



Minutes

COMMITTEE	Library Staff Consultative Committee (LSCC)
MEETING NO.	Meeting number 1/2018
DATE / TIME	13 th February 2018, 2.00pm
VENUE	Graneek Room, Chifley Library
ATTENDING	Imogen Ingram Teresa Prowse Grazyna Sienko Fiona Nelson Campbell Michelle Thornton Fran Antioch Jacky Clements Heather Jenks - Chairperson Margaret Prescott - Secretary
APOLOGIES	Pamela McLeod Jonathan Dean Doris Haltiner Roxanne Missingham
OBSERVERS	Rob Carruthers

Part 1. Formal Items

1. Minutes from the previous meeting –Monday 12th December 2017

Draft minutes circulated. - Approved with no changes

2. Matters Arising

Resolution	Obtain confirmation of cleaning dates.
Action ID	SIS Facilities – information is in the SIS newsletter

3. Attendance and apologies – see above

- 3.1 Roxanne Missingham attended VALA and Digitisation meeting; Katy Najafi attended OCLC Meeting; and Lisa Bradley attended CAUL datasets meeting.

Part 2. Reports and policy matters

4. Report from the chair (Roxanne)

4.1 SIS Activities Overview –

- Invitations sent for the Chifley Anniversary BBQ; the Chifley exhibition is up and Menzies larger space will be set up on 23rd February.
- From the 8th March Menzies will take part in the Enlighten Festival.
- Uniforum – Measuring and reporting relationships is underway.
 - E.g. front and back of house etc.
 - Governance for managers.
- O-Week has started – tours are going well.

4.2 Buildings Issues:

- Generally under control – Chifley had water out at 6am today.
- Hancock's chiller appears to be working well.
- Union Court – rolls on.
- Communal Bins: rollout predicted to be by the end of March.

4.3 SIS Planning:

- Will change to a single day instead of two half days as some of the activities are now part of the Symposium. The aim is to set-up the strategic plan:- a notice will be sent requesting Managers and 8s input.

5. Work Health and Safety report (Heather)

5.1 WHS

- A dropped bottle in the foyer of Chifley, on the tiles, required special cleaning with sticky liquid and broken glass. – Unfortunately security didn't advise the cleaning staff. There was real potential for injuries from the glass or slips from the contents.
- Incidents: A girl cut her toe outside Chifley.
- Hancock to advise who their new first aid officer is.
- Electrical cables on the Meadow are hung quite low.

5.2 Additional Items

- Library is presenting at the HDR Inductions
- NLA Scholars were hosted here this year and Roxanne Heather and Maggie were invited to participate in January and attend a breakfast in February followed by presentations.
- This year stand-down staff are only being offered places for semester 1.
- Maggie has taken a VRS.

6 Reports from work areas

6.1 Digital Repository

- .

6.2 ANU Press

- Have been short listed for the University Press Redux Awards.
- Lorena is seconded for an additional 6 months.
- Admin assistant position has been advertised – must have proof reading experience.
- The Website rebuild is ongoing.
- Have 3 titles plus 1 more next week so far for 2018.

6.3 Archives and Records

Records

- .

Archives

- Maggie's position has been advertised.

6.4 Library Branches

6.4.1 Chifley Library

- Issue: Yesterday's Bruce Hall Scavenger Hunt pranks caused disruption as there was filming and recording of staff being questioned about allowing students to sleep in the library. No permission was requested or granted. There has been a formal apology from the College who were taken to task over the sensitivity of the discussions around student homelessness and breaches of privacy.
- Vanessa: Our new student library ambassadors are rostered on to concierge shifts in O-week and week 1.
Vanessa held a training session for them on Thursday last week, covering many things such as code of conduct, shift expectations, Sierra overview etc
- Preparation activities for Chifley 50th Anniversary are well underway -
- 12 February – 27 April - There is a groovy exhibition in the Chifley Foyer for our 50th anniversary celebrations including fashion accessories, literature and ephemera from the sixties. There are also intriguing photographs of the Chifley Library building progress, early days of card catalogues and study spaces, a reference librarian desk display has been set up.
- All SIS staff will be invited to a BBQ for Chifley's 50th, it will be at lunchtime on the 22nd of February - email invite went out to SIS today.
- There will also be a history of Chifley webpage we'll share with people when it's ready ☺
- Broderick: Mid-January we realised that there were no new student records being uploaded into Sierra, only those already existing students who had updated their details. This would have been noticed at all branches, and led to many manual loan slips being written out, and/or student records manually created by library staff. After much to-ing and fro-ing with Student Admin, the problem was identified on 6 Feb (a scheduled task within Student Administration Systems was not correctly executing), and on 7 Feb the uploads occurred as they should have.
- Luciana: Update on the Chifley Deselection Project:
- The project is progressing well: 1908 items were identified for deselection in January 2018- mainly audio visuals (1887 items). Deselection recommendations have been approved by the UL. We are waiting for the Mono Team to complete record updating in Sierra.

