



Minutes

Library Staff Consultative Committee

MEETING NO.	4/2021
DATE / TIME	8 June 2021 2 pm
VENUE	Graneek Room and Zoom
ATTENDING	Roxanne Missingham - Chair Jaisy Antony Michelle Chudzinski Jerome O'Connor Fiona Nelson Campbell Peter Shaw Jo Boyanton Christobel Underwood Belinda Carriage Kumudini Watawala Heather Jenks
APOLOGIES	Ivo Lovric – Union Representative Margaret Prescott - Secretariat Rob Carruthers Teresa Prowse
OBSERVERS	

Part 1. Attendance and Apologies

1.1 Membership

The Chair welcomed to Cathy Burton as a new member to her first meeting of the Committee. Carly Finley may join us on the committee later in the year or next year if we can find a meeting time that enables that to happen.

The Division now has two HSR representatives - Peter Shaw and Jo Boyanton who have joining us on the committee. They were welcomed to their first meeting. The

expansion of the committee to include HSR representatives which is consistent with the WHS manual and has been recorded in an updating of the Terms of reference of the LSCC.

Resolution	Update Terms of reference of LSCC to include HSR representatives
Action ID	03/1

1.2 Minutes from the previous meeting

The scope of the minutes was discussed including the need to record all resolutions that are agreed and provide a short summary of matters discussed and reports. Agreed that guidance on the short reports would be helpful and that five to six dot points per report would be good.

Resolution	That the minutes of the meeting of 13 April be approved. Agreed
Action ID	

Resolution	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.
Action ID	03/2

Part 2. Reports and policy matters

2.1 Report from the Chair (Roxanne)

The report highlighted:

- * COVID-19 and current guidance from the university
- * the importance of the university's strategic planning and the opportunity to contribute to It
- * experience in 2021 with many students on campus and many services being provided to students who are not on campus
- * background was given and views sought on a pilot of 24 x7 for the Law Library in semester 2
- * noted that feedback is being sought from CAP academics, ANUSA and PARSA on the need for extended hours in semester 2 for Menzies Library and Art and Music Library, Input was sought from LSCC members.

2.2 Library and Work Health & Safety report (Heather)

- * HSR nomination and election process has been completed, thanks to Xi Li from WHS for his guidance and sage advice.

* June requires the 2nd quarter WHS reports to be completed. Please respond promptly to requests for information from Margaret or myself.

2.3 Reports from work areas present

JB Chifley Library and Art & Music

- Three new appointments have been made to Chifley in the past few months. Yanne Lorenzen and Tina Andersen are the two new level 3 User Services Officer at Chifley. Ahlam Mohammad also joins Chifley on the 28th of June at a level 4.
- The National Reconciliation Week and NAIDOC exhibition is on at Chifley.
- there is the Modern European languages guide in the works, plus an Art History guide waiting for approval
- Jason is updating the EndNote guide from X9 to 20 for the new version
- Vanessa and Rebecca Barber are both first aid officers at Chifley now

WK Hancock Library

RG Menzies Library

- Collections
 - Rebecca Higgins has commenced in the role of Collection Access Co-ordinator
 - Amalgamation of serials and monographs staff, including physical move of Hancock tech services staff, is ongoing
 - Consolidation of serials and monographs work flows is ongoing
 - Preparing for semester two reserve acquisitions and processing
 - Enjoying a quieter time of year, though still fielding more than 40 order requests per week – all requests from suggest a Purchase coming from Cameron at Chifley, rather than sent branch by branch.
- Services
 - Jacky Clements has started in her new role at Menzies library within the Information Access Team.
 - Lib-staffer in a big thing, taking up a lot of time for staff, as do additional shifts.
 - Qiwen, who is placed within Menzies library for a return-to-work program, has been bibliography-checking and identifying donations and legacy materials within the Chinese, Japanese and Korean collections.

