A copy of this Annual Report is sent to the Domestic Bursar’s Office to form part of the College’s Register of Public Benefits.

Compiled and edited by the Librarian’s Secretary, Angela McKenzie, with many thanks to the Librarian, Dr Mark Nicholls, for proof-reading and advice, and the Biographical Assistant, Paul Everest, for cover design.

All photographs throughout the Report were taken by Library staff.

St John’s College is a registered charity, number 1137428.
# Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Librarian’s Annual Report</td>
<td>2</td>
</tr>
<tr>
<td>Staff Reports</td>
<td>8</td>
</tr>
<tr>
<td>Staff Training</td>
<td>18</td>
</tr>
<tr>
<td>Induction User Information</td>
<td>20</td>
</tr>
<tr>
<td>The Working Library</td>
<td>21</td>
</tr>
<tr>
<td>Library Usage</td>
<td>23</td>
</tr>
<tr>
<td>Annual Circulation</td>
<td>25</td>
</tr>
<tr>
<td>Seminar and Audio-Visual Rooms</td>
<td>27</td>
</tr>
<tr>
<td>The Old Library</td>
<td>28</td>
</tr>
<tr>
<td>The Biographical Office</td>
<td>37</td>
</tr>
<tr>
<td>The College Archive</td>
<td>42</td>
</tr>
<tr>
<td>Library Projects</td>
<td>45</td>
</tr>
<tr>
<td>Online Media</td>
<td>48</td>
</tr>
<tr>
<td>Environmental Monitoring and Control</td>
<td>51</td>
</tr>
<tr>
<td>Green Initiatives</td>
<td>53</td>
</tr>
<tr>
<td>Feedback</td>
<td>54</td>
</tr>
<tr>
<td>Appendix – Donors to Sponsor a Shelf scheme</td>
<td>58</td>
</tr>
</tbody>
</table>
The Librarian’s Annual Report

Our Departmental Aim is to provide a modern, efficient and welcoming Library service for all members of the College, and for all others with valid reasons to make use of the College’s library and archival collections and facilities, so enabling the College to fulfil its statutory and strategic aims.

A Note of Thanks

I must begin my report this year by thanking all my colleagues – and in particular the Sub-Librarian, Kathryn McKee – for maintaining the Library’s high standards of service during my leave in the Lent Term 2016. Knowing that things would rest in good hands was a great comfort, as I sat in the University Library and attempted to deliver on some overdue research projects last spring.

Away Day

In 2015 Library staff visited the Doubletree by Hilton Hotel for our annual ‘Away Day’. As the late-summer rain cascaded down outside, the pleasant facilities there and a sustaining lunch facilitated a productive and interesting day.

Away Days help us look to a future beyond the constraints of annual budgets and the many pressing issues of the here and now. Looking similarly to the longer term, my staff and I have been involved in discussions informing the developing College Estates Strategy Master Plan, taken forward by the Domestic Bursar and currently under consideration by the Council.

Staffing

Felicity French, Graduate Trainee for 2015-16, was a welcome addition to the staff team. Her enthusiasm for every single task before her and her competence in carrying through these undertakings were warmly appreciated by all who worked with her. Felicity’s successor in this fixed-term trainee appointment is Chloe Beswick, who writes about her initial impressions of the Library in the staff section that follows. Our Report this year also carries a contribution from a second Trainee. Thanks to the generous support of Dr Karl van Horn (BA 1959), we were able to introduce a nine-month Information Services Graduate Trainee, enjoying scope to work across the various operations overseen by the Library, the Communications Office and the IT Department. Eleanor Swire proved a splendid appointment to this innovative post, and her contributions in the Archives and the Old Library made a huge difference to longstanding cataloguing projects, and indeed in several other ways as well.
After three years as our Manuscripts Cataloguer, Mandy Marvin stepped down at the end of her contract. We thank her for her commitment to the Library throughout this period, and wish her every success in her new post of Administrator for the Eastern Region Ministry Course, based at Westcott House.

Robert Beale resigned from his part-time post as Library Cleaner in April 2016 in order to concentrate on his other work commitments in the University. By July, the post had been filled by Nicole Reid, who shares cleaning responsibilities in the Department with John Holt.

Chris Krupa continues to volunteer regular hours on Thursdays in the Old Library, and his work there is of great assistance to the Special Collections Librarian. As part of her studies and training towards a degree in Librarianship from the Technische Universität of Berlin, Elena Gandert provided a skilled and helpful pair of hands over the summer, contributing to work in most parts of the Library. Elena’s internship here took place within the framework of the EU’s Erasmus+ programme. As in recent years, our Archivist Tracy Deakin has successfully enlisted the support of a number of temporary volunteers. Volunteering is a ‘growth industry’ in the wider information sector, as people with excellent academic qualifications seek to establish footholds in their chosen careers, or simply some variety in their working lives or in retirement. Given the high calibre of volunteer available to libraries and archives in a city like Cambridge, there are benefits for all involved.

### Cataloguing and Collection Development

Further to my comments in the last Annual Report, it is a pleasure to note that the additional sum available under the Adopt a Shelf Scheme for the purchase of standard textbooks and reference works on current Tripos reading lists in 2015-16 amounted in the end to more than £20,000. The generosity of Johnians is immensely important to us, the more so since some of this funding continues year on year, and so maintains an enhanced level of provision. An appendix to this Report lists donors who have given under the Scheme. Rebecca Watts, Projects Assistant, has worked closely with the Development Office to ensure that such acts of generosity are properly recorded and acknowledged.

The generosity of our members is of course manifested across other Library activities. As any College Librarian will confirm, the importance of donations to our Library can be demonstrated from the earliest days. Gifts of books, journals, CDs, DVDs and indeed all kinds of study material still underpin the breadth and variety of the Library collection, and lists reported each term to the Library and Records Committee are but the most recent manifestations of the centuries-old dependence of any Cambridge College upon the goodwill of its alumni. Nevertheless, it is always worth bearing in mind that support for our Library is not the
exclusive preserve of Johnians. Excellent professional service to the wider scholarly community sometimes brings tangible rewards: this year, for example, Mr Peter Makinson presented £1000 to the College in recognition of information on his ancestor, the Revd Thomas Cooper Makinson (BA 1835) provided by the Biographical Office. Such kindnesses are all the more welcome for being unsought.

Library collections tend to grow, often by default, as complex house rules in practice prevent or hinder sensible deaccessioning of redundant stock. This year the College Council approved changes to the relevant Standing Order which permit the necessary disposal of redundant stock at any time in the year convenient to the Librarian and to his staff, while preserving the involvement in this process of Directors of Studies and other Fellows working in the subjects affected.

Reader Services

Thanks to the efforts of the Academic Services Librarian, Janet Chow, and the ready help of staff in the Maintenance Department, we continue to benefit from enhancements to the fabric and fittings of the Library building. At the end of a busy year for refurbishment and refitting, we now enjoy much improved, low-energy lighting in many parts of the Library, most recently in the Office area. These lights come closer to normal daylight and are much kinder on the eyes. Lovely new carpet treads smarten the main staircase, and complete a phased programme of carpet replacement begun in 2005. Moreover, some of the water-damaged desk surfaces on the First and Second Floors have been replaced, the attractive dark-green desktops having been sympathetically matched by Maintenance. They look terrific now.

Janet and our other Projects Assistant, Sam Lewsey, have responsibility for accumulating statistics on the usage of our Library and its collections. Their findings form part of this Report. Looking at the graph of entries and exits produced by Sam, we are reminded that much of our work is seasonal, tied to the rhythm of Term and Vacation. Open year round, the Library is still quieter on Christmas Eve and in the depths of August, compared to the bustling, frenetic place familiar during the Easter Term. Other graphs and data, however, tell other stories. Books, maps and AV items are purchased and books are bound and catalogued throughout the year. Summer often sees more visitors to the Old Library, Archives, and Biographical Office. When undergraduates go home, Library staff also turn their attention to such tasks as stocktaking, deaccessioning of redundant stock, tidying of databases and more traditional paper files, establishing biographical records for new members, deep cleaning, replacing damaged chairs and the updating of Guides and information sheets. There is, truly, never a dull moment.

Special Collections

As in years past, the Sub-Librarian, Kathryn McKee, supplies later in these pages her account of twelve months in our Old Library, home to a remarkably rich collection of books,
manuscripts, personal papers, old photographs, historic atlases, early biographical records, and ‘things’ – face masks, telescopes, paint-boxes, medals, water-colours, music, papyrus fragments, collections of ‘materia medica’, and something described for nearly four hundred years as a 'lead skull', to give but a partial list. Kathryn once again expresses our shared debt to the Manuscripts Cataloguer Mandy Marvin, who in her three years with us frequently held the fort while Kathryn worked elsewhere in the Old Library, and to the Library Assistant Adam Crothers and our Volunteer Chris Krupa, who work in the Old Library on one day each week.

Over a century ago, M. R. James catalogued the College’s medieval manuscripts as part of his sustained efforts to survey such collections across the University. As our Website demonstrates we still depend on an augmented version of James’s catalogue today: a testament to his scholarship and accuracy. Scholarly understanding of these ancient treasures has however advanced mightily across one hundred years, and although the details offered on the Web record some relevant articles and books, the need for a completely new listing has long been recognised. Now, thanks to a most generous donation from our longstanding supporter Brian Fenwick Smith (BA 1959), the Sub-Librarian and I are in a position to recruit expert contributions for a catalogue of all College manuscripts dating from before the Black Death of 1348-9. It is hoped that this catalogue will be available in electronic form by 2020, and that we will then be able to complement this work over the following five years with a further volume describing the later medieval manuscripts.

It is nice to record steady progress in cataloguing some of the larger collections of personal papers held in the Library. Lists for the Douglas Adams Papers, the Cedric Price Papers, and the Richard Perham Papers have either been completed or are at an advanced stage of preparation. Collections of this kind can be labour-intensive, but in responding to enquiries from researchers we aim to meet all reasonable expectations, even while cataloguing is in progress.

Although exploratory work is still ongoing we have, thanks to expert advice from Tobit Curteis, Freeland Rees Roberts, Architects, and the Maintenance Department, come to a provisional explanation for the mould growth observed from time to time on certain bookcases and walls in the Lower Library. Bearing in mind the seventeenth-century construction methods – no cavity wall insulation four hundred years ago – most such occurrences lie in areas where relative humidity is increased by a reduction in temperature due to the cooling of walls at or below floor level, as well as cooling from the exterior at the thinner recessed window bays. Fully understanding these microclimates will allow us to develop some strategies, not necessarily very expensive, to address a longstanding problem.
Archives

The Archivist, Tracy Deakin, endured a year disrupted by illness, but thanks to her persistence and good planning, and the excellent cover provided in her absence by Library colleagues, these months have nevertheless been marked by good progress on several fronts. Arrangements to receive visitors to the new Reading Room have been established, and work well. The School of Pythagoras building has settled down in its new guise, evolving from something novel and strange into a congenial working space ideally suited to its contents. As important for the future, the foundations have been laid for an on-line catalogue, and a survey of conservation needs to complement that in place in the Old Library is under way. In sum, we move steadily towards an application for National Accreditation status for the College Archive service, which we expect to submit in the spring of 2017.

Biographical Office

The Biographical Librarian, Fiona Colbert, and the Biographical Assistant, Paul Everest, also summarise the recent work of their Office later in this Report. In the run up to a major College Appeal, all who work in St John’s have cause to be thankful for accurate, consistent information on the wider College community, both to assist with targeted fundraising and to supply endless examples of generosity which inspire subsequent generations. Thanks to the work of the Office we can list those who achieved prominence in every conceivable walk of life. We know, for example, the names of Johnian chief ministers, Cabinet ministers, prizewinning scientists, artists and authors, recipients of state honours, captains of industry, inventors, landowners, sporting champions, and religious leaders – and so much more besides. And we ensure that the career of the ‘ordinary Johnian’, if such a creature exists, is never forgotten. Even the occasional traitor, recluse or rogue does not escape precise documentation. This year, Fiona and Paul have given many hours of assistance to Colin Greenhalgh, Obituaries Editor of *The Eagle*, as he oversees the return of the brief yet redolent obituary notice to our College’s venerable journal of record. As Colin is the first to acknowledge, when you want to get your facts right, you can turn to no finer source of help.

