

THE UNIVERSITY OF EDINBURGH

New College Library Committee

Report to the School of Divinity for the year 1 August 2001 – 31 July 2002

Dr Mealand agreed to serve as Curator of the Faculty Library Committee during Professor Wright's sabbatical period from January to September 2002.

New College Library Staffing

After around 16 years behind the Service Desk in New College Library Paul Nicholas moved to the Main Library in September to enlarge his experience as a cataloguer, and Catherine Lees transferred to a post in the Drummond Library.

Caroline Henley, Rosie Edwards and Richard McCrea, graduate trainees, each spent four months in New College Library, each contributing usefully in their own way to the work of the Library.

From April Kathy Penfold moved from New College Library to the Reid Music Library and other duties.

On 31st July, Caroline Cradock's contract, working on ordering and on the Service Desk, came to an end.

Sheila Dunn was elected as non-academic-related staff representative on the University Library Committee.

In June Eileen Dickson and Sheila Dunn attended a study day in Leeds of the Learning & Teaching Support Network (Philosophical & Religious Studies section) aimed at librarians in these fields.

Bob Dickson continues as our official First Aider, having completed the necessary refresher course.

Staff in New College Library have continued to participate in the staff development programme organised centrally, and full use has been made of the late opening hours in November and February for training and staff meetings.

As ever, issues under discussion by Edinburgh University Library Committee were of concern locally, and the consequences were observed in site libraries.

Opening hours in New College Library

Term-time opening hours during 2001-2002 had been altered to 9.00 a.m. till 6.00p.m. (Monday to Thursday), 9.00 a.m. till 5.00 p.m. (Friday), retaining the Saturday opening from 9.00 till 12.30. While some concern had been expressed, in the main the change had been accepted.

During the pre-exam period, from Monday 20th May to Thursday 6th June, the Library had closed at 8.30, with full day opening on two Saturdays; since the third Saturday coincided with the Queen's Jubilee visit to the General Assembly, opening was permitted in the afternoon only. The closing time

of 8.30 seemed to have been justified, with few remaining in the Library at that time. The Faculty had made a financial contribution for the evening hours on Victoria Day and Jubilee Day.

Services

- Inter-Library Loans have now been centralised in the Main Library for a full year, with occasional teething problems, but overall level of service had been maintained.
- Online book ordering had proved very popular with some members of staff (though less popular with others), and a steady increase in the use of the online form was continuing. The fund allocation for the year had been fully spent.
- One change to be implemented on 1st August is the transfer of the ordering and acquisition services to the Main Library.
- In advance of this, cataloguing was also centralised, with backlog being transferred to the Cataloguing Team in the Main Library.
- All current journals taken in New College are now in the online catalogue, and online check-in has commenced. A record of the most recent numbers received is therefore visible in the online catalogue.
- ATLA Religion database is now available online instead of via CD-Rom, which seems to be pleasing most users.
- The First year and Postgraduate Handbooks each had an explanatory article about Library provision, supplied by the Library.
- The Library was represented at many of the Freshers' Week activities, including the New College Fair and postgraduate tours, and Eileen Dickson participated in the postgraduates' Research Methods course on 24th October. A session was held on the intricacies of registering for Athens, and Mrs Dickson presented one of the lunchtime sessions to academic staff and postgraduates on Library Online
- Email to the academic staff list has been used with success as a means of passing on news of the Library to members of Faculty

Cataloguing Projects

The Revelation project, funded by the Research Support Libraries Programme (RSLP), which began in New College Library in February 2001, with the appointment of Dr Paul Barnaby, continued with the assistance successively of Richard Costello, Christian Petit, Patrick Murray and John Glass till July 2002. This project was aimed at the conversion of manual catalogue records of holdings in theology and ecclesiastical history to the online catalogue, and was completed successfully with a final total of 10,668 records, which exceeded the final target of 10,500. Where easily possible, the opportunity was taken to reclassify books to the Library of Congress classification.

Also benefited by RSLP funding, the New College Library 19th century pamphlets project finished in July 2002, with something over three-quarters of the pamphlet stock now online.

Acquisitions

During the year, a colour facsimile edition of *Bibliorum Sanctorum Graecorum Codex Vaticanus B* was purchased, with money from the Church of Scotland Endowment Fund and a welcome contribution from Special Collections. This has proved to be a most impressive reproduction, already proving useful in research, and arousing much admiration.

Mrs H. M. Sinclair presented to New College Library a copy of *The Whole duty of man*, by Richard Allestree, printed in Edinburgh in 1755.

Fabric matters

Redecoration of the stairs at the north-east corner of the Library and refurbishment of the staff washroom area were carried out.

The lift was out of service for varying intervals during the year, and some problems are still outstanding.

The Library, in common with the rest of New College, has been assessed for fire risk. New smoke alarms have been fitted, but further fire safety projects will be required.

David L. Mealand (Curator)

Eileen Dickson (New College Librarian)

Appendix: Staff at 31 July 2002

New College Librarian	Mrs Eileen Dickson
Faculty Group Librarian (ADM)	Frances Abercromby
Site & Services Supervisor	Miss Sheila Dunn
Library assistants	Mr Paul Nicholas till 9.01 Mrs Catherine Lees (p/t) till 9.01 Mrs Kathryn Penfold (p/t) till 4.02 Mrs Margo Taylor (p/t) Miss Caroline Cradock (p/t), till 31.7.02 Mr Richard McCrea (Graduate Trainee) Mrs Elizabeth McRae (p/t: evenings and Saturdays, term time)
Messenger	Mr Robert Dickson

4 November 2002