



# Minutes

## ANU Library Staff Consultative Committee

MEETING NO.	Meeting number. 04/2021
DATE / TIME	Tuesday 10th August, 2021, 2:00 - 3:30pm
VENUE	Graneek Room, JB Chifley Library or Zoom
CONTACT	Roxanne Missingham/Margaret Prescott

---

## Contents

Contents	1
Part 1. Formal items	2
1.1 Minutes from the previous meeting	2
1.2 Matters arising	2
1.3 Attendance and apologies	2
Part 2. Reports and policy matters	2
1.1 Report from the Chair (Roxanne)	2
1.2 Library and Work Health & Safety report (Heather)	3
1.3 Reports from work areas present	3
Part 3. Other business	6
3.1 Any other business	6
3.2 Next meeting	6

## Part 1. Formal items

### 1.1 Minutes from the previous meeting

[Previous Minutes](#)

**Action required**    For information    For discussion    For decision

---

### 1.2 Matters arising

**Action required**    For information    For discussion    For decision

#1	Update Terms of reference of LSCC to include HSR representatives
#2	That future minutes contain a record of all decisions and each area provide around 5-6 dot points in their report and that a short summary of other reports is included.

### 1.3 Attendance and apologies

**Action required**    For information    For discussion    For decision

Welcome to the members in attendance:

Heather Jenks, Belinda Carriage, Peter Shaw, Jaimi Schmid, Jerome O'Connor, Christobel Underwood, Candida Spence, Ivo Lovric, Roxanne Missingham (chair)

Apologies Cathy Burton , Jo Boyanton, Michelle Chudzinski, Fiona Nelson Campbell, Margaret Prescott, Terra Starbird, Teresa Prowse, Kumudini Watawala, Rob Carruthers

Welcome to Candida Spence who is standing in for Terra.

A welcome to Jaimi Schmidt from ANU Press who has replaced Teresa Prowse. Thank you to Teresa for her contribution.

## Part 2. Reports and policy matters

### 1.1 Report from the Chair (Roxanne)

COVID-19 preparedness. Roxanne reported on work being done across the university to prepare for current and future scenarios. She noted that the Sydney situation indicates the seriousness of the virus.

Belinda noted that there needed to be a COVID-19 check in on the staff door in the Menzies Library.

ANU 75th anniversary.

Ivo to provide questions to be answered. Note that there are no additional cuts this year and the budget changes for all divisions In our portfolio were In the change papers released In 2020.

Roxanne noted that the mutually agreed separations remain available.

Heather noted that stand downs were offered shifts and additional hours consistent with previous processes.

**Action required**     For information     For discussion     For decision  
Action: Rob Carruthers to get COVID-19 check in on the staff door in the Menzies Library.

---

## 1.2 Library and Work Health & Safety report (Heather)

Heather reported on the range of issues. She noted that security were advised should there be a single person in a library at any time.

Peter raised the issue of staff moving to new positions and ensuring that they do an assessment so that they are set up in the best way. Heather reported that they should sort out their set up and seek OSLS assistance where required.

All risks and incidents to be logged in Figtree.

Academic Integrity week - August 30 -3 September.

**Action required**     For information     For discussion     For decision

---

## 1.3 Reports from work areas present

### 1.3.1 SIS Facilities

Work ongoing with fire system end date end September.

Lifts - tender documents signed

Skip bin for rubbish going this week

Hume new rear fire door fitted, more mouse proofing has taken place and water damage prevention work undertaken.

Hancock leaks are from hailstorm damage.

### 1.3.2 ANU Press

Currently 22 books in production, 31 published so far.

Under 2 million downloads so far.

Launch on Friday of latest journal of biography issue.

Good publicity and work on social media. Twitter over 13k profile visits last week.

### 1.3.3 Menzies Library

#### *Information Access*

3 library tours in O-week-limited numbers attending.

Indian High Commission First Secretary Ms Ruchika Jain visited Menzies and donated 51 Indian books - morning tea was held with visitors and library staff, and CAP academic staff.

Rare Books audit is ongoing -CIA staff working diligently to get through the collection.

Pacific studies tour & class held. Great to have students in the building and teach face-to-face again.

Curtin student Hui Zha started a 3 week placement on Monday 9th August -full program planned, with specific collection management project involved.