Exhibitions

The Library Exhibition Area has hosted some particularly interesting displays in the year past. Some Readers might be surprised to learn that the College holds a significant number of children’s books, some dating back to the eighteenth century and of considerable rarity. The Sub-Librarian developed an excellent display in the Michaelmas Term, highlighting several of these treasures. Two eminent Johnian authors from the age of Shakespeare, Ben Jonson and Thomas Nashe, were together the subject of an exhibition in the Lent Term, commemorating both the publication of Jonson’s ‘first folio’ in 1616 and Nashe’s birth in 1567.
We have again hosted a successful Student Art and Photography Competition, with several entries eventually published in *The Eagle* 2016.

As has become the norm in recent years, the Upper Library has welcomed hundreds of visitors on the Saturday of the Cambridge Open Weekend, and during the University Science Week and its arts and humanities equivalent the Festival of Ideas. The latter, thanks in no small measure to the excellent facilities found there and the support of the Communications Office, is now effectively based in the College’s Old Divinity School.

The Archivist has made excellent use of the well-lit cases and other display facilities in the School of Pythagoras, staging popular displays on medieval deeds, College May Balls and the Great Fire of London among other attractive topics. St John’s owned property in the City of London in 1666, and the ravages of fire had an impact on the relevant revenue stream. One turns to the Archives for further details!

**Security and Safety**

All risk assessments in the Department are updated annually in compliance with College policy. Fire-evacuation exercises were conducted in the Library during the Michaelmas Term 2015 and the Lent Term 2016. It is customary to review the Library Disaster Response Plan and the parallel plan for the Archive Centre in September each year.

**A Shared Responsibility**

The Library staff join me in thanking particularly the colleagues in other College departments who have facilitated Library projects and shown an interest in our work this year. Thanks are also due to the College Council’s Library and Records Committee, its membership drawn from Fellows, staff and junior members. Today the Committee handles a wide brief. Ten years ago its workload was spread between three predecessors: the Library, the Archives and Records, and the Pictures Committees. Yet members have never neglected their shared challenge; their guidance and good advice are particular blessings, and over the past seventeen years I have had many, many causes to be grateful for their warm support.

Flaws in this publication should be blamed on the Librarian, as Editor. By contrast, credit for the handsome appearance of this Report must go to the Librarian’s Secretary Angela McKenzie, who has once again taken on the assembly and design work, and to the Biographical Assistant Paul Everest for his photography throughout, and for his cover design.

Mark Nicholls
Staff Reports

Staff Photograph taken at the Library Away Day – August 2016
L to R: Dr Nicholls, Tracy Deakin, Adam Crothers, Fiona Colbert, John Holt, Angela McKenzie, Chris Krupa (Volunteer), Janet Chow, Rebecca Watts, Kathryn McKee, Nicole Reid, Chloe Beswick and Paul Everest.

Chloe Beswick – Graduate Trainee

I have now been the Graduate Trainee at the Library for two months and I just can’t believe how quickly the time has gone. (I’m sure previous Graduate Trainees have said the exact same!) Whilst my first couple of months in the Library have been rather quiet without the undergraduate students, it has given me time to settle into my new role. However, whilst the Library has been quiet, I’ve had plenty to keep me busy.

Between learning to catalogue books to RDA standard, checking reading lists for new acquisitions, updating subject guides and taking over the Library’s social media, my time in the Working Library has been very varied and never dull. I have also been very fortunate to spend some time in the School of Pythagoras. From assisting readers, to creating handlists, my time in the Archives has been very enjoyable and has given me the opportunity to explore some of the vast history of St John’s College. I have also spent time assisting the Biographical Office with some of their work. Tasks such as daily checks for recently deceased Johnians, data entry on the Biographical Database and biographical enquiry work have revealed some of the fascinating lives and achievements of Johnians. I am
astounded by the high level of detail that goes into researching and updating Johnian records. From my own experience, what can start off as a simple data entry task, can spiral into spending half a day updating a single Johnian’s record after discovering more relevant and truly fascinating information about them.

Alongside my work in the Library, as the Graduate Trainee, I have been fortunate enough to make connections with the other Graduate Trainees in Cambridge and I look forward to visiting other institutions and enrolling on the various training courses over this next academic year, as I am sure it will show me the sheer scale of the work involved in different libraries. My experience so far at St John’s College Library has been fascinating and stimulating, and I am looking forward to the rest of my year and the challenges ahead. In such a short period of time, I have already learnt so much about the Library and how it functions, and I look forward to engaging more in other aspects of the Library over the course of the year.

Janet Chow – Academic Services Librarian

In last year’s Library Annual Report I wrote a piece in recognition of the twenty-first birthday of the Working Library, highlighting some of the changes since it was built in 1994. It then occurred to me that it would be important to keep a record of how the Working Library had developed since its beginning (as far as I know there is no existing comprehensive document recording developments in the Working Library). Accordingly, during this past year, I have been systematically reviewing past Library Committee minutes and Library Annual Reports, with the aim of identifying salient changes over the past twenty-two years and organising them into key themes. Such themes include, for example, the Library collections development, information technology development, and new facilities that were made available to Library users after the Library was built. I have now compiled a comprehensive and detailed record that shows the development of the Working Library since 1994, and my aim is to continue to update this record in future years.

Switching to matters of the Working Library’s physical environment, many colleagues will have noticed that the Office is brighter and more welcoming. Thanks to the excellent support of the Maintenance department, the former dingy lighting has been replaced with warm white, eco-friendly lighting. New and powerful spotlights have also been installed above colleagues’ work desks, making a vast improvement to the working environment, especially on dull days and late winter evenings. This summer, too, the staircase has been given a new carpet with anti-slip stair nosing grips on the treads.

Apart from my normal duties in the Working Library, I have been enjoying my one-day-a-week work in the School of Pythagoras. Currently I am helping the Archivist by listing the contents of the nineteenth-century tutorial files ready for cataloguing. Some of the documents included in these files give an interesting insight to students’ life over the last century and more. For example, students in those days paid ten shillings to use the bike
shed, a princely sum, but the cost included a good clean of their bikes! Students were expected to wear academic dress when using the Library.

My four year term as the College representative on the ‘e-books@Cambridge Advisory Group’ came to an end in May. Among its various tasks, the Advisory Group discusses and advises on the purchase of the more expensive ebooks and packages, and shares ideas on the promotion and use of ebooks within the University. It was a fruitful experience to serve on the Advisory Group as I felt I was able to contribute to the growth of e-books collections – at a time of their considerable growth and popularity - across College libraries.

Fiona Colbert – Biographical Librarian

In 2011 I started my piece for the Annual Report mentioning the quincentenary of the foundation of the College and it being ten years since I started working at St John’s. The fact I am writing this obviously means I have now reached fifteen years’ service, and in terms of my work with biographical records it is particularly significant that this year marks 500 years since the College opened its doors to students. Although a number of Fellows were already in place, the arrival of students meant St John’s became an active place of teaching and learning, and it is a pleasure to be the person people come to when they are researching any of those individuals.

It was nice to experience the College community coming together to mark this occasion, with lunch together in a formal setting. I was aware of the portraits around the Hall of many important figures in the College’s history, most of whom I had provided information on to enquirers over the years. But on a daily basis I deal with the records of Johnians who are not famous names, but whose lives are still fascinating. Reflecting on the wide range of characters who have made up the history of the College leads me to continue to believe I have one of the best jobs in the Library.

Adam Crothers – Library Assistant

My fourth Annual Report. Fortunately, as celebrities keep dying this year and I’ve had a book of poems published (Several Deer, which Carcanet put out in January and which has been doing all right but which you should still buy), I doubt I’ll make it to my fifth; so, I’ll have one more go at making all the cataloguing and labelling and shelving and invigilation and audio-visual acquisition and journal-processing and lightbulb-changing and tea-making sound compelling. Ahem:

It really is ever so compelling.
But I’ve also, this year, enjoyed spending more time than I used to with the Old Library’s special collections. I feel quite honoured in particular to have taken over the responsibility of cataloguing the Douglas Adams papers. There has certainly been a learning curve involved in becoming familiar with the procedures and principles behind this sort of work, but the process has been significantly eased by the immense fascination to be gained from the material: even though sorting through a box of scripts, for example, doesn’t allow much time to pore over the pages in detail, it did not take at all long for me to graduate from a near-lifelong vague familiarity with Adams’s work to active enthusiasm for the man and his writing. Most of my routine quotidian tasks being pretty focused on the interior workings of the Library, it’s been quite lovely to spend some of the week on work that, although it of course has some roots in St John’s, stretches far beyond the College walls; and I’m flattered to have been trusted with it.

Otherwise, yes, somebody has to do the labelling et cetera, and, as long as that somebody is allowed out occasionally to give a reading from one’s very reasonably priced book, or to meet lemurs – activities with which Douglas Adams had some familiarity, as it happens – that somebody might as well be me.

Tracy Deakin – Archivist

After a summer of making plans and creating projects for the 2015-16 academic year, I fell ill and missed much of Michaelmas and Lent terms.

I returned to full-time work in June and have launched myself (albeit a little cautiously) into new projects for the next academic year.

I hope to provide workshops on palaeography to History students once the commotion of the start of the year is over. I will be liaising with the Schools Officer and Communications to get more groups into the Archive Centre. I have been offered a day workshop at Madingley Hall in February 2017 where I will be giving a course on Lady Margaret and the Archive Centre.
The fact that this time of year seems to come round faster and faster is either a sign of encroaching age or validation of the saying ‘time flies when you’re having fun’ – I couldn’t possibly say which!

At any rate, the highlight of my year has undoubtedly been being able to return to work on the Harper-Wood project I began in 2009. As I’m sure avid readers of this report will remember, we successfully argued that all holders be admitted to membership of the College (including retrospectively), and now, some seven years later, I’ve had the liberty to let them know! The trouble with working in an office whose remit spans centuries, is that a few years here or there are but a drop in the ocean. Priorities change and projects are shelved until such a time that we can blow off the dust and start again. The responses I’ve received have been unanimously positive and it’s been a real pleasure to work on. There’s a more detailed report later on in the Biographical section for those inclined to learn more, and some potentially exciting projects in the pipeline for next year, which I’ll doubtless be telling you about in no time. After all, you know what they say …

I strive to keep the top three floors safe for users and also manage the recycling. I am a qualified First-Aider and attended a refresher course this year.

Most mornings I was greeted with GOOD MORNING JOHN, from David and Simon, two law students who took up residence on the third floor. This became a pleasant ritual.

During the year I have carried out the following tasks to maintain the working environment of the Library:

- Carried out book cleaning to 132 shelves on the second floor in Garden Wing.
- Checked external fire doors monthly and cleared away pigeon muck on door step.
- Collected up kick steps for inspection and later put back in position.
- Left out boxes of toilet supplies on Fridays in exam term.
- Checked over and located twenty new chairs, as well as weeding out eighteen damaged wooden ones.
- Descaled the kettle and coffee maker on a regular basis.

Exam term was a particularly busy time for me as fellow cleaner Robert left in April and it took a while to recruit a permanent replacement. The Housekeeping Department was kind
enough to lend us one of the Bedders, Michal Surlas to clear rubbish and clean toilets on the lower two floors. This was a great help and all the Library staff got on well with him.

During the summer break I carried out many other tasks such as hoovering chairs, cleaning inside lampshades and the top of bookshelves.

Sam Lewsey – Projects Assistant / Secretary to Dr Nicholls (part-time)

For the first half of this year I continued in my Projects Assistant role, covering a range of on-going concerns from Biographical work for Fiona, continuing to scan and make available online all previous issues of The Eagle (a project which, with large amounts of help from Rebecca is now nearing completion), keeping the Library statistics, and making large inroads into the cataloguing of a sizeable bequest of music from Johnian Christopher Cartwright.

