



Minutes

COMMITTEE	Library Staff Consultative Committee (LSCC)
MEETING NO.	Meeting number 2/2018
DATE / TIME	10 th April 2018, 2.00pm
VENUE	McDonald Room, Menzies Library
ATTENDING	Candida Spence Grazyna Sienko Fiona Nelson Campbell Michelle Thornton Fran Antioch Jacky Clements Mark Huppert Jonathan Dean Tara Lamshed Roxanne Missingham - Chairperson Margaret Prescott - Secretary
APOLOGIES	Doris Haltiner Teresa Prowse Heather Jenks
OBSERVERS	Rob Carruthers

Part 1. Formal Items

1. Minutes from the previous meeting – Tuesday 13th February 2018

Draft minutes circulated. - Approved with no changes

2. Matters Arising

Resolution	Who is the new first aid officer in Hancock
Action ID	Chris Lawrence

3. Attendance and apologies – see above

3.1 Heather sends apologies as she is in NZ on leave.

Part 2. Reports and policy matters

4. Report from the chair (Roxanne)

4.1 SIS Activities Overview –

- Business Plan - services delivered during the Chifley flood is now on the website.
- We have a focus on digitisation e.g. Sydney Stock .Exchange, Burns Philp, Mendi photographs.
- Statistics are due next week and ANU Press is up 87%.

4.2 Buildings Issues:

- Flood - 26th Feb – Art and Archival consulted regarding saving and actions providing sound advice and predictions of outcomes with mould the major issue. Fans and dehumidifiers are still running. Level 1 has been cleared with wall panels removed above the water level. Graneek Room is now the staff tea room.
 - Suggestions are that no collections will be housed on level 1 in the future. This will become learning spaces and some commercial space.
 - Academic Advisory Group (under the Library Advisory Committee) has been formed to advise on items for the collection rebuild – purchases only once there is space.
 - Monika Szunejko is assisting with the process of valuations for insurance claims and create a framework for the collection rebuild.
 - There is a weekly Insurer workshop as we need correct pricing for replacements. – We are using commercial processing quotes from CAVAL.
 - It is essential that we have storage space before wholesale replacement of items lost. – There are hopes for a new building. Compared to all other Australian Universities, ANU has the least No. of student seating and it is the worst in Australia and New Zealand.
 - Friday the ANU Council visited all affected areas on campus. The challenges of rebuilding the collections and future risks were major topics of discussion. As an outcome of the Council visit Paul Pickering and Roxanne have a meeting with the Provost on 26th April.
 - Provosts is also interested in updating buildings and IT infrastructure.
 - If we get a new building it will be 3 years at least. For now the deselection program is important as we must make space for level 1 collection on other floors.
 - Donations: These will be tightly managed to ensure we only take what is needed.
- Union Court – Kambri
 - Build is back on track
 - Chifley door change is still under discussion.
 - Some of the mix of retail will be announced soon.

- Hancock 24/7 to open second semester. All student levels open. This is being funded by SAFF grant.(Student Association)

4.3 SIS Planning:

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5. Work Health and Safety report (Heather)

5.1 WHS

- No particular issues – don't forget to use Figtree it is open to all and there is online training.
- Don't forget to discuss WHS with new staff.

5.2 Additional Items

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6 Reports from work areas

6.1 Digital Repository

- Going very well. We now have the first 40 years of theses digitised. We will be doing some publicity with Imelda – Dean of HDR.

6.2 ANU Press

- As of today, we've published 12 titles with 19 more currently in production.
- The Administrative Assistant position has been appointed to Laura Birks.
- Our statistics keep improving and the downloads for March this year are a 65% increase on the stats from March 2017.
- We've had quite a few over the past couple of months, including the 50th ANZSOG series title.
- We're looking at launching a new imprint in 2019, called ANU Press Music. Along with publishing works of superior overall quality, ANU Press Music will also focus on music projects that demonstrate innovation and research, and which add value to their genres that cannot be defined by their commercial appeal alone. World-renowned composer and recording artist Dr Kim Cunio from the ANU School of Music has been the driving force behind establishing ANU Press Music.