Feedback about extended hours on Wednesday evenings and Saturdays has been positive, as we welcome back our After Hours staff -who are supporting some of our donations projects with Bib-checking.

Curtin University student has commenced her 3-week placement

#### *Collection access & delivery*

Rebecca Shumway has been appointed and has commenced as Access & Authentication Coordinator

Cameron Allen has been appointed as Information Resources Coordinator, due to start 23 August 2021

The Rare Book procedures have been reviewed, updated and tested, ready for authorisation

The peak acquisitions period for serials has commenced (Ebsco, Harrassowitz and CAUL renewals are in process)

The Monographs team are trialling outsourcing DVD format shifting activities

### 1.3.4 Digital Scholarship

Welcome Christobel to the team to fill Kumudini's role while she is at law.

CartoGIS:

All Sem2 Training is fully booked with waitlists.

Madeleine Tan (an intern from from ANU Museums & Collections program) has been working with the team from 2nd July to 23rd August to sort, document and scan Australian continent maps in the collection.

Digi:

projects are progressing well and all projects on the 2021 plan are either completed or in progress.

XuDishan website on track for release in October 2021.

Repository:

Working through taskpool backlog. 3835 titles processed from the taskpool to the collection so far this year.

Working with ANU Press to load records for all chapters and books that weren't already in repository.

### 1.3.5 ACDC

1. O-week Semester 2, 2021 (20 sessions) - Reflecting the drop in enrolments, our workshop numbers were down compared to previous years. Nevertheless, our workshop attendances make up 72% of enrolments. We provided all workshops online, and selected workshops on campus. Students provided positive feedback on the workshops, and appreciated having a range of support available.
2. Return to Campus Task Force organised O-week 2.0 with a target audience of students stranded in Greater Sydney and quarantining on campus (30+), as well as those stranded in other states and overseas. The Virtual Connections page <https://www.anu.edu.au/students/communities-events/virtual-connections> offered 8 ACDC sessions and a virtual Library tour.
3. Academic Integrity Awareness Week (30 August – 3 September) the first ANU Academic Integrity Awareness (AIA) Week will be launched 30 August 2021. It will be led by the ANU Academic Competencies and Digital Capabilities team, and it is proposed to be held regularly going forward. The aim of AIA Week is to: raise awareness of academic integrity with students and academics across the ANU and improve the capabilities of academics and students to enable them to conduct their education and research with a high level of academic integrity.
4. Teaching for Semester 2 - All sessions for the next two months to be online including our in-curriculum sessions. Will be taught face to face only if there is hybrid capability and if the session is being recorded and sent to students who cannot come to campus. Consults are still be face to face, pending a change of circumstances in the ACT.
5. Staffing news - Terra Starbird appointed as acting Manager on 21 June. Amanda Valent has replaced Terra Starbird as Digital Literacy Trainer and Daisy Leung has accepted a secondment to The Centre for Learning and Teaching for the rest of the year.

### 1.3.6 Ivo - NTEU

#### JobKeeper

- The National Tertiary Education Union (NTEU) has slammed the Morrison Government for the \$12.4b that was wasted on companies which experienced no downturn in revenue during 2020.
- The Union called for the return of that money and the reallocation to job-rich sectors which experienced mass job losses, like higher education.
- “For a small portion of the JobKeeper money that was wasted on corporate handouts to profitable companies, we could have saved the 21,000 jobs lost from higher education,” Dr. Alison Barnes, NTEU National President said.

#### Wage Theft

- NTEU is currently investigating a number of tertiary education institutions for wage theft and underpayment issues nationally.

#### Local Level

- At the local level the NTEU ANU Branch continues to hold workplace and general meetings to discuss a range of workplace issues with members in the lead up to enterprise bargaining. Workplace delegates and other interested members are also participating in union-led training.

**Action required**    For information    For discussion    For decision

---

## Part 3. Other business

### 3.1 Any other business

**Action required**    For information    For discussion    For decision

---

### 3.2 Next meeting

**Action required**    For information    For discussion    For decision

---

Tuesday 12 October 2021, 2:00 - 3:30pm



## 6.1 New and ongoing action items

Item minutes

Action ID	Description	Responsibility	Status	Notes
#1	Seek nominations for vacant position	University Librarian		
#2	.			