At the beginning of March, in addition to the above, I took over one day per week of Angela’s role as Dr Nicholls’ Secretary. I have very kindly been allowed to spread the hours through my working week as best suits me, and in that role I now cover donations listing, Freedom of Information requests, environmental monitoring, and any other clerical duties that Dr Nicholls requires.

Kathryn McKee – Sub-Librarian and Special Collections Librarian

What can I say about year twenty-six? It’s been a challenging year, but on the whole a rewarding one. The Librarian’s first ever sabbatical left me holding the metaphorical baby for a term. A certain amount of crying and vomit was inevitable (and the students, bless them, supplied both), but despite my lack of maternal instincts I managed not to drop the baby and handed it back unharmed. It was a positive experience and I appreciated the opportunity to work more closely with colleagues across the whole department as we have a great team, but it was good to get back to normal at Easter and be able to concentrate fully on the Old Library again.

In addition to being more involved both with the Working Library and in the Archives this year, I’ve had a dedicated graduate trainee, Eleanor Swire, working with me in the Old Library, which has enabled us to achieve several long-desired objectives. It was a joy to train and supervise Ellie, if sometimes a challenge to keep up with the speed of her work! More of the Old Library’s educational outreach has also fallen to me this year with changes in personnel in the Communications Office, and I’ve enjoyed adapting activities for different age groups and
welcoming both new and regular schools to the Library. Hosting 150 children from years eight and nine in a single week in July was perhaps a little mad and certainly utterly exhausting, but extremely worthwhile, and prompted some of the most entertaining thank-you letters I’ve ever received.

Angela McKenzie – Secretary to the Head of Information Services and Systems and the College Telephone Liaison Officer

My third year in the Library has on a personal level evolved quite a lot. I have achieved a better work/life balance by reducing my working week to four days as I head for a retirement in a few years. Fortunately this works well as Sam Lewsey, Projects Assistant, was happy to pick up the hours I dropped and along with it some of my Library-related work. My role as College Telephone Liaison Officer still takes up a fair amount of my working week and becomes more interrelated to the work of the IT Department every year. Both IT and Telephones as well as the Library come under the heading of Information Services and Systems and is the reason that my dual role finds me in the Library with Dr Nicholls.

During this year, as a result of the generosity of a Johnian Benefactor, the College is being lent a number of pieces of artwork to display in areas accessible for all to see. As Dr Nicholls is responsible for the College Art Collection, he has been very involved with seeking suitable locations for these pieces in consultation with the Benefactor and with the President (Dr Frank Salmon) and Professor Deborah Howard who are both Art Historians. Once locations have been found and approved by College Council, I have, on Dr Nicholls’ behalf, liaised directly with the Benefactor and various contractors to get the artwork into College and displayed as required.

The first piece arrived from America in July 2015 and who knew how much paperwork and how many practical issues an import of a nine foot tall piece of Art by Anselm Kiefer could generate? The bulky packing case had required a vehicle too large to enter the outer Forecourt Gates and the packing case was too large to pass the inner Gates. No problem – all in a day’s work for the Installers but not without a degree of stress for us. Once erected in the Working Library Entrance Hall with additional assistance from the College Maintenance team this striking piece has been much admired and has created quite a talking point for visitors and College members who have had reason to visit the Library. The Kiefer piece is called *Lasst Tausend Blumen Bluhen*, 2000 and it is three dimensional.
One of the most unusual tasks I have ever undertaken in College was required some months after this arrived. Every two years fifty blood red roses which form part of the work need to be replaced. I therefore ordered the roses but moved on to other work whilst awaiting their arrival. A few days later when a porter rang me to inform me that fifty red roses had been delivered for me – I momentarily forgot about the artwork and imagined they were for me. A girl can dream…

Once I had these roses I needed to remove most of their leaves, de-thorn them, tie them in bunches and then hang them upside down in a boiler room to dry for two weeks. Once this was done Dr Nicholls and I very carefully replaced each rose one by one according to the Artist’s plan. With the artwork being nine feet tall it was quite handy that one of us had been ladder trained!

Anyone who would like to see this particular piece by Anselm Kiefer is welcome to call into the Library during staffed hours.

Nicole Reid – Part-time Library Cleaner

Having recently moved to Cambridge from Scotland I have been most fortunate in being employed at St John’s Library as a cleaner. It has been a radical shift of career as my last post was rather sedentary sitting at an office desk. I am now getting to know the geography of the Library and am curious to see how the dynamics develop once the students arrive for the winter term. From hearsay I am guessing it’s going to be interesting!

I am enjoying the challenge of taking on the tasks required which are typically general in the area of cleaning, for instance hoovering, dusting, washing, brushing floors etc. The most positive aspect of working here is the Library team who have made me feel most welcome. The second most positive is the opportunity to do some work in the Old Library and the School of Pythagoras. I feel quite privileged to hoover and dust such historical buildings, even though that does sound a bit odd! It was quite an overpowering experience the first time I entered the Old Library. The realisation that so many illustrious and brilliant people have passed through this space really appeals to my interest in Historical Studies.

It was very exciting when a medieval shoe was found in the Combination Room shortly after I started work, and also to start work the year of the 500th Anniversary of the College and to be invited to the Anniversary Service in First Court and Dinner in Hall. I couldn’t have started at a better time. My objectives are to maintain the cleanliness and attractiveness of the Library so that the people who work, study and visit here can enjoy the surroundings, and of course to help John, fellow cleaner, with the recycling project. I am also looking forward to doing some evening volunteering in the Library and the School of Pythagoras.
Eleanor Swire – Information Services Graduate Trainee

It sounds like a dreadful cliché to write that I can’t believe how quickly my time at St John’s has passed, but when I finished my traineeship in June, it truly did not seem possible to me that nine months should have already elapsed since my first day at the College the previous October. ‘Wait,’ I wanted to say, ‘I surely can’t be about to leave just yet – it feels like I have only just arrived!’

Looking back now, however, I am equally amazed by how much I was able to pack into those nine months! In the Old Library, I started with a project to produce a catalogue for the Cecil Beaton papers, before moving on to catalogue other collections of personal papers and to add entries to the Library’s catalogue of post-medieval manuscripts. In the Archives Centre, meanwhile, I helped to re-catalogue the May Ball collection, which culminated in an exhibition during Easter Term, and produced an updated history of the School of Pythagoras building for the College website.

In addition to this, I regularly joined Felicity French and the small cohort of other Cambridge graduate library trainees on a rich array of trips and visits to other libraries, including the British Library and Wellcome Library in London. The consequence has been that I have not only developed some wonderful skills and experiences to take with me as I look forward to starting my new job at Magdalene College Library, but that I made some great friends and lovely memories along the way too.

I thoroughly enjoyed my time at St John’s and I am very grateful to everyone who helped me to feel so welcome, but especially to Kathryn and to Tracy, who both willingly gave so much of their time and patience in supporting me over the past year and in answering all my questions. I would like to finish by wishing everyone the very best for the future and look forward to staying in touch from across the river!

Rebecca Watts – Projects Assistant (part-time)

This is an exciting time for me, as my first book of poetry, The Met Office Advises Caution (Carcanet), has just been published. Three years ago, on completing the Samuel Butler Project, I decided to make the move to part-time working to see whether spending more time on my writing would make a difference, and I think now I can say the decision was a good one! Since September 2013 I’ve combined my own work with my afternoon job in the Library, and have overseen a range of projects, from cataloguing to stock checking and policy writing to document digitisation. The past twelve months have been dominated by the latter, as I’ve taken on joint responsibility for the Eagle Scanning Project (begun by Sam in 2013). This is repetitive work, and a superb test of one’s reserves
of motivation, but being a creative type I’ve dealt with it by fashioning a structure out of cake tins and rulers that enables me to read interesting books while mindlessly manhandling volume after volume of the College magazine.

During periods of release from the scanner I’ve enthusiastically embarked on special collections projects, including cataloguing the Engledow papers and conducting a preliminary survey of the extensive Goody collection. Additional administrative projects have included coordinating an application for Archive Service Accreditation (due for submission next Easter), seeing the final batch of volumes from the George Watson bequest duly processed, and managing donations to the Sponsor a Shelf scheme.
The vast majority of training undertaken by Library staff this year has been free. Essential training to meet a range of statutory safety and legal requirements has been provided through the College. Courses run by Cambridge University Library, the University Information Services, Disability Resource Centre, Libraries@Cambridge and the Librarians-in-Training initiative have been particularly useful in enabling training needs to be addressed, these courses being delivered with an understanding of the Cambridge context. Courses and conferences from appropriate professional organisations have enabled staff to acquire and develop key skills and knowledge in library and archive management. This year has seen a particular focus on archival cataloguing skills, as cataloguing of the College Archives gets under way. This training has enabled significant progress to be made in making this valuable collection available to scholars worldwide, and the skills gained will continue to be applicable long term.

<table>
<thead>
<tr>
<th>Staff member</th>
<th>Training</th>
<th>Provider</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Librarian</td>
<td>Freedom of Information</td>
<td>SJC</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>Data Protection</td>
<td>SJC</td>
<td>-</td>
</tr>
<tr>
<td>Sub-Librarian / Special Collections Librarian</td>
<td>Managing stress at work</td>
<td>SJC</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>Gathering feedback</td>
<td>CUL</td>
<td>free</td>
</tr>
<tr>
<td>Academic Services Librarian</td>
<td>Archival arrangement and description explained</td>
<td>ASC</td>
<td>95.00</td>
</tr>
<tr>
<td></td>
<td>E-resources management</td>
<td>CPD25</td>
<td>120.00</td>
</tr>
<tr>
<td>Archivist</td>
<td>I-CHORA 7 conference ‘Engaging with Archives and Records: Histories and Theories’</td>
<td>ASHMS</td>
<td>187.00</td>
</tr>
<tr>
<td></td>
<td>Thinking outside the box: exhibiting archives (two day course)</td>
<td>ARA</td>
<td>35.00</td>
</tr>
<tr>
<td></td>
<td>Gerald Aylmer seminar ‘The experience of the archive’</td>
<td>RHS, IHR, TNA &amp; BL</td>
<td>free</td>
</tr>
<tr>
<td></td>
<td>AMARC conference</td>
<td>AMARC</td>
<td>20.00</td>
</tr>
<tr>
<td></td>
<td>Managing stress at work</td>
<td>SJC</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>First Aid refresher</td>
<td>SJC</td>
<td>-</td>
</tr>
<tr>
<td>Librarian’s Secretary</td>
<td>Freedom of information</td>
<td>SJC</td>
<td>-</td>
</tr>
<tr>
<td>Projects Assistant (SL)</td>
<td>Freedom of Information</td>
<td>SJC</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>Data Protection</td>
<td>SJC</td>
<td>-</td>
</tr>
<tr>
<td>Projects Assistant (RW)</td>
<td>Archival arrangement and description explained</td>
<td>ASC</td>
<td>95.00</td>
</tr>
<tr>
<td>Graduate Trainee (FF)</td>
<td>Archival arrangement and description explained</td>
<td>ASC</td>
<td>95.00</td>
</tr>
<tr>
<td></td>
<td>Libraries: making them accessible for disabled people</td>
<td>DRC</td>
<td>free</td>
</tr>
<tr>
<td></td>
<td>Dignity at work</td>
<td>SJC</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>Html</td>
<td>UIS</td>
<td>free</td>
</tr>
<tr>
<td></td>
<td>Fire safety training</td>
<td>SJC</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>Ladder training</td>
<td>SJC</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>Libraries@Cambridge conference</td>
<td>L@C</td>
<td>free</td>
</tr>
<tr>
<td></td>
<td>Environmental initiatives</td>
<td>LiT</td>
<td>free</td>
</tr>
<tr>
<td></td>
<td>Data Protection</td>
<td>SJC</td>
<td>-</td>
</tr>
<tr>
<td>Teaching skills</td>
<td>LiT</td>
<td>free</td>
<td></td>
</tr>
<tr>
<td>-----------------</td>
<td>-----</td>
<td>------</td>
<td></td>
</tr>
<tr>
<td>Introduction to LCSH</td>
<td>L@C</td>
<td>free</td>
<td></td>
</tr>
<tr>
<td>Graduate Trainee (ES)</td>
<td>Archival arrangement and description explained</td>
<td>ASC</td>
<td>95.00</td>
</tr>
<tr>
<td>Practicalities, pleasures and pitfalls: uncovering digitisation projects</td>
<td>HLF</td>
<td>40.00</td>
<td></td>
</tr>
<tr>
<td>Dignity at work</td>
<td>SJC</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Html</td>
<td>UIS</td>
<td>free</td>
<td></td>
</tr>
<tr>
<td>Fire safety training</td>
<td>SJC</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Libraries@Cambridge conference</td>
<td>L@C</td>
<td>free</td>
<td></td>
</tr>
<tr>
<td>Special Collections lecture</td>
<td>Emma</td>
<td>free</td>
<td></td>
</tr>
<tr>
<td>Gerald Aylmer seminar ‘The experience of the archive’</td>
<td>RHS, IHR, TNA &amp; BL</td>
<td>free</td>
<td></td>
</tr>
<tr>
<td>Manuscripts Cataloguer</td>
<td>GLAM</td>
<td>GLAM</td>
<td>free</td>
</tr>
<tr>
<td>Special Collections lecture</td>
<td>Emma</td>
<td>free</td>
<td></td>
</tr>
<tr>
<td>Part-time Cleaner (JH)</td>
<td>First Aid refresher</td>
<td>SJC</td>
<td>-</td>
</tr>
<tr>
<td>Legionella training</td>
<td>SJC</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Ladder training</td>
<td>SJC</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Part-time Cleaner (RB)</td>
<td>Ladder training</td>
<td>SJC</td>
<td>-</td>
</tr>
<tr>
<td>ALL staff</td>
<td>Departmental Away Day</td>
<td>SJCL</td>
<td>499.50</td>
</tr>
<tr>
<td>Disaster planning session</td>
<td>SJCL</td>
<td>free</td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td><strong>£1281.50</strong></td>
<td></td>
</tr>
</tbody>
</table>

