MINUTES

LIBRARY STAFF CONSULTATIVE COMMITTEE
THE AUSTRALIAN NATIONAL UNIVERSITY

MEETING

MEET No. Meeting no. 3 2016
VENUE Graneek Room, Chifley Library Building
DATE/TIME Tuesday 14 June 2016, 2-3.30pm
CONTACT Roxanne Missingham

Part 1. Formal items

1. Minutes from the previous meeting – Monday 11 April 2016 is available from ERMS:


   No changes to the minutes were received.

2. Matters arising

   2.1 The new website makes LSCC contents available, some of the LSCC links not working – eg previous meeting minutes, kept getting errors. Hui has contacted Patrick to have the links fixed.

   2.2 Issue of parking charges, and issue of equity. Director HR has been send the committees suggestion by email.

3. Attendance and apologies

   Attendees: Barbara Avis, Heather Gianquitto, Nicholas Welbourn, Emily Tinker, Fiona Nelson Campbell, Belinda Carriage, Heather Jenks, Hui Xiao

   Apologies: Tracey Cunningham, Roxanne Missingham, Doris Haltiner, Imogen Ingram.

Part 2. Reports and policy matters

4. Report from the Chair (Heather)

   4.1 Library Planning

   4.2 Planning

   4.3 ANU Strategic planning

   Roxanne is tied up in another meeting and sends her apologies.
Library planning – from previous meeting, intending to have some breaking up sessions, but felt that we cannot do until some of the university planning issues has been settled.

ANU strategic planning – everyone should have received invitation from VC about these sessions. You are encouraged to attend sessions of interest.

Heather Jenks is on the collegial university group and went to their meeting last week. She reported back that it is good to hear all the ideas and feedback.

5. **Work Health and Safety report (Heather)**

   5.1 Policies

   Health and safety – received email from last H&S policy committee meeting attended, in that there were 2 reports I let branch manages know about.

   There have been a review about Automatic External Defibrillator (AED) units on Action campus and work recommendations.

   A map of all AED units is provided:


   Summary of findings. Total 15 AED units across the campus, including one in Menzies First Aid cupboard – it’s in staff area so someone has to have access to get to it. 20 buildings shown red on map, expected 15 AEDs, another 11 areas have been identified as needing coverage … do not know where the funding will be from, the cost is about $49,000. Timeline has to wait till the budget is sought.

   Major concerns – roads in CBE precinct, 2nd proposal from Health and Safety Committee: cars don’t stop at stop signs, ignore the speed limits; a student has recently been hit while riding a bike in the area; pedestrian has been knocked down; … Most concerns are people walking while texting, not watching, parking illegally, etc. No particular resolution offered yet. On Harden St & Childer St, people have been knocked down, no injury, still getting pretty bad. Students chatting and texting, wondering around with earphones on.

   Those are the 2 reports/policies discussed at the meeting.

   Belinda asked where to get No-smoking signs from. There have been a couple of repeated offenders in Menzies. Smoking policy not being adhered to. No Smoking signs outside Chifley except the old signs.

   A number of students enquiring about scan disks?
5.2 SIS issues
None.

6. Report from work areas (only those that are present)

6.1 Digital Repository
No report.

6.2 ANUPress (Emily)
We have published 22 titles: 17 Press and 5 eView.
The Press is being reviewed next month and we are busy getting the documentation ready for this.
Submissions to the Press review can be made until 20 June. For more information go to:

6.3 Archives and Records
Completed final shelving, majority of the books/records to be shifted to Chancellry, upcoming network drive shut down, business units contacted us offering regular user training courses, ERMS landing page being updated, FOI busy, requests coming through, FOI requests - pls pass on asap as only 20 days to process, ongoing ERMS support, Intel. ERMS integration, registration form automatically.

6.4 Library Branches

6.4.1. Chifley (Andrew & Ana Maria)
- A shelving marathon will take place in Chifley on Thursday 16 June. Staff will spend predominantly the whole day shelving, with short stints on the desk and organised breaks and sorting trolleys, in an effort to clear the sorting shelves.
- Library volunteer, Hannah Golan Burnett, is assisting in Chifley with the following tasks:
  - Checking list of items held in OD collection & investigate if they are available online
  - Disposing of written off materials
  - Collecting pick-ups from each level, tidying furniture, and checking the building for any issues which may need to be reported (opening shift)
- Removing expired holds from Hold shelf (opening shift)
- Removing expired ILL items (opening shift)
- New books display – changing covers on a weekly basis
- Respacing serials on Level 1
- Searching for missing books.
- Friday 10/6 was Hannah’s last day with us. She will be back in Chifley on Thursday 28/7.
- Her available hours for volunteering are Thursday and Friday mornings from 9am to 1pm.

- Chifley’s weeding project is going well.
  - In the past 6 months 646 Chifley items have been withdrawn from the general collection and the audio visual collection, including: duplicate copies, items available on DVD or via streaming, and some computer software long out of date.
  - 115 audio visual resources produced by ANU were transferred from Chifley to Archives for digitisation on 31/5/16
  - Chifley display for June is Manga. The Japanese word ‘manga’ which translates as ‘Japanese comics’, is composed of two kanji, 漫 (man) meaning ‘whimsical or impromptu’ and 画 (ga) meaning ‘pictures’. Throughout June you can see a display in Chifley of original Japanese and English manga publications including Astro Boy, Phoenix and Akira from our collection.