- Removal and disposal of the Hansard collection from Level 1 (75 shelves – 1012 items) has been completed. Print items are freely accessible online from 1901 to current via the Parliament of Australia website.
- Reserves / E-Reserves are underway – academics have been a bit slow with their requests so we anticipate a rush in the next week.
- Library and Passport tours have begun – Jason?
- Staffing – We will be recruiting for a ANU2/3 User Services library assistant in the coming weeks

6.4.2 Art & Music Library

- Can you please pass on Art and Music apologies? Doris is not in today. Can you update the group with the following:
 - Georgina retired at Christmas time
 - Lily started just before Christmas and will continue until the end of August when Veronica is due to return from parental leave
 - William Stenhouse Hamilton left the A&M Library a handsome bequest and we are now ordering items with this money
 - Two new LibGuides are awaiting approval from Heather

6.4.3 Hancock Library

Hancock Building issues

- Air-conditioning issues have been resolved at the end of January
- Men's bathroom on L1 is still under repair (hot water boiler exploded in January)
- Carpet and furniture cleaning completed in January
- Funds for Hancock 24/7 opening hours have been approved

Staffing

- The ANUO6/7 (IAO) interviews will be conducted this month
- ANUO5 (VERS vacancy) needs to be approved by central HR

Current projects

- Deselection/write off of Library materials is ongoing process
- Transferring old Libguides onto the new platform (ongoing)

ILP Training

- The IAP (Introductory Academic Program) Crawford January sessions for International students was done by Tom Foley
- Cathy and Sam will be leading the majority of ILP 1st semester sessions.

6.4.4 Law Library and Document Supply

- .

6.4.5 Menzies Library

Staffing:

- There has been lots of comings and goings since the last meeting. We welcomed Tom, the new IA team leader, as well as Naqiya, who is full time level 4 in the Monographs team. We said goodbye to Deveni, Hongli, Hua-Jun and Allen who have retired. We also farewelled Amy Chan who also recently departed.
- The level 6/7 in the Monographs team has been advertised. It is a temporary position to commence as soon as possible and will end early May. The positions vacated by Hongli and Hua-Jun are currently frozen as they took VERs.

Monos team:

- Currently very busy ordering and processing textbooks for course reserves, including rush orders. Also busy with write-offs and disability inclusion requests. DDA is heating up again with the return of the students.

IA team:

- Student ambassadors will be present in the library two days this week to act as concierge to “meet and greet” new students.
- Deselection work is progressing. The current focus is the reference collection and next month will move on to Chinese Year Books.
- The PD for the CML position exited by Amy is being worked on.

Electronic resources team:

- In the process of redistributing work with the absence of Daniel and the retirement of Hongli.

Facilities:

- The rare book compactus repairs are drawn out and ongoing. One part of the compactus has been removed, and the floor fixed. The new compactus is due for installation later this week. Then the other part will need to be removed and reinstalled, which will involve the moving of more books. Level 1 has been closed to patrons in January and into February as a result.

6.4.6 ILP

- PSP and IAP Jan 2018 wrap up – 6 library tours, 43 training workshops for 175 students from the Graduate Pre-Sessional Program for Crawford School (PSP) for Crawford School and the Introductory Academic Program (IAP) for Academic Skills and Learning Centre have been delivered for the Jan 2018 intake.
- Students are required to complete the ILP Quiz (15 multiple choice information skills searching questions) in order to successfully pass the CRWF7900 unit. We met a great bunch of people, who are representative of diverse nations, expertise and experience, many of whom sacrifice a lot to be here. We wish them well as they embark on their 2 year Masters at ANU!
- Thanks to Candida & Owen who ran the Digital Literacy workshops and Jason, Imogen, Tom, Cathy, Samantha, Loredana, Tracey, Anne, Frieda, Paola and Amy who ran the Research Ready workshops. The research ready workshops used the team teaching method and found to be extremely successful as you can see from the comments. Thanks to the library staff: Grazyna, Loredana, Rebecca, Jason & Graham for conducting library tours.

