

**Darwin College Library Committee Meeting**  
**Wednesday 31<sup>st</sup> October 2007, 1pm**  
**Entertaining Room**

1. Apologies: Alice Hall (Student Librarian) due to illness, Calder Walton, Chris Cullen.
2. Present: Catherine Boulter (Chair and Fellow Librarian), Deborah Pino-Pasternak (Student Librarian), Espen Koht (Computer Officer), Elisabeth Leedham-Green, Jenny Symonds (DCSA Welfare Officer), Michael Scott.
3. Minutes of the last meeting (27.6.07) were approved and new members to the committee (AH, CW, JS and MS) welcomed.
4. Student Librarian's Report.

Purchases/ Donations

CUP balance as of 31/8/07 is £2173.79. Books have been ordered mainly through students' recommendations and requests. Most other book purchases and DVD purchases have been through Amazon. The wish list suggested for Darwin alumni will be implemented by AH and DPP during November and the Alumni Officer informed. EK indicated that a link to the list could be set up. JS suggested that broad categories of books should be included wrt subject area and cost. ELG proposed that the donation of books written by Darwin alumni should be encouraged via the Development Office; ELG has donated copies of her own books. The Amazon referral scheme was to be brought to the attention of members of the College (AH, DPP, JS).

DVD Library

The DVD library has been growing steadily, with approximately 250 DVDs and 29 members. Currently, DVDs are picked up from the library office during opening hours and returned via the retrun box. AH will monitor the situation to see if changes are needed; for example, improving the accessibility to students who find it difficult to come to college during the day. The importance of not increasing the work load of the porters was raised by CB, and the possibility of leaving DVDs in pigeon holes discussed. JS suggested a list of what was available being put on the library web page for members of the DVD library, and requested details of the costs of the scheme. DPP indicated that the scheme was funded from the library budget, with some DVDs being donated.

Library Stocktake

This was carried out in August with AH, the new student librarian. The considerable advantages of having both the current and future librarians working together on this task was highlighted. Fewer books this year were lost per section, but more sections were affected. The total number of missing books was 101 compared with 115 for 2006-2007. The CUP books are replaced immediately. MS suggested that replacement of the other missing books could be prioritised based on their popularity by looking at the circulation

records and that this could also be factored into the Amazon wish list. EK indicated that this was feasible with the current computer system.

### Vesalius

Average temperature 22 C and humidity 45%. Pages were recently turned (DPP and AH).

### Tours for Freshers

Two library tours were carried out by DPP with AH present during freshers' week, organised with the DCSA. Approximately 40% of freshers took part. MS asked whether there was any feedback from students, and JS would raise the possibility of obtaining this with the DCSA.

### Use of the Study Centre

The study centre is being widely used by members since the term started and there have been fewer problems than at this time last year.

### New Student Librarian Induction

During October AH has been trained in cataloguing, purchasing and the general running of the library. So far the transition has gone smoothly. DPP stopped carrying out the regular shifts at the end of October and will be available for advice until mid December. In November, DPP will work with AH to compile the Amazon wish list and the annual library return.

## 5. AOB

### Requirement for a Deputy Librarian

DPP raised the issue (on behalf of AH) of a requirement for a deputy librarian to cover for the Student Librarian in case of illness or absence. In the past cover of this sort was organised informally. It was envisaged that the deputy librarian would work 1 hour per week maintaining the smooth running of the library on the days when the student librarian was not present eg replacing paper in the printers, and additional hours in the event of the absence of the student librarian. The committee discussed the proposal in detail and felt the deputy should have fixed working days each week, as well as the flexibility to respond to events as they arose. CB to discuss this possibility with the Bursar.

### Contribution to the University 800 Celebrations

JS indicated that there was a possible opportunity for the library to collaborate with the student body in putting on an event/exhibition as part of the University 800 activities. JS will circulate the relevant paperwork to the committee for consideration.

### Flood in the Archives

ELG reported that there had been a flood in the archives, due to water from the kitchen above. No documents were damaged but boxes need replacing. ELG had discussed the suitability of the location of the archive with the Bursar.

The Retirement of DPP as Student Librarian.

CB thanked DPP for her fantastic work as student librarian, and EK commented on her great contribution to and impact on the library. The committee is very grateful for all her hard work and the professionalism which she has brought to the post, and wish her well in her future career. The date for the Student Librarian Farewell Lunch is 4<sup>th</sup> December.

Date of next meeting: 30<sup>th</sup> January 2008 at 1pm in the Entertaining Room.

Catherine Boulter  
Fellow Librarian