



Minutes

COMMITTEE	Library Staff Consultative Committee (LSCC)
MEETING NO.	Meeting number 3/2018
DATE / TIME	12 June 2018, 2.00pm
VENUE	McDonald Room, Menzies Library Foyer
ATTENDING	Tara Lamshed Heather Jenks Grazyna Sienko Michelle Thornton Jacky Clements Teresa Prowse Doris Haltiner Imogen Ingram Mark Huppert Fiona Nelson Campbell Roxanne Missingham Margaret Prescott
APOLOGIES	Jonathan Dean Rob Carruthers Fran Antioch
OBSERVERS	

Part 1. Formal Items

- **Minutes from the previous meeting – Tuesday 10th April 2018**

Draft minutes circulated.

Approved with no changes

- **Matters Arising**

Resolution	
Action ID	

- **Attendance and apologies – see above**

- Mark Huppert will be attending in place of Pamela Reports and policy matters

4. Report from the chair

Roxanne noted that:

Members should remember that the Terms of Reference state that positions on the committee are limited to two consecutive terms of two years.

Library Planning

Annual Report for 2017

- Services are increasing
- Archives have increased collections
- Libraries had 7.5 million downloads – decrease the physical collection and continuing making as much student space as possible
 - ANU Council visited on 6th May and as we have the same space as 1968 when there were only 4788 students, though we do have 1 extra toilet, Council has agreed to consider a new library building.

General

- ANDS has merged with Nectar and RDS and are now moving in a single direction. Investigations underway into Research data cloud storage.

Policy

- WHS:-

SIS Issues

- Building Issues – Meeting tomorrow with F&S regarding responsiveness.
- Flood –
 - more data to be collected over the next few weeks to finalise the insurance paperwork. F&S are costing the rebuild. Level 1 to open quickly, however F&S are moving slowly. The new head of F&S will start by end July. Before layout of Level 1 can be decided we need to know the exact area and shape of the space. We are hoping for more toilets and student lockers.
 - Academic Advisory Group – Group have met. Stage 2 – spreadsheet for academics to list donations and website will hopefully be up and running next week. Storage for donations is still an issue – Chifley will have to be completely reshelved, along with Hume as the level 1 collection has to move to a higher floor. This needs a plan and timeframe.

5 Work Health and Safety

- Policies have been updated
- Sally from HR asked if people would like a reminder session manual handling.
- Fiona from ANDS recommends doing the Pulse modules on asbestos.

6 Reports from work areas

6.1 Digital Repository

- Working hard to increase content.
- Elke is on 3 weeks leave.

6.2 ANU Press

- Setting up for Student Journals with Open Journal System (OJS)
- Emily is in San Francisco next week
- 25 books published YTD and aiming for 800 this year
- Downloads have passed the million so far this year.

6.3 Archives and Records

- Staffing
 - Helen will be leaving University Records in June to go to the Isle of Man UK.
 - Carly will be going on maternity leave in July
- FOI levels are still high, with particular interest in on-campus parking and the Ramsay Centre for Western Civilisation
- ERMS
 - Cloud based server storage
 - ITS are testing the use of externally owned off site servers
 - University Records are to test server speed and functionality
 - File security settings
 - Ongoing checking of executive P file settings
 - Security access restriction settings on P files being tested by ITS and University Records
- Archives current exhibition is: Brewers, Barmaids and Boozers.
- The new senior archivist will start in October.

6.4 Library Branches

6.4.1 Chifley Library

- Clare Murdoch has joined the User Services team – working Tues-Friday
- Graduations fast approaching 11-13 July – all queries (fines etc) to Vanessa
- IA (Rebecca) We have two new Subject Guides published: [Australian Indigenous Studies](#) and [Sociology](#). Some others will be coming soon. Apart from that it's mostly business as usual, plus flood replacement work is still going on for History reading lists.
- Nick & Comms team, with the help Chifley staff. put together a graphic about 'desk-hogging' in Chifley, after responding to a number of facebook posts about students biggest 'peeve'. You can now see that on the Library homepage
- Indigenous material display – to celebrate National Reconciliation and NAIDOC weeks
- Exams finish this weekend for Semester 1, all S1 reserve material will be removed next week

6.4.2 Art & Music Library

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6.4.3 Hancock Library

Staffing

- Circulation team leader position is in process.
- Samantha Jackson (Branch Manager) is currently on leave, returning on the 13th of June.

Hancock Building issues

- Opening hours leading up to exams for 26th May, 2nd June, and 9th June where extended. We are/were open at 9am on Saturday with a security guard and library staff from 1pm.
- New Fire alarm control panel has been installed.
- The self-check and recharge kiosk continue to freeze up sporadically.
- Hancock replacement furniture will be coming in the near future to replace existing damaged furniture in the building.
- We have four phone chargers (USB, no wall plug) available for 2 hours loan.
- Library Patrols 3 times per day and the "Lost Property"/ theft announcement at 12:30, 2:30 and 5:30 been introduced over the exam period.

- F&S have finished work on the wooden rails in the courtyard and bamboo and a smoke bush have been planted in the courtyard replacing the tree that died last year.
- MFDs still experience random flashing blue light and students print jobs are disappearing from the MFD log – ITS says they are working on solution.

Collection Highlights - The Banksias

The final two volumes of *The Banksias* by award-winning botanical artist Celia Rosser are held at the ANU Library and are signed by Celia Rosser. Vol. 2 is currently on display in Hancock Library and a Facebook post is coming shortly.