AMARC  
ARA  
ASC  
ASHMS  
CPD25  
CUL  
DRC  
Emma  
GLAM  
HLF  
L@C  
LiT  
RHS, IHR, TNA & BL  
SJCL  
UIS  

Kathryn McKee  
Sub-Librarian
Induction User Information

As in previous years, each presenter representing a College department – including the Domestic Bursar, Accommodation and Bookings Office, Catering and Conference Department, the Head Porter, Housekeeping Department, IT and the Library – gave a five minute presentation to all first-year undergraduates on the Saturday afternoon before the start of the Michaelmas Term. The presentations were held in the Lecture Theatre of the Old Divinity School. The five-minute presentations were deliberately short, the aim being to deliver key messages to Freshers to avoid student information overload during their orientation experience, which lasts the whole week. The Lecture Theatre was packed full of enthusiastic students. At the end of the presentations, there was a Q&A session, which afforded students the opportunity to raise any concerns and to ask questions.

Library tours were conducted over three days in the first week of the Term. Each tour lasted about thirty minutes, and covered the Working Library and the Old Library. Library staff each took three or four groups of students at staggered times, showing students the key facilities in the Working Library and materials related to their own subjects. Colleagues also explained how to borrow and renew items using the self-check machine, and explained the fire procedure and the security system to new students. It was a good opportunity for students to become familiar with the layout of the Library, and to ask further questions.

In 2014, we decided to incorporate the demonstration session of how to search the Library catalogue and access e-resources into the library tour. However, feedback from colleagues was that there was not sufficient time to conduct the Library tour and to run a demonstration session. Hence last year, to save time, we created a video clip showing students how to search the Library catalogue, check their borrowing accounts and renew items. The video clip was mounted on the plasma screen behind the Issue Desk, and was running continuously during the first week of Term. The video clip was also put on the Library web page to afford easy access to students.

Overall, the induction session for the undergraduates was successful, judging by the numbers attending and interest shown. A sincere thank you to Library staff for their collaboration in making the tours informative and time-efficient.

Janet Chow
Academic Services Librarian
The Working Library

For the first time since it opened in 1994, an application was made last year by the Working Library to be accredited through the ‘E4Libraries Accreditation Scheme,’ run by BIC (Book Industries Communications), the UK standards body for the book industry. To gain the accreditation, we were required to demonstrate how our Library uses technologies to streamline the workflow to provide a more efficient library service. The main criteria to be met included the use of RFID (Radio Frequency Identification) technology for self-issue/self-return of library items, security and stock checking; the employment of EDI (Electronic Data Interchange) function in the library management system to facilitate an efficient communication with book suppliers for library orders and invoices; demonstration of how the Library supports the adoption of new technologies in its work; and how it obtains accurate, up-to-date and comprehensive bibliographic information for use by library staff and users.

Unfortunately the application was unsuccessful. Despite the recognition of the excellent work done in most areas, the one critical area that handicapped us – according to the feedback report – was that EDI had not been implemented. However, it is worth noting that this is through no fault of St John’s. The Working Library is currently obliged to use the Voyager library management system, which is centrally supported and maintained by Cambridge University Library, which controls the functionality available to participants. Incidentally, EDI was at some point in the past, briefly used by a Faculty library for ordering purposes, but it was subsequently dropped when found to be too problematic for the Cambridge library system!

Although the accreditation application stalled, it is reassuring to know that in all other areas, we fulfilled the criteria. The exercise of preparing the application will undoubtedly prove to be useful experience when we re-submit in the near future. The Cambridge University Library will replace Voyager with a new library management system in summer 2017, and every effort will be made to ensure that EDI and other functions in the library management system are implemented.

Importance was given to improving the decor and physical appearance of the Library, following earlier installation of new lighting on the main Floors. Inadequate lighting in the Library Office was replaced by white
warm, eco-friendly, ceiling lights. Powerful spotlights have also been installed above colleagues’ work desks. The new lighting has transformed the Office ambience, especially on dull days and winter nights. The rolling programme of carpet replacement, which started nearly ten years ago, has also been completed this year; new carpet was laid on the main staircase over the summer 2016. New blinds were also fitted in the Seminar Room. Some desk bench tops on the main Floors were replaced by new ones of better quality and durability. With the support of Maintenance, all the toilet floors were cleaned and refurbished by a specialist company. The original stone flooring has been preserved, and the floors are now looking new and should prove much easier to keep clean.

Collections in the Working Library have continued to increase, thanks to the yearly budget allocation for purchasing materials, and to the generous support of donors through the ‘Adopt a book scheme’. Over 1000 copies of new books were added to the collections. The Library is well stocked with up-to-date editions of most ‘in-demand’ books, and these are readily accessible to our users. Overall, 2015-16 proved a positive year with continued improvements to the Working Library in terms of its physical environment, book stock, and learning resources.

Janet Chow
Academic Services Librarian

Poetry display in the foyer of the Working Library
Library Usage

Throughout our academic year in the Library we gather statistical data that allows us to track, in part, how the Library is used. Trends in footfall, borrowing, and enquiries help us determine whether we are meeting our users’ needs, and also can be used to see how we compare with other Libraries in and around Cambridge. To gather this data we take readings from the electronic counter positioned next to the Library entrance at 9am every day throughout the year. These readings are noted and transferred to a spreadsheet where the data can be manipulated to show graphs of current and past trends.

As you can see, our year very much follows the pattern of Full Term and vacation that you would expect. It is interesting to note, however, that this year saw a significant increase in footfall (compared to preceding years) immediately prior to, and immediately following the Easter vacation. This indicates just how in demand our resources are, particularly in the approach to exams, and may well go some way towards explaining 2015’s spike in usage mid-way through the Easter term. Are our students preparing earlier and at a more even pace for exams? One would hope so, although the atmosphere remains feverish during the depths of the exam period itself.

To gather a snapshot of Library usage during our busiest periods of Full Term throughout the year, we collect data during the fifth week of each term. Week five is when term usually starts to bite for our students; by this time the essays are piling up, and it’s helpful for us to know how we’re meeting the students’ needs during this crucial part of their studies. During this time we gather footfall data more frequently, keep a tally of the number of books cleared from desks each day (giving us an idea of the number of books used but not necessarily borrowed), and we also record the number of enquiries made during hourly intervals at the Library issue desk throughout the day.
2013-14 was an exceptionally busy year for us at the Issue Desk, with the following year noticeably quieter. 2015-16 has seen the number of enquiries pick up again, especially in the Easter term, which is usually busy in terms of footfall, but relatively quiet on the enquiries front.

Michaelmas is traditionally a hectic time for us as we help the new intake of Freshers find their way around the catalogue, the physical resources, and the online resources that we provide, not to mention the printing and general computing services on offer here as well. We can only cover so much information in the thirty-minute tours we give as part of their first-year induction process when they arrive in October, and we stress that the important thing that they remember is that we are here to help them navigate their way round the Library, and enquiries are welcome! With the increase in enquiries, it would seem that the message is getting through.

Sam Lewsey
Projects Assistant
Annual Circulation

Library borrowing levels, based on frequency counts of items borrowed, dropped to 18,648 in 2015-16, after a steady increase in the last three consecutive years. Although it is difficult to identify a clear cause (or causes) for the drop, there are three possible reasons. First, students chose to borrow items from other sources, such as their Faculty Libraries/University Library; secondly, they may have been inclined to use books more for reference purposes only; thirdly, the availability and usage of electronic books continued to increase, demonstrating a trend towards and growing usage of electronic books. This last point is conjecture, and the forthcoming Working Library survey might help throw some light on the actual contributory factors.

As much of the Working Library stock consists of course reading for undergraduates, it is no surprise that undergraduate students made up 85% (15,850) of the total circulation. PhD students and one-year Postgraduate students accounted for 7% and 4% of borrowing, respectively; whereas Fellows accounted for just 4% of issues.

Given that the overall circulation figures fell, it is to be expected that many individual subjects saw a decline in borrowing compared with previous years. For 2015-16, the three most heavily borrowed subjects were English, History and Economics. Somewhat paradoxically, however, the borrowing figure for English increased from 1533 (2014-15) to 1869 (2015-16), whereas History, in second place, saw borrowing drop slightly (1855) compared with 2014-15, as did Economics (1470) in third place (see Figure 2). Besides English, other subjects experiencing an increase in borrowing in 2015-16 were Music and HSPS. By far the largest subjects experiencing falls in borrowing in 2015-16 were Maths, Biological Sciences, Classics, Philosophy, Art and Architecture, and Medicine. The borrowing figures for Asian and Middle Eastern Studies, Veterinary Medicine and Education remained low as there were fewer students taking these subjects.
Figure 2. Circulation of books by subject area in 2014-15/2015-16

Janet Chow
Academic Services Librarian
Seminar Room

The block booking of the Seminar Room by Library staff during the Easter Term exam period – so that it functions as an extension of study space and cannot be claimed by a tenacious few – is now standard practice. This has led to no objections from College members, who seem to appreciate that a fair system is at work.

Throughout the year, the room has continued to pull its weight, being used for teaching, study sessions, staff meetings, orientation events and interviews; in total, it was booked for over 1800 hours between the start of Michaelmas 2015 and Michaelmas 2016.

The projector and SMART Board haven’t broken yet.

Audio-Visual Room

The AV Room’s DVD collection continues to swell, with usual thanks to the generous donations of Terence Denman (PhD 1985), and there may well be a shelving crisis on which to report in 2017. Happily this is not for nothing, as the collection remains popular. The most-borrowed films this academic year were Alex Garland’s Ex Machina, Sacha Baron Cohen and Larry Charles’s Borat and Jonathan Glazer’s Under the Skin, which if one conveniently ignores Borat suggests that depressing science fiction with incidental nudity was of some relevance to the 2015-16 Johnian experience, and if one doesn’t ignore Borat suggests that it was mainly the nudity.