Law

SIS Facilities

- Menzies
 - fire panel work is imminent. O'Neill and Brown will be doing the work.
 - Lifts. Rob is part of the team doing the replacements in Menzies. This is a different project to Chifley ones. Each lift has to be purposely built for its designated space. This can take up to 12 months
 - Staff moves are done for now. Only a few new people to start and fill the last remaining empty spaces.
- Chifley
 - Door floor mat/ front entrance area. Tom and Michelle are making arrangements.
 - Ongoing rain issues level 4. This is Hail remediation teams concerns they are working on interim measurers until the roof is replaced - scheduled 2021
- Hancock
 - Had a couple of issues with water in ceiling spaces and the dead possum in ducting. Both jobs are with FS and ongoing.
 - Pond and courtyard gardening issues. Area has now been cleaned and filter fixed.
 - Staff move out completed.

- Hume
 - Issues with Mice. Staff are currently doing daily checks and removing any dead ones.
 - Issues with rain coming in through toilet window from the external down pipes. Contract plumbers have been provided pictures and will correct the issues.
- DA Brown
 - Side swipe card access has now been granted so Archives and Facilities staff can attend and not have to call and wait. This really helps with time taken to do retrievals.
 - FS also doing other works in the ground floor area. Cleaning it up. Fixing A/C and heating. Pest control.
- Law
 - Still the occasional leak when it rains. Hail remediation team are notified every time.
- Art/ Music
 - all seems to be running smoothly. External windows being replaced but does not affect the operations of the library.
- General
 - skip bin for broken furniture is almost full. So if any one has any items that need to go into it please email sis.facilities@anu.edu.au and let us know.

Digital Scholarship

- Open Research
 - The teams are working through the task pool submissions and trying to get as many ARC and NHMRC publications open access as possible, giving ORCID advice and assisting researchers in making their publication catalogues open access.
- CartoGIS
 - The team has been busy with training, guest lectures and consultations as well as the normal cartography work. A new batch of digitised maps will be added to the ANU Asia-Pacific Map Collection this week.
- Digitisation
 - There are a couple of projects which are completed: the photographs belong to the Tooth and company collection, ANU Maps and Plans, ANU Reporter Photographs, David Lake Correspondence Papers
- General
 - The team works on metadata on two projects in progress that are
 - ❖ The membership cards of The Indian Seaman's Union collection.
 - ❖ The albums of the Forestry photos.

SIS Communications

- Beginning preparations for 0-Week Semester 2 (19 to 23 July)
 - Tom will be asking branches to prepare their schedule of tours and sessions. We are aiming to upload these to the ANU Orientation Week website by 24 June, in time for the first email blast to new students.
 - We are being encouraged to offer online options in addition to in-person activities, as Semester 2 will still be a hybrid model of delivery.
- Working with the Law branch on communication for the Law 24/7 pilot in Semester 2.
- We are providing advice to the ANU Communicator's Network (a group of all communication, media and marketing professionals at ANU) on their internal communications audit, which will help develop some guidelines for the whole of ANU.

ANU Press

ARDC

Digital Literacy and Academic Skills

- **Residential Halls Academic Skills Collaboration:** DLT and Library staff will work with colleagues from the ANU Academic Skills to deliver “
- **O-Week Academic Skills Collaboration:** DLT/Library staff (Candida Spence, Terra replacement & Jason Murdoch) will work with colleagues from the ANU Academic Skills to deliver introductory virtual and face to face workshops to new UG and PG students as part of July O-Week 2021.
- **PSP 2021** Online delivery in July 2021 planning in progress – combination of international students and local students. DLT/Library will have a Wattle presence and provide content and links to videos created for PSP Crawford Feb 2021:

Crawford (part 1) – Introduction to the ANU Library	https://youtu.be/T1TcaNg127Q
Crawford (part 2) – Finding and Evaluating sources	https://youtu.be/mf6wrSZHH8Y
Crawford PSP 2021 – Mining citations	https://youtu.be/T8ly_cUZW_M
Crawford PSP 2021 – Advanced Searching	https://youtu.be/G29pI6Uji7U
Crawford PSP 2021 – Using the Guides	https://youtu.be/UK4j9fGlsIg

Part 3. Other business

No other business

Part 4. Next meeting and action items

The next meeting is scheduled for Tuesday 10 August 2pm.

4.1 New and ongoing action items

Nil



4.2 Completed action items

Item minutes

Action ID	Description	Responsibility	Status	Notes
03/1	Update Terms of reference of LSCC to include HSR representatives	University Librarian	Completed	
03/2	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.	All	Commenced	