6.3 Archives and Records

Records

- Jonathan enjoyed his month off in India
- Carly is pregnant again.
- ERMS issues are being worked on, including slowness.
- FOI levels continue to increase. In the past 3 months have process the same number as for 2/3 of 2017.
- Helen Hopper is learning fast and settled in.
- Approaching the time for old files to be culled again.
- Second round of testing on HE files has begun.
- There will be a new version of ERMS shortly.

- Investigations are happening into the Proof of concept for off-site server storage.

Archives

- Maggie's position has been advertised.

6.4 Library Branches

6.4.1 Chifley Library

- Recruiting for two ANU2/3 positions at Chifley and Hume under way - shortlisting for both has commenced
- Collection management post flood recovery underway, including purchase of online serials and other resources.
- Lots of new books are coming in for Course Reserve, and for those subject areas affected by the flood. We have temporary shelving on Level three for A-DU books being returned and new Serials, which is almost to capacity.
- Clients happy see us back. Bonus Plus and interlibrary loans are back on track and picking up speed.
- We are in the process of testing and organising for undergraduates to begin utilising Bonus Plus.
- Thanks to the other branches for all the support they gave us
- When Level One queries come in we are promoting the shuttle bus service to the National Library: information on the Library Homepage: is there a plan for how long the service will be available?

6.4.2 Art & Music Library

- Work progressing normally though have had copier issues. This appears to be a network problem – have been doing a lot **of student printing. Please provide Roxanne with days, times and quantity of this printing.**
- William Stenhouse – on going with purchases underway

6.4.3 Hancock Library

Hancock Building issues

Building and collection changes during the Chifley closure

- Chifley 2hr, 2 day loan plus Hume and Chifley retrieval books were kept in Hancock over the 3 weeks period
- Hancock Library opening hours extended on Fridays and weekends throughout the Chifley closure
- IT Consultants worked at the Hancock Library desk from 9-5 Monday-Friday and 1pm-5pm Saturday and Sunday
- Hancock Library had Fast Lane printing set up last month.
- Facilities & Services are currently doing maintenance at Hancock courtyard

Staffing

- Rachel Karasick was the successful applicant for the ANUO6/7 Information Access Coordinator position – she started work in Hancock on the 26th of March
- Samantha Jackson is still overseeing the daily operation of Circulation team issues

Ongoing projects

- Deselection of duplicate monographs is an ongoing process that is linking all staff areas
- Keeping regular review & maintenance of Libguides links and contents.
- Eight refreshed Hancock subject guides in the new template have now been published!!

ILP Training

- The ILP sessions on EndNote for students was done by Cathy Burton and Samantha Jackson Cathy and Samantha with the assistance of Imogen ran back to back ILP/research skill classes for engineering and computer science students, ENV5 and BIOL

We have a new 1st Aid Officer (from ITS) for Hancock Library (Chris Lawrence)

6.4.4 Law Library and Document Supply

Information Literacy:

- Joanna, Anne and Tracey ran training in Week 4 for Undergraduate students on Finding Cases Online. The training was well-received and well-attended. Similar training will be conducted next week (wk 7) on Finding Legislation.
- Anne and Tracey have also started conducting “Research Hacks” which are designed to be short 10 minute sessions on a particular subject. They also have been well-received also, and have run much longer than the 10 minutes originally planned.
- Anne and Tracey have also conducted research training with Jason Murdoch at the Crawford School, over the last few weeks.
- Subject Guides are currently being updated.

Circulation:

- Printing problems continue, and were particularly prevalent during Chifley Library’s closure, with extra students accessing the 2 printers in Law. Problems were occurring with printers waiting long time for some files and keep flashing blue lights above the panel. Students can login and but their documents will not release until the waiting job is deleted/cleared. When the problematic job is removed, the MFD starts printing other documents in the queue, however, students would not be around to collect their jobs. That is why we always have some unclaimed jobs next to the printer. Farshad has already been following this matter and logged some detailed jobs to help IT to identify the main cause of the problem.
- For the time being, Nick created signage for the MFDs to advise students not to use the MFD when the light was flashing.
- Students have also been experiencing problems with accessing the “Follow Me” printers on some computers when attempting to send documents to the MFD’s. Jobs have been logged to the IT help-desk.