In other sad sci-fi news, we acquired David Bowie’s Blackstar (or, to give it its official title, which the cataloguing software wouldn’t, ★) and The Rise and Fall of Ziggy Stardust and the Spiders from Mars (the Library Assistant’s favourite album), plus some Bowie films, at the beginning of February, as this seemed only right. Oh no, love, you’re not alone. Just like that bluebird.

Adam Crothers
Library Assistant
The Old Library

Statistics

<table>
<thead>
<tr>
<th></th>
<th>2015-16</th>
<th>2014-15</th>
<th>2013-14</th>
</tr>
</thead>
<tbody>
<tr>
<td>Readers consulting special collections material</td>
<td>378</td>
<td>374</td>
<td>329</td>
</tr>
<tr>
<td>Visitors taking a tour of the Old Library*</td>
<td>1124</td>
<td>1296</td>
<td>1162</td>
</tr>
<tr>
<td>Letters filed</td>
<td>19</td>
<td>13</td>
<td>25</td>
</tr>
<tr>
<td>E-mail responses to enquiries</td>
<td>1434</td>
<td>1384</td>
<td>1245</td>
</tr>
<tr>
<td>Reproductions of special collections material processed outside College***</td>
<td>0</td>
<td>3</td>
<td>7</td>
</tr>
<tr>
<td>Reproductions of special collections material processed in house**</td>
<td>415</td>
<td>415</td>
<td>426</td>
</tr>
<tr>
<td>Permissions granted to reproduce special collections material in published works</td>
<td>104</td>
<td>94</td>
<td>93</td>
</tr>
<tr>
<td>Use of special collections material in connection with biographical work</td>
<td>23</td>
<td>28</td>
<td>30</td>
</tr>
</tbody>
</table>

* Does not include visitors at public open days or children attending educational visits
** Includes reproductions of material to answer biographical enquiries
*** Rather than taking material elsewhere for reproduction, onsite professional photography was arranged for several projects and individuals, including the complete digitisation of MS K.31 for an Oxford-based project on Tudor manuscript music, photography of illuminated incunables for a Cambridge-wide catalogue, and photography of several medieval manuscripts both for exhibition at the Fitzwilliam Museum and for individual enquirers.

Reader numbers have remained at a high level. Of the 378 readers, forty-eight were studying for PhDs and a further forty were undergraduate or masters students, meaning that overall nearly a quarter of those using the Special Collections were students. Fifty of our readers came from north America, eighteen from mainland Europe, seven from Australia or New Zealand, and seven from elsewhere in the world. The remainder were from within the UK.

This has been the second year of consistent monitoring of the use of the medieval manuscripts: during 2015-16, 114 of our manuscripts were consulted by readers a total of 231 times. In addition, nineteen have been photographed in-house, ten have been put on display within the Library a total of sixteen times, and ten have been used in classes or for filming. Two are currently on loan to the Fitzwilliam Museum for exhibition.

The raising of Lazarus, MS K.26, fol.17r
Purchases

The Noël Marshall Fund has covered all our antiquarian purchases this year and enabled us to add some particularly interesting works of Johnian relevance to the collections. The catalogue of Robert Lambert’s books gives a fascinating insight into the personal library of an eighteenth-century Master of the College, about whom we have relatively little information. Two works owned by Samuel Parr complement the collections we have from his Library, and reflect the range of his interests. Unique manuscripts by Johnians are always of special interest, and we have been lucky enough to find three this year: a diplomatic letterbook of the eighteenth century, and a student diary and a travel journal of the nineteenth, all of which may offer scope for student research projects and displays as well as being valuable source material for historians.


Manuscript diaries of William Hills (BA 1824) recording his travels in Egypt, Greece and Spain in 1825 and 1827. £4500. Bought from Samuel Gedge, November 2015.


A catalogue of a large and curious collection of books which did belong to the late Dr Lambert, of St John’s in Cambridge… 1742. £2000. Bought from Antiquates, April 2016.

Donations

The Library continues to benefit from the generosity of a range of donors, both from within the Johnian community, and individuals who have no connection with the College, but simply wish items of Johnian interest to be preserved where they will be appreciated.

Paul Murdin
Architectural drawing of St John’s Queens Road gate by James Noble Cormack

Stuart Southall (BA 1980)
Etching of Lady Margaret Beaufort by E. Harding, 1799, mounted and framed along with the original copper plate from which it was printed.

Regitze Keens, from the library of Douglas Keens (BA 1958)

Jessie Lees

Dr Nicholls
Quarterly bill for Mr Hymers, 1840.

Bill Ramsey
Visits and classes

Visits:

Choir from Christ Church, Greenwich, Connecticut (August 2015)
Visitors from Groningen (August 2015)
Visiting group with Dr Glasscock (September 2015)
‘Australians studying abroad’ study visit (October 2015)
Borderer’s show-and-tell event with the Librarian (November 2015)
Visit of the Spanish Ambassador to the College (December 2015)
U3A group from Santander, Spain (March 2016)
University donors’ visit (March 2016)

School education sessions:

Year 11 access visit from Blackpool via Sidney Sussex Admissions (September 2015)
Access visit led by the College’s Access Officer (September 2015)
Two groups of year 1 pupils from St John’s College School (November 2015)
Year 9 gifted and talented group from Brockington College, Leicester ‘Curator for an hour’ session (November 2015)
65 pupils from Lambeth Schools (three groups) history of exploration (February 2016)
Year 8 class from St Faith’s School studying the abolition of the slave trade (June 2016)
Year 4 classes (90 pupils) from St Matthews Primary studying the Tudors (July 2016)
Year 5 classes (60 pupils) from Milton Road Primary studying the Tudors (July 2016)
Year 11 class (30 pupils) on Sutton Trust summer school studying the abolition of the slave trade (July 2016)

Higher education sessions:

English MPhil classes, two groups, studying literary archives with Dr Abbott (November 2015)
English MPhil class studying palaeography with Dr Da Rold (November 2015)
MML medieval manuscripts classes (January 2016)
University of York undergraduate class studying biblical manuscripts (February 2016)
English class with Professor Beadle studying medieval manuscripts (February 2016)
Architecture undergraduates from University of Sheffield (February 2016)
English MPhil class studying Wordsworth with Dr Abbott (February 2016)
ASNAC medieval manuscript classes (March 2016)
MML undergraduates medieval manuscript class (March 2016)
Medieval Manuscripts in the Digital Age - MMSDA (May 2016)

Special displays were arranged in the Upper Library for many of these events.

Material from the Old Library is also used regularly by the Librarian in teaching history undergraduates.
Events

Open Cambridge once again brought over a thousand visitors attending a one day exhibition of the Library’s treasures.

The Festival of Ideas saw 528 visitors come to an exhibition Royalists and rebels: St John’s and the English Civil War, plus six participants in a workshop Medieval warfare: fact or fiction led by Dr Da Rold.

For the Science Festival an exhibition Adventure and survival: St John’s and the heroic age of exploration curated by the Press, Publicity and Communities Officer was open to visitors for the Saturday, attracting 596 visitors, the highest number to date at a Science Festival event.

The Upper Library was open with a display of treasures for graduands and their families following Congregation. Approximately 150 people visited.

The Upper Library was used for receptions prior to the Michaelmas Entertainment in 2015, and the Cripps Feast in 2016.

Preservation

The Conservation Consortium has repaired a number of our ‘A2’ conservation priorities: two sixteenth-century volumes from the Soulden Lawrence collection of eighteenth-century law: A profitable booke of Master John Perkins (SL.10.1) and Les tenures de Monsieur Littleton (SL.10.2); together with an early seventeenth-century medical work (Mm.5.24) and The descriptions and uses of celestial globes, 1713 (Kk.12.34).

The Consortium also carried out some essential conservation work on our first folio of Ben Jonson’s works prior to it being placed on exhibition in the Lent Term. In preparation for items going on loan for exhibition elsewhere, they produced custom display cradles for the
two openings at which MS B.18 will be displayed at the Walters Art Museum, Baltimore, and the Ringling Gallery, Florida in 2016-17, and prepared a full condition report for the manuscript. Further condition reports were also drawn up for manuscripts K.30 and K.26 in preparation for their display in the Fitzwilliam Museum’s COLOUR exhibition. They also measured and produced templates for a display cradle for Thomas More’s Utopia, for use by the Victoria and Albert Museum.

In support of an application for funding, the Conservation Consortium carried out a full assessment of the Library’s Chinese printed collections and prepared a quotation for conservation costs to repair the oldest and most fragile material and re-box the remainder in appropriate archival storage.

Environmental conditions in the Old Library continue to be monitored closely, with advice from Tobit Curteis Associates. Now that a full year’s worth of data is available, work is underway to test various insulation options on a section of the north wall of the Lower Library. Different forms of plaster, designed to mitigate the effects of moisture, specialist insulation board behind shelving, and insulation board inside bookcases standing against the north wall will all now be monitored closely for a further 12 months, to measure the potential effectiveness of these solutions. The high relative humidity conditions of 2012-13 have not been repeated since. It is encouraging to note that the environmental control system installed in the manuscripts cabinet in November 2014 continues to operate effectively in all seasons.

Exhibitions in the Library exhibition area

Michaelmas Term
An earlier age: children’s books in St John’s College Library, curated by the Special Collections Librarian

Hand-coloured chapbooks on display in the children’s books exhibition
Lent Term
‘Remembrance with posteritie’ : Ben Jonson and his legacy, curated by the Librarian

Easter Term
Student art and photography competition

Summer (extended into Michaelmas 2016)
Opening the Great Gate : the changing face of First Court. An exhibition marking the admission of the first students in 1516, curated by Fecility French, Graduate Trainee.

Loans
Subject to appropriate conditions being met, the College welcomes opportunities to broaden access to some of the treasures of our collections, through their inclusion in major national and international exhibitions. After several relatively quiet years, we are seeing requests for loans increasing.

Tate Britain borrowed two original albumen prints taken by Samuel Butler, ‘Rose the model’ (c. 1865) and ‘Mr Heatherley himself’ (c. 1870) for its exhibition Painting with light: art and photography from the pre-Raphaelites to the modern age, from 11 May to 25 September 2016.

The Fitzwilliam Museum borrowed two medieval manuscripts, K.26 and K.30, for its exhibition COLOUR: the art and science of illuminated manuscripts to run from 30 July 2016 to 2 January 2017.

Advance planning for four further loans scheduled for 2016-17 has occupied a significant amount of time during this year.

Projects
Preparatory work towards the publication of a new catalogue of the medieval manuscripts collection has commenced, with financial support from a long-standing benefactor, Brian Fenwick Smith.

A successful application was made to the College’s Annual Fund for a project to widen access to the Library’s unique collection of early printed Chinese books, which will be undertaken in 2016-17.

Staffing
From 1 October 2015 to 30 June 2016, the Old Library benefited from a half-time share in a new nine-month Graduate Trainee position, funded by a benefactor, Dr Karl van Horn (BA 1959). Besides receiving training and experience in special collections and assisting with the general work of the department, Eleanor Swire completed two major projects in the Old Library: completing the full cataloguing of the Cecil Beaton papers, and digitising the Library’s collection of historic photograph albums. She also created records for a large number of previously uncatalogued individual post-medieval manuscripts, the descriptions of which are now available to readers on the Library’s website.
The Manuscripts Cataloguer’s three-year contract ended on 30 June 2016. During her time with us Mandy Marvin worked primarily on the collections of Douglas Adams and Cedric Price, overseeing a second deposit of material for the latter in April 2016. Work continues to complete the full cataloguing of both collections.