Comments from students:

- Using of search engine and narrowing resources search. very much interesting and helpful

- Referencing, Research techniques such as Boolean, copyright information. As an undergraduate from University of Papua New Guinea (UPNG), I have come and learnt many new valuable things which I did not cover properly and clearly at home (UPNG). Big thanks to the Trainers.
- Referencing, Searching database and minimising search results by using bulky operators. A new and most useful is to find out whether to use an image or not by looking at the copyright.
- Advanced searching on ANU library, on google scholars, the copyright. Using Microsoft Word and Power Point effectively. Be familiar with ANU website and its content.
- All the sessions have been very useful to me as I have never done academic searches with a guide. The techniques taught about finding the right information is the most valuable part for me. The lessons about formatting our word file was also very useful.
- Providing the teasers and tips. Things that are not on the paper but they provide. This shows that they are committed to ensuring that students achieve at ANU. I will salute them for this.
- How to do a good research or get valid data is the most important.
- Jason and Anne were perfect. Fun and informative... and geeky (in a very positive way). I loved their class.

How to improve

- I think it's perfect now!
- We can have more practice or group work.
- All in all, all is good only one comment great effort!!!
- There are more classes, perhaps, not only in the morning sessions smaller groups cause right now there're a little bit too many students in one session
- It is best to have an assistant to support students as 1 lecturer is not enough to cover the whole class in a short amount of time when more students need help. (comment from Hancock group as they were short staffed this month and unable to conduct team teaching)

Breakdown of 175 is:

- IDEC = Crawford School - International and Development Economics - 54
- POGO = Crawford School - Policy and Governance Program - 60
- RE&D = Crawford School - Resources, Environment & Development Group – 25
- IAP = Academic Skills and Learning Centre - 36
- *Numbers above include 10 From PNG half IDEC & half POGO - A group of 10 undergraduates (in their third/fourth year) from University of Papua New Guinea joined the entire PSP program.

New initiative –

- OWeek SIS-ASLC collaboration. Library staff (Jason Murdoch, Tom Foley and Imogen Ingram) are teaming up with colleagues from the Academic Skills and Learning Centre to deliver two repeat introductory workshops to new UG and PG students as part of OWeek 2018: Researching and finding sources and Referencing. The aim is to promote the Archives, Library, Open Research and Press collections, expertise and services to this new cohort. Each workshop includes quick-hands on taster activities in the area of reference management software and finding scholarly information sources.

Hans-Joerg retires – we fondly farewelled HJ at a BBQ on Jan 18 and celebrated his retirement after taking the VRS package. Currently business as usual for the ILP team with OWeek and library research and digital literacy training in full swing. The team is currently reporting directly to Heather Jenks, Associate Librarian while a submission is made to Council re the ANU08 position.

6.4.7 Library communications

6.4.8 SIS Facilities

- Compactus – Unfortunately the ShelvMaster boss is in Poland attending his mother in law's funeral. This in conjunction with other delays at the supplier means installation will start on Monday. Clearly not ideal but at least we have a firm date.
- SIS furniture – Some things are starting to arrive and now that F&S have come to their senses I can order the larger purchase.
- Archives shelving – Brownbuilt were going to contact me, but as yet have not. May need to wait for Sarah to return as I think she has the contact details.
- All of these have 2017 PO's and funds were committed from last year's budget and will not affect this years (with the exception of the larger furniture order, this is F&S funding)..

7. ANDS

- ANDS are now working with Nectar and RDS with a new combined [Online Newsletter](#), which includes advertising of workshops and events.
- There is a lot happening over the next few months as they work through combined meetings and processes.

8. Reports from service areas

8.1 HR

8.2 Finance

9. Other Business

- Discussed timing of meetings for 2018. Agreed to move the meeting to a regular Tuesday slot to avoid clashes with public holidays.

Part 3. Next meeting and action items

The next meeting is scheduled for **Tuesday 10 April 2018 McDonald Room**, Menzies.

New, ongoing and completed action items are identified in the tables below for review and comment at the next meeting.

9 New and ongoing action items

Action ID	Description	Responsibility	Status	Notes
1.	New First Aid Officer for Hancock	Grazyna	Open	Report next meeting
2.				

10 Completed action items