

**Meeting of the Library Committee**  
**Tuesday 27th January 6pm - Seminar Room**  
**AGENDA**

Present:

Anne Ferguson-Smith (Fellow Librarian)  
Ariane Kossack (Student Librarian).  
Espen Koht (computer officer),  
Deborah Pino,  
Alexandra Gillespie (Munby Fellow)  
Michelle To (DCSA - Welfare officer)

Apologies: Elisabeth Leedham-Green (el17), Pamela Abbott (pya20),  
Felicity Henderson, David MacKay.

1. Minutes of last meeting. To be confirmed.
2. Membership - Council rep: Michelle To, DCSA Welfare officer to represent DCSA. An additional representative would also be welcome.
3. Book check/returns: Usual heavy use. Still several returns to come in but nothing to be alarmed about. 124 still to return from last term so they are trickling in (133 from October). Email reminders - people are responding.
4. Computer issues, automation, communication.  
Library computer issues - AFS to talk to David MacKay about his views on how best to proceed with committee webpage. College investigating website Committee Minutes repository. Annual handbook is out of date re library information - compiled in the deanery. Ariane to get deadline for next edition. **(David suggests AFS liase with webmaster and set up a page for Minutes and extracted library committee info - no FOI implications)**
5. Donations: Geoffrey Lloyd - Ancient Worlds Modern Interpretations. Discussion re request from Darwin PhD student Raeid Jewal regarding sending surplus books to Iraq vis Raeid. AK will communicate with Raeid and discuss sending books in the summer during library sort. Put notice in student e-newsletter and put a box in the library.
6. Book purchases & Amazon account: Credit card still not forthcoming. Has been chased twice. AFS to speak to Bursar.  
Amazon Associates referral scheme (AARS) - People are using Amazon associated account. Webmaster to put link on library webpage. Publicize to students and fellows indicating [www.dar.cam.ac.uk/amazon](http://www.dar.cam.ac.uk/amazon) is the place to go. Made £14 last session. 5-15% discount for items on the AARS.
7. Children's section  
Deborah circulated list of childrens books in the library and list from Elizabeth Kemp including £150 of recommended books. Put letters in pigeon holes to college members with children noting website link, request for donations, suggestions of titles. Go ahead and purchase the £150 of books on the list and review use as this section develops. Link to childrens list on Library webpage. Get the whole Milne collection as Winnie the Pooh is especially popular.
8. Website - all additions can go through webmaster@dar.

9. Vesalius - 19 degrees. Book cushions came in and are set up - looks good.

10. Magazine subscriptions & reading room. Discovered that this falls within remit of Secretary of DCSA and is a DCSA responsibility not ours.

11. Finley collection - UL have confirmed that they hold the collection of filed papers. Bought a key cabinet for the 12 keys with one master for opening the cupboards held by student librarian. Clerk of Works has a backup set of keys. Keys thought to be held by Classics, are not. UL website now corrected so it no longer sends people to Classics library for access to Finley.

12. Date of next meeting - June 22<sup>nd</sup> 6pm.

Items to include..

Remember to confirm October minutes.

Consider written policy on lending to non-Darwinians.

Anne Ferguson-Smith

iFellow Librarian