Our Library Assistant, Adam Crothers, has been working on Old Library projects one afternoon a week throughout the year, extending this to two days a week during the summer vacation. In 2015-16, besides general assistance with readers, enquiries, and fulfilling reprographic requests, he has completed the cataloguing of a donation of further papers of Henry Pelling on the history of the Labour Party, and since July has been making significant progress with the papers of Douglas Adams.

Our regular Thursday volunteer Chris Krupa has completed the inputting of the Hoyle cataloguing, together with some of T. R. Glover’s letters, which had not been individually listed. A second regular volunteer, Almudena Gonzalez, joined the team in March 2016, working on Mondays to catalogue a collection of letters largely written in Spanish and dating from the Napoleonic Wars, though her time with us was unfortunately cut short due to family illness necessitating her return to Spain.

During July and August 2016, the Library hosted Elena Gandert, a library intern from Germany, supported by the Erasmus+ programme. She gained experience in all areas of the Working and Old Libraries and the Archives, assisting with summer projects in cataloguing, stocktaking, conservation, small-scale digitisation, and undertaking some general library duties.

Thanks to Ellie Swire’s work, digital images of all of the photographs in the Albums collection are now available.
Media

The Old Library and its collections have featured in local, national, and international media for a variety of reasons. The support of the College’s Communications Office has been invaluable both in the positive promotion of the Library’s work within the media, and in supervising media use of the Library.

Slavery papers were filmed by Cambridge TV and Anglia News in the Upper Library in August 2015 during interviews with Press, Publicity and Communities Officer, Ryan Cronin.

The Judge Business School filmed an interview in the Upper Library in September 2015.

Cam Magazine photographed Dr Melinda J. Duer of the Biochemistry Department in the Upper Library in September 2015.

BBC Radio Cambridgeshire recorded an interview with Professor Tombs using material from the Thomas Clarkson collection in an item on slavery in November 2015.

ITV Anglia news filmed a short piece with the Special Collections Librarian on the children’s books exhibition in December 2015.

ITV Anglia news filmed a short piece with the ISS Graduate Trainee on John Crook’s wartime Christmas letters in December 2015.

The BBC filmed several medieval manuscripts in the Upper Library for a religious documentary on Judas Escariot shown on BBC1 on Good Friday, in conjunction with an interview with Dr Simon Gathercole of Fitzwilliam College, in January 2016.

Interviews for a documentary on Dame Margot Fonteyn were filmed in the Upper Library in February 2016.

Professor Ulinka Rublack filmed a selection of early printed books relating to Kepler in the Upper Library in connection with an opera project arising from her The Astronomer and the witch book in April 2016.

The University Quidditch team’s photograph was taken in the Upper Library in May 2016.


Kathryn McKee
Special Collections Librarian
The Biographical Office

General Overview

Since St John’s opened its doors to students on 29 July 1516 many thousands have been educated here, and those who wish to know something about any of those members of the College are directed to this office. It often fascinates enquirers – genealogists, biographers, and others – that the College has such excellent records covering all aspects of the lives of those who not only studied here but taught here as Fellows, or held other positions which entitled them to membership of the College.

The table below offers an insight into the volume of biographical information received, and some of the work undertaken, in another busy and varied year for the office.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Biographical material received</td>
<td>4188</td>
<td>4279</td>
<td>4867</td>
</tr>
<tr>
<td>Biographical Archive consulted</td>
<td>749</td>
<td>756</td>
<td>745</td>
</tr>
<tr>
<td>Items filed in Biographical Archive</td>
<td>571</td>
<td>589</td>
<td>635</td>
</tr>
<tr>
<td>Emails and letters sent</td>
<td>2913</td>
<td>2891</td>
<td>2974</td>
</tr>
<tr>
<td>Proactive research</td>
<td>2739</td>
<td>2800</td>
<td>2856</td>
</tr>
</tbody>
</table>

Although the majority of this work is carried out by the two full-time members of staff in this office, the help of others must be acknowledged. Our thanks go particularly to the Projects Assistant, Sam Lewsey, whose work on student records is invaluable, and the Library Graduate Trainee 2015-16, Felicity French, who has helped with a wide range of biographical tasks including data entry, proactive research and enquiries.

There is not room in this report to provide full details of the work of the office over the last year, but below we focus on some key areas.

Data Entry and Retrieval

Data entry on the Biographical Database is a large part of our work. In last year’s report reference was made to the Biographical Librarian’s paper detailing a strategy for the efficient recording and retrieval of key biographical information across databases in College. This came about as a result of the College Council requesting a feasibility study to be undertaken regarding the amalgamation of the two main alumni databases in College:

- The Biographical Database: holding historic and current biographical details of members of the College from 1900 onwards – maintained by the Biographical Office in the Library.
• The Raiser's Edge: predominantly a fundraising database focussed on current data, and used for mailings and events management – maintained by the Development Office.

The results showed differing needs and priorities of departments within the College – not just the two departments mentioned. Combining all alumni data on to one database might seem a logical objective, but previous attempts had shown it to be extremely difficult to manage. It was concluded a merger of databases would be time-consuming and costly, whilst still not adequately addressing all concerns.

It was agreed record-keeping would be improved, as would the provision of an efficient service in response to enquiries, if there was a collaborative approach to processing member data whilst still maintaining essential separate databases. The starting point for this is an online Information Gateway to biographical resources for staff and Fellows. The fact there are multiple sources of information is highlighted, and the confidential nature of most of the data in question is emphasised. All data is stored behind a login, and in addition to that level of security only certain published biographical data is accessible, with more detailed information only available to those who already have clearance to access the databases featured. This went live in October 2015, and a search facility has since been added.

Work needs to be undertaken to ensure data can be shared between databases more smoothly. This has already commenced, starting with work on importing data from CamSIS (Cambridge Student Information System) into the Biographical Database. The first successful import of student data has already been completed, and work on importing closed records (for those who graduated in the last few years) is underway. The CamSIS transfer will certainly save time spent entering new student records so that instead of using information from registration forms, birth certificates and application forms to input data those sources will be mainly used to check information, with hopefully only a small amount of additional data entry to be done. There will still be discrepancies to be investigated, but getting to that stage will be quicker without needing to manually input the data in the first place.
Biographical Enquiries

The pattern of enquiries completed this year is shown below, along with the previous two years’ figures for comparison.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Sixteenth</td>
<td>5</td>
<td>6</td>
<td>5</td>
</tr>
<tr>
<td>Seventeenth</td>
<td>10</td>
<td>8</td>
<td>7</td>
</tr>
<tr>
<td>Eighteenth</td>
<td>13</td>
<td>12</td>
<td>13</td>
</tr>
<tr>
<td>Nineteenth</td>
<td>61</td>
<td>67</td>
<td>63</td>
</tr>
<tr>
<td>Twentieth</td>
<td>275</td>
<td>272</td>
<td>260</td>
</tr>
<tr>
<td>Twenty-First</td>
<td>33</td>
<td>32</td>
<td>26</td>
</tr>
<tr>
<td>More than one century/Other</td>
<td>10</td>
<td>14</td>
<td>18</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>407</strong></td>
<td><strong>411</strong></td>
<td><strong>392</strong></td>
</tr>
</tbody>
</table>

The number given earlier in this report for emails and letters sent regarding biographical work (2913) includes correspondence related to enquiries, and is indicative of the amount of work that goes into not only recording information about Johnians, but also answering questions relating to them.

The figures above provide the number of enquiries answered relating to each century. The number of Johnians about whom information has been provided exceeds this by some distance because some requests for information involve groups of people or several members of the same family. The amount of work involved is not fully reflected by these figures as although some requests can be easily answered straight away there are others which take hours or days, and some larger projects extend over several months or even years.

In addition to the many requests for biographical information on individuals, data relating to the following areas has been provided over the last year:

- Academic achievements of sportsmen
- Johnian women who were members of Cambridge University Hockey Club
- Pupils of Sir John Moore Grammar School
- Connections with Fountaine’s Hospital almshouses
- Alumni who read particular subjects
- Johnians interred in certain locations
- Earliest alumni from various countries.

Volume IV of *The History of the Lady Margaret Boat Club* has recently been published and we have provided a lot of information towards that book over the last few years, as with the previous volume.
Those who have requested a meeting with the Biographical Librarian to see material concerning those they are researching have enjoyed their visit. Below are some photographs taken during a recent visit of Manohar and Mita Thakur, the son and daughter-in-law of Damodar Thakur (BA 1950), who kindly presented copies of volume two of a commemorative publication personally to the Master and the Biographical Librarian, in addition to one for the Johnian Collection in the Library. Copies of books by and about Johnians are welcomed, in addition to the CVs, newspaper cuttings, and other biographical material which makes its way to the office.

Deceased Johnians

Dealing with the biographical records for 500 years’ worth of Johnians means obviously most of the individuals are deceased, but one of the jobs of the Biographical Librarian is to record the death of members of the College and provide information in order that the Master may write to relatives to express condolences on behalf of the College. It is not unusual for friends or family to contact her to ask for information in order to prepare for a eulogy or obituary – it has even been known for her to be consulted on the appropriate wording on a gravestone.

This year the College has been trialling a return to the inclusion of obituaries in The Eagle, so the Biographical Librarian has been integral to this process in supplying information to Colin Greenhalgh (BA 1963), who has kindly volunteered his time as Obituaries Editor. The results of this will be seen in The Eagle 2016, due to be mailed out this autumn.

Harper-Wood Studentship

This year has seen a revival of work pertaining to recipients of the Harper-Wood Studentship. In 2009 the Biographical Assistant embarked on a project to investigate former holders and identify inconsistencies in the way in which membership of the College had been applied: some were already Johnians, some were granted membership and some were not offered the opportunity. A paper was submitted to the College Council suggesting that
in future all holders be formally admitted and invited to the College to report on their work and travels. We also suggested for the sake of consistency, and the overall benefit of the College, that membership be conferred retrospectively as well, making all former holders Johnians.

This was successful, and those who have held the award since 2009 have automatically been admitted to membership, visited College in some capacity after the event, and we hope, feel a stronger bond to St John’s as a result. The extended work on those former holders stalled somewhat though, due to other commitments, and it was a chance correspondence with a former holder, located as part of the initiative to trace missing Johnians, that reignited interest in the project. It was then made a specific target to return to it in detail, researching former holders and attempting to contact those who still remained unaware of their Johnian status.

All Harper-Wood students’ records have been (where possible) updated with detailed biographical information and work is underway to produce a comprehensive list of publications for gradual acquisition by the Library. Of the sixty-six pre-2009 holders, we lacked contact information for twenty-eight. Of these we have successfully made contact with sixteen and established that two have passed away, which equates to a 64% success rate. The numbers themselves, while certainly respectable, do not adequately reflect just how successful this effort has been, but the responses do – unanimously positive and ranging from pleasant surprise right through to genuine outpouring of delight. There have been donations of work, offers to read, and suggestions for events: the Harper-Wood has had a significant impact on those who have held it, and some of the comments are included in the Feedback section towards the end of the Annual Report. There remain nine former holders who we have not been successful in contacting (or who have not responded), but of those we are fairly certain of the identity of at least six, so there is still hope that with future persistence we can bring all former holders back in touch with St John’s.

Fiona Colbert and Paul Everest
Biographical Librarian and Biographical Assistant
Statistics

Research Visits: Eighty visitors consulted material from the Archive Collection from the official opening of the new Archive Centre in the School of Pythagoras on 1 Oct 2014 to the end of Aug 2015.

Tours and Exhibitions: Sixteen tours have been organized for individuals and groups from inside the College and outside the St John’s community. Ten exhibitions have been advertised and displayed in the Reading Room cases from 1 October 2014 to the end of August 2015.

Number of letters filed: 2015-16 – 9

Number of e-mail responses to enquiries: 2015-16 – 172

Preservation

Repairs to Archive Collection items undertaken by the Conservation Consortium:

- Acc/20160619: T. D. M. Harvey, View of St John’s College (twentieth-century drawing in mixed media)
- MPSC13/4: Drawing of reconstruction of the painted decoration on the gateway by E. W. Tristram. (1936)
Preservation priorities: A survey of the conservation needs of the items within the Archive Centre commenced in July 2016 with the help of the College Library’s Erasmus Student, Elena Gandert. Additional support was provided by the Conservation Consortium.

