Minutes

1. Apologies – Christian Goeschel
Present: Ariane Kossack, Yuri J yi209@cam.ac.uk, Hennes Smit, Espen Koht, Alexandra Lianera, Elisabeth Leedham-Green, Deborah Pino Pasternak, Anne Ferguson-Smith.

2. Minutes of last meeting and matters arising not otherwise on the agenda –
   Previously circulated Minutes were approved.
   Cleaning after stock take took place. Very efficiently followed the stock check
   and dusted all shelves after check and reorganisation had taken place.
   Recommend this occurs next year too.

   Took place first week in August for one week (5 days from 9-1pm) – welcome
   improvement, Antonio Mura assisted with the stock take. Useful as assistant was
   able to organise and reshuffle at the same time. Space consideration was made;
   some moves and reorganisation of the space – now more balanced use of space. In
   future an assistant is highly recommended for part of the stock take. Bursar was
   very supportive. Many thanks to Bursar.
   Numbers still being collated but approximately 100 books are missing. We await
   precise numbers for annual report. Hand-held computer was good but battery life
   short hence data requires regular saving. Espen to investigate price of alternative
   bar code readers.

4. Vesalius and Finley collection: Finley has been used and booked a lot with
   occasionally request for access of locked books. Vesalius – 46% humidity and
   22° in October – Ariane to check the gel as humidity is a bit high. Ring up for
   advice on humidity if gel is not the problem. (Owen Farrant – library
   conservation).

5. Student librarian:
   As previously agreed, position was advertised twice in ‘What’s Up’. Six
   applicants including two strong candidates. It was agreed that Debra Pino be
   appointed based on her commitment to the library and previous experience on
   the library committee including the setting up of the Children’s section. It was
   agreed that the other excellent candidate be asked to support if necessary and
   encouraged to consider the role in the future. February meeting will be
   Ariane’s last meeting. Have library committee dinner to celebrate all Ariane’s
   contributions early in 2006.

6. Book purchases and donations: We continue to order through Amazon for
   most non-CUP requests with occasional purchase through Heffers; Last
   quarter our Amazon referral income was £65 for a total of 95 items. Remind
   people of referral scheme in What’s Up before Christmas. Lots of CUP recent
   requests.
   Donations – lots of good donations at the end of last year; more than in
   previous years. Many excellent good quality academic books in a wide range
   of disciplines. Ariane still cataloguing these.
7. AOB and date of next meeting:
Disaster Plan – Detailed information from another college was acquired by ELG
and considered (fire and flood). Elisabeth suggests setting up a small group
including Clerk of works and bursar. Need emergency contact list including
Caretaker/Maintenance person in Porter’s lodge; at least three copies posted in
strategic places in the library and college. Large supplies of blotting paper or other
absorbent materials should be accessible. Water absorbant cushion – can absorb
up to 20 litres of water in several seconds. Blast freezing and freeze-drying
mechanisms to be considered in addition to contract for emergency cover.
Switches, taps and gas control need to be noted and awareness of these increased.
Recommend a working party to include ELG, Bursar (also representing Health
+Safety), Librarian, Clerk of works. To report back for 1 Feb meeting.

Date of next meeting is Wednesday 1 Feb 2006 at 1pm.