6.4.4 Law Library and Document Supply

- Jacky is moving to Law while Katy is on maternity leave.
- Katy has now left on maternity leave
- Joanna is unwell.

6.4.5 Menzies Library

General:

- In recent weeks have done some clean up and beautification work in recent weeks, with a skip brought in and filled. Some old furniture has been removed with some shelves going to Student Admin. The work area looks a lot tidier with an approved aesthetic with the bins removed from the top of landing.
- Monos team:
- Busy with flood replacement work. To date 413 flood replacements have been ordered. There have been a mix of print and ebooks requested, as well as older materials that are still relevant and key texts.
- We have further refined our workflow processes so we have one staff operating a triage facility and assigning order requests to team members according to whether they are rush or non-rush requests, and grouping them according to vendor types, for more efficient ordering.
- We will soon be gearing up for Semester 2 textbook ordering.

Staffing

- The ANU05 Bibliographic Officer and ANU06/07 Bibliographic Coordinator positions have closed and shortlisting will occur this week. We are grateful for the support of Fonny Kyle, and Ying Fang from Hancock who have been spending a day and half a day with us, respectively, to do cataloguing.
- ANU06 in the electronic resources team was not filled and is to be readvertised this week. Cathy is away until July, and Jerome has been assisting.

Electronic resources team:

- Springer has offered us free access to their back archives until the end of the year, in light of the flood damage. Paul will be compiling and uploading the records. There is to be some associated promotion of Springer on our website.
- The team has been finishing up work on serials records to show what we do and don't have post-flood.
- They are about to enter their renewals period.

Information Access team:

- Heather is currently acting in Wan's old ANU 05 position. Interviews have been done for this position and shortlisting will occur this week. Nicholas has been helping out in the absence of Wan.
- Rare books are now being moved back into the new compactus, with staff to be taken on a tour to reacquaint themselves with the shelving.
- The team has been undertaking some training, with Fonny attending a digital research workshop run by the ILP team. Wan and Miyuki have attended a vendor training session put on by Web of Science, which provided some useful information about the impact of journals on fields of study as well as information on Orchid IDs.
- In late June/early July, Wan and Imogen (ILP team) will be delivering a stream in the 'Research Ready' component of the Crawford Pre-sessional Program for Postgrad students.
- The team has been working on Lib Guides including Pacific Studies, Islamic Studies, Classical Studies, Indonesian, Japanese and Southeast Asian Studies and
- There will be a CSU MIS student doing a placement in 2 month's time. His major project is to produce a Lib Guide on the Buddhist Philosophy collection.
- Deselection: 75 metres of materials have been deselected including from the reference collection which will eventually free up more space for students. Most deselected items have gone to Lifeline.
- Legacy donations: a thirds of all donations on level 2 have now been gone through.

6.4.6 ILP

- Digital Literacy Coordinator - after recruitment process, this position has been filled by Imogen Ingram
- Resulting ANU6/7 Trainer/Administrator vacancy - recruitment process is underway to fill this position asap

Upcoming June PSP and IAP 2018 training for the Graduate Pre-Sessional Program for Crawford School (PSP) for Crawford School – 50 students and the Introductory Academic Program (IAP) for Academic Skills and Learning Centre – 15 students. June intake is generally smaller than January average of: 140 for PSP and 36 for IAP. Library Tours, Digital Literacy and Research Ready workshops will be undertaken from 18 June-6 July. Trainers involved

from across the branches: Candida Spence, Cathy Burton, Imogen Ingram, Jason Murdoch, Wan Chitravas, Owen Brown, Paola Beretta, Rachel Karasick and Tracey Cunningham. Please welcome the students if you see them around the libraries as they are new to Canberra this month and still finding their way!

- [Visualise Your Thesis](#) is an exciting new competition created by the University of Melbourne that challenges graduate researchers to present their research in a 60 second, eye-catching digital display. Using a pre-supplied [ANU template](#), entrants are tasked with developing a striking looped presentation to encapsulate their research projects in short, engaging, digital narratives. Competition submissions are judged on their visual impact, and how well the content presents the research. The digital format allows for different levels of creativity, multi-media, interactivity and interpretation and is suitable for all disciplines. ILP conducted Visualise your thesis – Design and Develop your PowerPoint workshop on 5 June where 20 students who may or may not enter the competition attended where Imogen and Candida covered the following topics:
 - ‘Scholarly citizenship’ identifying and attributing CC licensed materials
 - Twitter/Instagram and ORCID
 - Start designing and developing in PowerPoint
 - Video production
 - Multimedia support at ANU

6.4.7 Library communications

- Pamela’s replacement Michelle should start at the end of July.
- Video ‘Tunnel Vision’ of Underhill is completed and very good.

6.4.8 ANDS

- It is getting quieter until July
- **New interim CEO is Richard ?????.**
- There are two upcoming webinars, Healthy Data and a roundtable.

6.4.9 Report from Heather Jenks

- See WHS

7. SIS Facilities

8. Reports from service areas

8.1 HR

- HR wish remind supervisors that there is a recruitment course to assist when advertising for new staff.
- Please use the general HR email hr.services@anu.edu.au
- The new agreement is now in place.

8.2 Finance

- Discussion last week to protect USD account from fluctuations in the market. Most of our bills are in USD so it is financially better for the library to be proactive.

9. Other Business

- It is statistics time again. Figures to the half year .

Part 2. Next meeting and action items

The next meeting is scheduled for Monday 9 October 2017 McDonald Room, Menzies Foyer.

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	Printing disruptions followup	Roxanne and Heather	open	

10 Completed action items

Action ID	Description	Responsibility	Status	Notes
1				