Re-boxing of archival material: The re-housing program has continued when time and staff has allowed. All of the material stored in the upper strongroom has been re-housed.

Exhibitions and Visits

Although the Archive was closed for much of Michaelmas and Lent Terms, we did manage to host some tours and a series of inductions for Freshers.

The most popular exhibition to date has been Music, Meals and Memories: Delving into St John’s May Ball Collection created by the ISS Trainee, Eleanor Swire. This exhibition coincides with Eleanor’s completion of a May Ball collection catalogue and an article Eleanor wrote for the Eagle Eye newsletter.

Events

The Duke of Cambridge officially opened the School of Pythagoras in October 2015. The Duke was presented with a framed copy of the Magna Carta and unveiled a plaque which now hangs in the entrance hall of the building.
Donations

The Archive Centre has received a number of items from Johnians and members of the public for College’s archival collection during 2015-16:

- Dr R. Tovey: clippings and programmes for the Poppy Revue (1958-60)
- Mrs D. Osbaldeston: two 450th Anniversary glasses
- Anon.: printed plan of St John’s College buildings (1935)

Significant Developments

The Archive Retro-conversion Cataloguing Project took a great leap forward in June 2016 when we downloaded AtoM. We now have an online catalogue which can be accessed by researchers around the world. The catalogue is located here: [www.sjcarchives.org.uk](http://www.sjcarchives.org.uk). New material is being added to the catalogue on a regular basis.

A new series of online articles telling the history of the School of Pythagoras was launched in June 2016. The page was created and written by Eleanor Swire. ([http://www.joh.cam.ac.uk/story-pythagoras](http://www.joh.cam.ac.uk/story-pythagoras)).

Tracy Deakin
College Archivist
Library Projects

Sponsor a Shelf Scheme

Spring 2015 saw the launch of this new fundraising scheme, aimed at ensuring St John’s can fulfil its commitment to maintaining the best-provisioned College library in Cambridge. Following an initial appeal addressed to donors who had shown support for the Library building project in the 1990s, more than fifty individuals came forward in the first year, between them contributing £15,000 for the purchase of books in 2015-16. Almost half of these donors generously pledged to continue their support for the scheme in the years ahead by making a regular gift, and since July (the start of the 2016-17 financial year) an additional eleven donors have signed up.

Shelves have been sponsored in medicine, French literature, physics, chemistry, biochemistry, classics, modern history, law, economics and social sciences, and books have been adopted in almost all subject areas covered by the existing collections, as well as some new special interest subjects. Donors’ support is acknowledged with a personalised shelf label in their chosen subject area or a personalised book label inserted into a new volume as it is added to the borrowable collections.

While printed books remain the most commonly used resource in the majority of subjects, financial support via the Sponsor a Shelf scheme provides a significant boost to the annual acquisitions budget – enabling us to maintain and expand the Working Library collections, bringing in the latest published research and writing across all disciplines studied by our undergraduates.

Eagle Scanning Project

The aim of this four-year project is to make the entire contents of our College magazine available in digital format, and fully text-searchable, via the College website, by the end of 2017. Once completed, the resource will be of use to a wide range of people engaged in research relating to the history of St John’s since the mid-nineteenth century – and not least to staff in the Biographical Office, Old Library and Archive, who field enquiries daily on behalf of individuals who do not currently have access to the wealth of information The Eagle contains.

Both of the Library’s Projects Assistants have committed a significant number of hours to the project so far – with Sam establishing the technical requirements, mastering the software, completing a trial batch of scans (all the volumes from the 1910s, in time for the First World War centenary), then starting in the
2000s and working backwards, and with Rebecca commencing at the beginning, in 1858, and galloping through, a decade at a time, into (at the time of writing) the 1950s. Each batch of scans has been uploaded to the website as soon as it had been processed, so the bulk of the content is already available, offering the option to browse and search either individual issues of the magazine or decade-long groupings of particular chapters (obituaries, sports and societies, etc.). To access the results of this project, visit [http://www.joh.cam.ac.uk/eagle-scanning-project](http://www.joh.cam.ac.uk/eagle-scanning-project).

**George Watson's Books**

In August 2013 the Library was tasked with processing a generous bequest of several hundred volumes from the personal collection of a late Fellow of the College, George Watson. The project progressed in phases: first sorting, listing and relocating the volumes into temporary storage in the Library basement; then cataloguing, classifying and finding shelf space for the 500 or so titles selected for the Library’s permanent collection; and finally liaising with external specialists to arrange the sale of the remaining 150 titles (comprising rare or early editions of which the Library already holds at least one copy). Following extensive correspondence with experts from Bernard Quaritch Ltd (an antiquarian book dealer) and Dominic Winter Auctioneers, in June the final batch of volumes was sold, as two lots, with the proceeds benefitting the College.

Interested parties can access details of all the titles George Watson bequeathed to the Library, via the online Newton catalogue. Simply opt to search by ‘Keyword anywhere’ and enter the terms ‘bequest George Grimes Watson’ into the search box to generate a full list.

Rebecca Watts
Projects Assistant

**Cartwright Collection**

Another of the main projects this year has been the cataloguing of a collection of music that came to the Library through an extremely generous bequest from Christopher Cartwright in 2013. The collection comprises some thirteen large boxes of sheet music and collected editions, and represents a significant addition to the already very good music resources held in the Library.
The bequest arrived in late 2013, and the processing and cataloguing of the music started the following year with the help of Richard Sellens, then the Library Graduate Trainee. The decision was taken that the collection would be housed separately to the main sequence of music books on the first floor, and would also have a separate system of classification clearly reflecting the provenance of the books. Of the thirteen boxes, approximately three contain a variety of scores and sheet music which are yet to be catalogued, the remaining boxes being given over in their entirety to the vast Neue Bach-Ausgabe, and volumes from the Neue Liszt-Ausgabe, and Musica Britannica.

As the project currently stands, all volumes from the Liszt-Ausgabe, are catalogued and on the shelves, and the final few volumes of the Bach are nearing completion. The next phase of the project will see the cataloguing of the sheet music, and the Collection will hopefully be complete by the publication of the next Annual Report.

Sam Lewsey
Projects Assistant
Online Media

The Library Website

The Library

The College Library is divided into two sections. The Old Library dates from 1624 and houses historic manuscripts, rare books and personal papers. The modern Working Library houses borrowable books and current periodicals, as well as computer and work facilities to which members have 24 hour access.

Opening the Great Gate: the changing face of First Court

27/08/2016 - 30/12/2016

This exhibition celebrates the quincentenary of the admission of the first students to St John’s on 29th July 1516. By examining the lives of some exceptional Johnians, the story of the College will be told through the eyes of a politician, a scholar, a scientist, a traveller, a rebel and a troublemaker: all undergraduates at St John’s who went...

Read more...

Fig. 1: The front page of the Library website (19 September 2016)

The Library website continues to be a valuable and convenient way of communicating with both members of the College and members of the public, all of whom can use our various online resources. The Library website is very accessible and simple for users to navigate, providing an excellent starting point for anyone wishing to use the Library. The catalogues of both the Working Library and the Special Collections are accessible on the Library website and are indispensable to members of the College. Additionally, staff contact information is available from the Library website making it easy for users to get in touch and speak directly to staff about their queries. The Library webpages are frequently updated throughout the academic year, allowing us to keep both members of the College and external users up-to-date on Library news and events such as exhibitions and new acquisitions.

Fig. 2: A year on year comparison of Library website page views for 2014-15 and 2015-16

As has been seen over the recent years, in 2015-16 the Library webpages once again received fewer views than the previous year. Overall, the website was down 9.77% in page views, from 133,315 visitors in 2014-15 to 120,285 visitors in 2015-16. Whilst this is a slightly larger decline compared to last year’s 6.42% drop, web users continue to use other forms of online media such as Twitter and Facebook to keep up-to-date with the Library.
Fig. 2 does show considerable increases in Library webpage views at certain points of the year which coincide with events such as the start of the new academic year and the deadline for UCAS applications. Over this next year, the wider College website is under review, but this will not affect our ability to shape the Library pages, so we will continue to update the pages, adding new relevant and interesting materials.

**Twitter**

The Library’s Twitter account continues to prove popular with Library users as we now have over 950 followers. The Library Twitter followers include members of the College, external Library users and other institutions, allowing us to keep in contact with library users and make connections with other Twitter users. Members of Library staff continue to tweet at least once a day with fascinating and relevant news from the Library during term time, including announcements of closure periods, Library exhibitions and links to the Special Collections Spotlight and Off the Shelf blogs.
Facebook

Fig. 4: The Library’s Facebook page (19 September 2016)

The Library Facebook page continues to be another popular way of allowing us to interact with Library users. This method of online media is particularly popular with students, as the majority of students are more likely to use Facebook than Twitter. Similar to the Library Twitter account, the Library Facebook page is used to share news, including announcements of Library exhibitions that are relevant to students. This additional source of online media continues to allow the Library to become more ‘user friendly’, as it provides another source of communication between the Library and the Library users. The unified design of the Library Facebook page and Twitter account continues as in previous years, making our online media reassuringly official and consistent. At the start of each academic year, students are encouraged to use online media to help keep them aware of Library news and updates.

Chloe Beswick
Library Graduate Trainee 2016-17
Environmental Monitoring and Control

One of the fascinating things about working in a library like St John’s is the diverse range of environments under our care, all of which need monitoring on a regular basis, and all of which need monitoring for different reasons.

The environmental conditions of these areas are recorded for the most part through the use of Tiny Tags. These small devices live in various places throughout the Library, as well as across the College, and record environmental conditions such as maximum and minimum temperatures, and maximum and minimum humidity, at ten minute intervals both day and night.

In the Working Library we have five Tiny Tags; the two tags on the first and third floors allow us to keep track of working conditions in the main body of the library – important in helping us maintain the delicate balance between a comfortable studying environment for our students, and the optimum conditions for the books on the shelves; the three tags in the Garden, Chapel, and Closed Access basements allow us to keep a close eye on conditions in areas where some of our less robust stock is stored.

In addition to the tags already mentioned, we also have two situated elsewhere around College. These are kept in the Master’s Lodge and Divinity School basement, where the condition of a particular painting and storage of more delicate Library material respectively are the objects of attention. The data from these tags is downloaded every fortnight and information stored by way of graphs and spreadsheets so that we can identify general trends and any areas of concern, hopefully before they become a problem.

Tiny Tags are also used to monitor environmental conditions in the Old Library. This is a particularly sensitive area due to the nature of the materials kept there, and the serious implications which fluctuations in temperature and humidity may have on items that are rare and delicate. These are overseen by Kathryn, and covered in the section below. The most fragile items are stored in the Manuscripts Cabinet in the Lower Library, which has its own closely monitored and controlled microclimate that is set for optimum conditions for the preservation of the documents.

In addition to measuring temperature and humidity throughout the Library we also record visible light (LUX) and UV levels in the Old Library. Many of the windows in the Lower and Upper Library have UV filters on them to protect the sensitive materials stored on the shelves there. Weekly readings are taken in the Exhibition Area, the Rare Books Reading Room, the lower Oriel Window, the upper Oriel Window, mid-way along the Upper Library on both sides, and in the Upper Library Office. These readings are also entered on to spreadsheets so that we are able to keep track of the efficacy of the UV filters, and can look into replacements or take other action to protect materials if it becomes necessary.

Sam Lewsey
Project Assistant and Librarian’s Secretary
The Old Library

Temperature and humidity are continually monitored in the Manuscripts Store, the Upper and Lower Libraries, and the Reading Room. We are pleased to report that controls in the Manuscripts Store have kept conditions constant at recommended levels (14-15 degrees centigrade and 50% relative humidity ±5%), with the system operating effectively throughout the year in all weather conditions. Conditions in the Upper Library typically do not fluctuate widely or rapidly. A relatively mild winter meant that low-level heating maintained a fairly even temperature, while throughout the year RH only rarely exceeded 60% (the level above which mould can form). Indeed, on occasions RH fell to below 40%, which is lower than desirable.