The Law self-check machine has been experiencing problems with the screen freezing intermittently. Switching the machine off and on seems to correct the problem. Heather was notified and the machine was serviced, but continues to play up occasionally.

Reserve:

- The Reserve team have been busy for the last few months preparing materials to be placed in the 2 hour and 2 day collections, for the start of Semester 1. 1000 links were created and around 400 books were moved into Reserve.

Document Delivery:

- The Docdel Team have been receiving requests from Chifley academics and Post-graduates for items lost in the Chifley flood. Records of these items will be retained for future collection development requirements.
- The Docdel Coordinator position has been advertised on the Internal Vacancies website for an initial 9 month period. The vacancy closes Sunday 15th of April.

Staffing:

- Alisha Nolan has extended her Maternity leave until early July. As a result, Tracey Cunningham has been extended in Alisha's role, Graeme Corbett has been extended in Tracey's role and Alissa McCulloch has been extended in Graeme's role.

6.4.5 Menzies Library

Staffing: Branch Manager

- Diane has been on leave for the past week.

Monos team

- Busy time. We were still ordering rush orders for course Reserves when the flood hit. We are now working our way through lengthy flood replacement lists, including quite a few rush orders for items to go into 2 day/2 hour loan.
- Level 6/7 position in the monos team not filled.
- Level 5 (VERS) position yet to be advertised.
- The monos team have adapted our workflows and duties to best manage our response to our ongoing work and the Chifley replacement work.
- Having Chifley staff in the building provided wonderful opportunities for staff to get to know each other and appreciate what it is each other does.

ERS team

- Level 6/7 position has been advertised.
- Li Li is on leave.
- Cathy Nell is about to go on 2 months leave.

Information Access team

- CML position was advertised and is now closed for applicants.
- The team adapted well to the influx of students in the post-flood period. Staff worked well with Chifley staff to ensure resources were available to students, including the creation of a quick access terminal to ensure students could access a computer for printing etc.
- There were quite a few problems with the printer during this time, particularly in relation to the printing of pdfs. The problem seems to have resolved now.
- There is an ongoing problem with 'follow-me' and not all users being able to access it. The problem has been reported to ITS but they are having difficulty replicating it.
- The kiosk for associating student cards to the printing system is out of order. The vendor will be contacted about it.

6.4.6 ILP

- 6.4.7 Digital Literacy Coordinator - delay in process recruitment panel will shortlist applications after ANZAC Day.
- 6.4.8 University of Canberra Researcher Development program (UC ReD) invited ILP to be a guest presenter in the program. Candida has been on UC campus to deliver the three ILP workshops of Word for Academic Writing in March and again in May.
- 6.4.9 High attendance through all ILP workshops semester 1 2018 - Saturday EndNote attracting 38 participants.
- 6.4.10 Imogen, Frieda and Lisa met with reps from Digital Science. Digital Science is a start-up with businesses based in Australia, the UK and a number for countries. We were introduced to the Digital Science portfolio which includes products such as Altmetrics and Figshare. If anyone is interested in knowing more, contact Imogen.
- 6.4.11 OWeek SIS-ASLC collaboration. Library staff (Jason Murdoch, Tom Foley and Imogen Ingram) worked 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 Why, How and When (Jason demonstrated EndNote in How and promoting EndNote workshops). Each session provided a quick-hands activities in the area of reference management software and finding scholarly information sources. All session held in Haydon Allen Tank and figures were: Referencing Why, How and When: 14 February 150 participants, 15 February 150 participants and Fri 16 February 75 participants. Researching and finding sources 14 February 135 participants (est 30 PG) with Imogen and 15 February 45 participants with Tom.

6.4.12 Library communications

6.4.13 SIS Facilities

- Busy with things that break
- Recruiting for courier position will be shortlisting and interviewing next week.
- Organising for replacement paper into Chifley
- Furniture order should arrive soon – distribution to branches will need to be coordinated.

7. ANDS

- ANDS, Nectar and RDS have merged, unfortunately the funding announcement was only for 12 months.

8. Reports from service areas

8.1 HR

- Sally has asked that if you are on a re

8.2 Finance

9. Other Business

- Discussed.

Part 3. Next meeting and action items

The next meeting is scheduled for **Tuesday 11 June 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