strongest candidate on paper and was interviewed on 26th June 2007 by CB, DPP and ELG. Alice already had experience of working in Girton library and had shown great interest in the post at Darwin. During the interview, the importance and responsibility of the position were made clear to the applicant, as were the more difficult aspects of the job. CB, DPP and ELG were impressed by the applicant and were unanimous in deciding to recommend her appointment as Student Librarian from 1.10.07. Alice indicated informally that she would accept the post if offered.

CC raised concerns about the small numbers of applicants for the post and suggested that we should consider possible reasons for this. It was thought that the timing of the advertisement was possibly not ideal, as the end of May/beginning of June is a very busy time, especially for MPhil students. The committee also considered whether the benefits associated with the post should be stated explicitly.

DPP confirmed that Alice will be involved in the stocktake. There will be an overlap period of three months, during which time DPP will gradually reduce her hours. This will allow training of the new librarian and also enough manpower to complete two tasks: purging of the library of unwanted books to allow more shelf space and generation of the wishlist of books for the donation scheme via Amazon.

6. AOB

There was no other business.

Date of next meeting: 31st October 2007 (to be confirmed) at 1pm in the Entertaining Room.

Catherine Boulter
Fellow Librarian