Conditions in the Lower Library had caused serious concerns in 2012-13, when consistently high RH prompted widespread mould outbreaks. These conditions have not recurred. Throughout much of the colder winter months, the RH remained low, indeed possibly too low. Only during the peak of summer were levels above 60% measured, and then only for brief periods. The Reading Room is maintained at a slightly higher temperature than storage areas, for the comfort of the people working in it, and experiences more fluctuations in RH, which is to be expected given the use of the room, but conditions remain within acceptable levels.

Monitoring continues throughout the Old Library. Having been monitored over the past twelve months, areas of the north wall in the Lower Library, most prone to cold and damp, have now been treated with a variety of insulation techniques, the effects of which will be measured over the next twelve months to test the effectiveness of different solutions.

Kathryn McKee
Sub-Librarian

The School of Pythagoras Archive Centre

The environmental conditions within the strongrooms of the Archive Centre have remained relatively stable since we moved in two years ago. The medieval stone walls of the School of Pythagoras tend to keep temperature and humidity levels in the building generally stable. The conditions within the building fall within recommended guidelines and standards throughout the year.

The upper strongroom shelves along with all boxes and volumes on them were dusted in May and June and new dust meters were placed in four locations to monitor the build-up of dust in the room. It is hoped to eventually put these meters into place on the ground floor as well.

Tracy Deakin
Archivist
Green Initiatives

The recycling bins for mixed plastic and aluminium installed on each floor have worked quite well, but the system has been simplified from September 2016. All recycling bins now accept plastic, aluminium, paper and cardboard, which should result in more recycling by students.

As in previous years most of the items were placed in the correct separate recycling bins, but a small proportion of part-full drinks containers were left on desks or placed in rubbish bins which makes more work for the cleaning staff.

Average quantities of material recycled per month

Fifteen sacks of waste paper.
Thirteen sacks of mixed plastic and aluminium.

During the year the Library cleaners recycled approximately twenty-five sacks of mixed plastic, aluminium, paper and cardboard from the Archive Centre.

Adam also recycled forty-two sacks of unwanted journals and other printed material.

Printer cartridges

The Library is the collection point for used printer cartridges and a large box full is recycled every month.

Used batteries

Just inside the outer door of the Library a wooden box is now available for the collection of used batteries because these should not go into general waste.

Unwanted mobile phones

Mobile phones that are no longer required or are broken, both personal and College property, can be given to Angela McKenzie in her role as Telephone Liaison Officer. She passes them to a horse welfare charity, Redwings, which relies on the money paid for these phones by a recycling company to help run their Rescue Centres. This year she has recycled thirty phones which may have ended up in landfill otherwise.

John Holt
Part-Time Library Cleaner
Feedback from visitors, enquirers by phone and email

This section is larger than usual but reflects just how important and appreciated the services available in the Library, Biographical Office and the Archive are – not just to the current members of College and Johnians but to the wider academic world and members of the general public who are looking for information that can be found here.

Biographical Office

These are messages received by either Fiona, the Biographical Librarian or Paul, the Biographical Assistant.

General

- You’re a rock star!!! [And, a week later: As usual, Fiona, you are a rock star!]
- Thank you so much for sending me the information. We were delighted to receive the attachments with such interesting details new to us. Thank you for explaining the BA to MA process. Once again, many thanks for your great help.
- Many thanks for this very comprehensive account of how these things happened! Sorry to have wasted your time, but a salutary lesson not to believe everything you get from the internet. Your service is very impressive. Long may it continue.
- What a kind and thoughtful email you have just sent for which I truly thank you.
- You are a star, first class, with bar! A huge thank you for sorting this out. No hurry was necessary, and the pleasure of a resolution should warm both our hearts. I promise you that I know only too well how easily gremlins come to inhabit complicated drafts like yours, and your editorial reputation is impugned not a jot by this one. Accuracy for posterity is the great goal.
- It is very reassuring to start the New Year by experiencing such politeness and efficiency.
- Many thanks for the super-efficient help!
- Thanks a lot for sending your attachments and also for spending so much time with us at such short notice when we came over to Cambridge in August!
- I have just shown this email to my husband and his response was: Wow what a wonderful lady! We both really appreciate that you have put yourself out looking up all this information for us … it is very exciting to be able to have missing pieces and make it all more cohesive. Thank you so much for all this information and your effort and enthusiasm.
- This is just to place on record our immense appreciation and deep sense of gratitude for all you have done to help us relive my father’s legacy at his beloved alma mater. We could see the hard work you had put in to prepare for our visit the other day and you made us feel so welcome and valued. This was a day we will never forget!

Harper-Wood Project

This project is explained in the Biographical Office Report on page 40 and from the favourable comments below, it would seem to have been very worthwhile.

- How lovely to be considered for membership of the College.
I would be very honoured to become a member of St John’s College and very happy to be in touch with the College.

Delighted that I’m now also a Johnian. In fact, I almost feel at home, having stayed overnight at John’s a couple of years ago as a guest of former Master Peter Goddard.

I am entertained to hear from St John’s after all these years. More so (and touched), to discover that you, in some sense, claim me.

Perhaps I should add that there was a more intangible benefit to the whole thing, for me. Even though I suspected I might be the only applicant in my year, it was a terrific boost to receive what felt like such a serious endorsement, when I was going out into the world wanting to do nothing else but write.

I hadn’t realised that I am a member: that tickles me pink!

The Harper-Wood Studentship was one of the best breaks ever, not in the sense of holiday but of opportunity. It gave me a sense of possibility, hope even, not that I was lacking in that. I would be delighted to be in touch with St John’s.

I am delighted that I am now a member of St John’s College!

In many ways I still consider myself on a Harper-Wood studentship even now!

The Harper-Wood made a huge difference to my life in many ways, so I’d be very happy with your contact. It seems also that I might even be some sort of member of St John’s, which I would count as a real honour.

I feel most honoured to be admitted to membership of the College, and also to find my name in such distinguished company. Thank you!

Receiving the Harper-Wood Studentship was an enormously important step in my life as a writer, and I have always been deeply grateful to John’s for the opportunities.

Special Collections

These are emails and messages received by Kathryn, the Special Collections Librarian.

Thanks for being so wonderfully helpful and efficient. I am in your debt.

Thank you so much for your help, this is great, as I discovered another crucial text in the same collection. I really appreciate your help, it is invaluable for my research.

Many thanks indeed for this reply – it is extremely helpful and I am grateful to you for fishing out the copy and saving me a trip!

Thank you for so kindly opening the special collections library to me. I so appreciate the time you so generously gave me to share your insight. It’s a truly wonderful place.

Thanks you so much for the scan it’s so nice of you. Thank you again to have taken a moment of your time to help me with this manuscript.

Thank you so much for getting back to me so quickly. The image you have sent through is perfect! It will definitely be a good enough quality for my paper next week.

Thank you very much for these lovely colour images which are great for my purposes.

That is fantastic!! Thank you so much for your speedy response. I may make a pilgrimage to Cambridge to look at rare books there, and will certainly let you know if I do.

Thank you so much for all your help with the photography yesterday – very very much appreciated.
This is a rather belated thank you for all the help you gave me, Carl, John, and Erika last week—it was brilliant to be able to get through the work so efficiently.

That's very kind to devil around in the book for me—and I was somewhat afraid that there might be considerable differences between editions / translations etc.

Thank you so much for your hospitality and kindness last week. It was wonderful to see the Poly-Albion and the battle of Agincourt. I fear I may have to come back again as two hours not enough to do justice!

How very, very kind of you to have picked up this ball and run with it! Much appreciated.

You've laid out very clearly the copyright possibilities, for which many thanks.

Thanks for all that checking, Kathryn, and for reminding me about the digital Eagle, which I'll go through.

Thank you for being so helpful and welcoming again when I visited today.

A belated, but none the less sincere, thank you for arranging such an interesting visit to the library for the Anglo-Spanish group last week.

Many thanks for all this helpful info which I very much look forward to following up. I am most grateful.

Thanks so much for examining your copy. It's unfortunate that the poem is not there, but I'm glad to have this confirmed.

Many thanks for this! It's just what I needed for the seminar. Much appreciated!

Thank you very much, especially for the photograph of the title-page which will be an invaluable record for comparison with the Desportes volume at Princeton.

Visitor Book Comments

These are just some of the comments recorded in the Visitor Book placed in the Exhibition Area of the Library by visitors to the Working Library, the Old Library and the various exhibitions that have taken place through the year.

Too beautiful experience to use words for describing!
As 2 retired Primary School teachers it was lovely to see how children's teaching began. Thank you.

Good to see the diverse way of presenting such an interesting exhibition.
Splendid collection, kind smart & helpful staff. The best.
Comments on Archive Exhibitions / Tours / Online Material

These messages were received by Tracy, the Archivist.

- The visit to look round the May Ball exhibition was excellent, very good indeed.
- This is wonderfully kind and I am extremely grateful. Pulling together an edition like this has been far more demanding than I ever imagined, so to have such prompt help such as you have just given is simply marvellous! I will include your name in my list of acknowledgements.
- Thank you most warmly for welcoming us to the Archives yesterday. You were very kind and accommodating, and we achieved our objective most successfully. Thank you very much for setting the visit up for us.
- Thanks for yr help, Tracy. The building is very impressive.
Appendix  Donors to Sponsor a Shelf scheme

We are most grateful to the following donors for their generous support of this scheme:

Dr David Arrowsmith
Bill Ball FIMechE (Mechanical Engineering)
Hugh M. F. Barnes-Yallowley (Political Economy)
Dr Denis Bartlett (Medicine and Literature)
Ian and Fumiyo Boulton (Chemistry)
Albert Boyes, for Mary Boyes (Chemistry)
John Brereton
Dr Charles Briscoe (Weather)
John Butters
John Chaumeton FRICS
Paul Cockerham FSA (Art History)
Anthony Combridge
Dr Norman Crompton
Alan Daniels, in memoriam Reginald W. Daniels (Economics and Social Sciences)
Dr Donald Davidson
Julian Davies (History)
Stephen Davies
Henry A. Duxbury FREng FIChemE
Keith Dyke (Biochemistry)
Dr Russell Fairhead
Patrick Field (Linguistics and Languages)
Colin Goldsmith
Henry Goodman
Anthony Greenstreet (History)
Dr Peter Hacking (Medicine)
The Revd John Harrison
Dr Hugh Hoyland (Poetry)
I. E. M. Hughes (German Studies)
Tazim Jaffer (Physics)
Christopher Joseph
Garth Lindrup (Private International Law)
Thomas Longmore
Greg Lowden (Modern History)
Dr Kenneth McFadyean
Robert Malins
John R. Morris (Engineering)
John Mounsey
David Nicholls CB CMG, for Margaret Nicholls (Spanish Literature)
David Nicholls CB CMG (French Literature)
Kirsten Paige (Music)
Professor Douglas Payne MBE
J. Mason Porter
Dennis Poulter
Dr Donald Roberts
Barry Sealey OBE
Professor Douglas Shaw OBE
Dr John H. W. Shaw (Victorian Poetry)
Christopher Sinclair-Stevenson (History of Modern France)
Isobel Smyth (Plant Biology)
Judge Peter Thornton QC
Richard Tomlinson (Classical Archaeology and Classics)
Allan Turner
Irene Vest, in memoriam Michael John Vest
Douglas Wass (Pure Mathematics)
David Webber
Dr David Whitmore
Kenneth Wilkes
The Revd John Williams
Nicholas Wood (Chilcot Inquiry)
Dr Edwin Wraight
Dr Michael Wright
David M. Wright (Earth Sciences)
Dr Samuel Young