- The student ambassadors will be working in Chifley for 5 hours per week for each of the 4 weeks of the non-semester period for shelving and also a bit of training at the desk.

- Jacqui and Diane are swapping roles for 18 months as of 20 June 2016.

6.4.2. Art & Music

No report.

6.5 Hancock (Barbara)

- Hancock has a new member of staff. Tom Foley is the new Information Access Coordinator (ANUO6/7). He has come from the NLA where he has worked for several years, supervising customer service in the family history and main reading rooms. Otherwise it is business as usual, with quite a few members of staff having block of leave from July through to September.
The gardens in the courtyard and southern walkway have been replanted following damage caused by the Hancock West renovation.

Feedback to management regarding the extended Chifley opening hours during the exam period: There was a noticeable but orderly exit of patrons last Friday evening after the 5.45 announcement suggested they could relocate to all floors of Chifley. Emptying the building by 6.00 pm seemed much easier than usual. BA

6.6 Law and Document Supply

No report.

6.7 Menzies (Heather Gianquitto)

- Staffing changes at Menzies
  - Leanne Holgate was the successful candidate for the ANU05 position in the Serials team.
  - Lachlan Wong has joined the stand down staff team.
- We are looking forward to having the assistance of student ambassadors for the stand down period.
- The Current serials are being combined with the general collection. Menzies (western) and Korean sections are now complete. We are now starting to move the Japanese and Chinese serials.
- Levels 3 and 4 have again sustained water damage over the last few weeks and we’ve had blowers in to properly dry some of the affected collection. We are planning to move the GN section to a newly vacated area at the opposite end of level 4 to prevent further damage.

6.8 Information Literacy Program (emailed from Imogen)

- 60 International students currently undertaking mid year PSP (PSP = Graduate Pre-Sessional Program) from Crawford School (Policy & Governance, Environment & Economics fields) there are a few from outside Crawford focusing on Law, Commerce
and International Relations. IL Staff from Menzies, Law, Chifley, Hancock & ILP conducting library tours and training over 4 weeks.

- ILP Sem 2 is now displaying displaying on lower half centre of Events on ANULIB homepage.
- Pilot module for the Small Private Online Course (SPOC) is progressing. Topics for the module include publication ethics, finding my publisher, peer review and copyright. The abstract for a paper on the SPOC, entitled Publish long and prosper: using new technologies to create the researcher of the future has been accepted for the ALIA Online 2017 Conference.
- Back page of IL training materials to be circulated to all branches as feedback link changed – apologies for not circulating in Semester 1.

6.9 Library Communications (Nicholas)

- SIS websites
  - Research & learn section: content approved, waiting for templates from Marketing Office
  - Library intranet: new intranet (staff resource) page underway
  - Open Research website (DSpace): website updates completed
  - Libguides: project team developing guidelines and strategy for updating and creating Libguides
  - Website downtime notices: comms team looking at different methods of rendering downtime notices on SIS webpages according to context of the message/service/importance

- Mid-year break
  - Opening hours signage, infoscreens and webpages have been approved and updated ready for the start of the break

- Second semester
  - Orientation week activities planning underway (Library Tours, messaging and promotional items)
Planning underway for Second Semester materials such as opening hours signage, infoscreens and opening hours webpages

- Infoscreen system update pilot
  - Pilot testing and development underway for new Library infoscreen system

- Events and exhibitions
  - Planning underway for ANU 70th anniversary celebrations, including a major exhibition at Menzies
  - Collection Highlight display at Chifley: Manga theme
  - ANU Archives exhibition: High Street Dreams

- Library signage
  - An audit of existing internal signage at Chifley has been completed, with a view to developing a signage strategy across all branches

6.10 ANDS (Fiona)

- 23 things program going well. Up to Thing 11. Have a focus on libraries. Karen in Brisbane working on that. Some bookmarks available for anyone interested in 23 things. Chasing up again because the light at front is not working. No external lighting. Only a short pathway but not particular safe.

7. Service area reports

7.1 HR

No report.

7.2 TLSCC (Belinda)

- Hume Print Repository now has a side access gate and the graffiti wall will be painted over.
  - Owner also looking at painting over rear wall and putting in a new higher Security fence along this area. I think he needs to talk to ACT Gov about this.
- Law library getting new Zippy water tap facility for the students on level 2
- Menzies roof leaks hopefully being fixed at end of year
• Hancock has new internal and external gardens. Now need to upgrade the umbrellas in the courtyard.

• Chifley midyear break will hopefully allow TLCSS Staff and Library staff to get in and put furniture back where it belongs and remove any old broken bits.

• New MFD roll out. I am still trying to get dates when this will happen. Meant to be midyear and have told them this is the best time. Now waiting for reply and will update everyone when I know.

7.3 Finance
No report.

Part 3. Other business

8. Any other business (Heather)
2 vacancies in LSCC from Tracey – full term and Leanne – move from 4 to 5. Replacement of LSCC representatives: it’s not about representation of library branches but levels. An election will happen in not too distant future.

Branch manager acting position in Chifley – we have gone through selection and made recommendations, will let people know as soon as we have some.

9. Next meeting:

    Monday 1 August 2016, 2-3.30pm