



Minutes

COMMITTEE	Library Staff Consultative Committee (LSCC)
MEETING NO.	Meeting number 4/2018
DATE / TIME	14 August 2018, 2.00pm
VENUE	McDonald Room, Menzies Library Foyer
ATTENDING	Mark Huppert Michelle Thornton Teresa Prowse Grazyna Sienko Tara Lamshed Doris Haltiner Fran Antioch Luciana Panei Jonathan Dean Fiona Nelson Campbell Roxanne Missingham Heather Jenks Margaret Prescott
APOLOGIES	Imogen Ingram Rob Carruthers
OBSERVERS	

Part 1. Formal Items

- **Minutes from the previous meeting – Tuesday 13th June 2018**

Draft minutes circulated.

Approved with no changes

- **Matters Arising**

Resolution	Print disruptions follow up
Action ID	Completed – ITS looking to replace the printer fleet thought they are not planning to change the software. Will have them come and speak with us.

- **Attendance and apologies – see above**

- Thanks to our retiring members and welcome to those who are new.

Part 2. Reports and policy matters

4. Report from the chair

Roxanne noted:

- A number of changes to Copyright come into effect from 1 January 2019 – copyright in original materials will expire 70 years after the creator’s death.
- Activities so far this year
 - Statistics for 6 months Jan to Jun 2018 – Repository use is very high with more than 880,000 downloads this year and over 3000 theses digitised this year. Most of the rest of the print Theses will be finished this year.
 - Press continue to have increasing downloads and a strong number of books published.
 - Archives have increased usage. Tooth & Co and other digitised collections continue to be used by various communities. This recently included the Liverpool Historical Society who want to use two of the pictures.
 - The effects of the flood continue with usage down on last year; incoming interlibrary and Bonus Plus loans have increased and outgoing decreased. Hume has continued usage as usual.
- Chifley Insurance Claim, Building works and book donations:
 - Insurance claim is going slowly.
 - Building refurbishment is still under discussion. There will be a new door into Chifley from Kambri. Level 1 functionality still needs to be agreed. As yet there is no confirmed plan, but the proposed completion date is the end of April 2019.
 - Donors – 332 registered to donate with 1089 books offered. Branch Managers to discuss the logistics of receiving the books.
 - There have been 47 suggestions for new books to add to the collection – to be reviewed by CLMs.
 - Offers of large collections will be visited by staff where needed.
- Deselection – Level 1 Chifley and Hancock Basement can no longer be used for collections and need to be rehoused.

Policy

- WHS:-
 - Last week there was a leaking water fountain in Menzies – now fixed.
 - Chifley the noise last week was rather loud but intermittent. Roxanne, Heather and Meredith to have a site visit at Kambri. The noise levels will be raised.

- Manual handling course may need to be run next year and stand-down staff to do ECO training.
- Policy guidelines have been updated

6 Reports from work areas

6.1 Digital Repository

- 5 million downloads since it was created, 5k theses digitised and 83% of academic staff with OrCids.

6.2 ANU Press

- Over 800 titles published since they began, with 34 so far this year. Lorena is back and Emily is now the Deputy Manager. Once a new marketing manager is appointed they will be at full staff. Emily spoke on a panel at the Scholarly Books Symposium.

6.3 Archives and Records

- FOI continues to increase with 50 YTD, passing the total of 46 for 2017.
 - Mark asked if there is a common theme in FOI requests, eg assaults on campus and campus parking - FOI materials are on the website.
- Carly is now on Parental Leave, a replacement has been advertised
- Search for a replacement for Sue continues – will look to fill with a contract.
- Intelledox – analysis done of records created in ERMS 2018 with approximately 40+ document types identified for possible automatic registration.
- 12g upgrade – currently to go live March 2019.
- Storage solutions and security including cloud-based POC – testing done, going live March 2019.
- Pulse – new modules being planned for ERMS Power User.

6.4 Library Branches

6.4.1 Chifley Library

Staffing

- Broderick Proeger was successful in getting the Law Library Document Supply Coordinator position for 9 months while Katy Najafi is on maternity leave. Michelle will be acting in the role of User Services Officer (loans) during this time. Tracey Cunningham has returned to us as Information Access Officer. Clare Murdoch has joined circulation services as a library assistant.
- Ying Fang joined the User Services Team on Monday 6/8/2018 as the Chifley E-Reserve Officer
- Building issues
 - New ergonomic stand up desks have been installed in 3 offices
 - The old ANU Press office will house the Digital Hub

Staff training

- A few Chifley staff attended **The Future of the Scholarly Book** program on 31/7 designed to discuss the challenges, issues and trends in the modern scholarly monographs, particularly in social sciences and humanities.
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- 3 new SS&H LibGuides have been published:
 - Anthropology
 - Business, Management & Accounting
 - Finance & Economics

6.4.2 Art & Music Library

- Jacky has now moved to A & M (via Law).
- New arrival of some stand up desks.
- Large part of the Stenhaus has been completed but waiting on bookplates before organising the launch. Eriks designs will be going onto the webpage with standard bookplates used in the books.

6.4.3 Hancock Library

Building issues

- New furniture and 80 litter bins have been supplied to Hancock Library, we are expecting the Facilities & Services staff will unpack and place them on each floor soon.
- NAB efpos was replaced with a new ANZ terminal at the circulation desk.
- Changes to cleaning arrangement are working well in Hancock Library. We had external facades and windows cleaned last month in Hancock West and East will be cleaned next year.
- Work in progress for the 24/7 Hancock opening - the security cameras and domes were already installed and a final measure-up for the folding doors around the desk is happening next Wednesday. The work will commence early September.
- The new Service desk interface is challenging.....we are experiencing a few problems and trying to work through with the ITS
- Recharge kiosk machine is still working on and off.

Staffing

- Megan Taylor was the successful applicant for the User services team leader position – she started work in Hancock on the 23rd of July.
- Ying Fang was appointed to the ANU05 in Chifley Reserve Officer position and has moved already to Chifley Library.

Ongoing projects

- Deselection of duplicate monographs is an ongoing process that is linking all staff areas. Hancock Basement collection is currently going through assessment and the deselection process started as we will have to relocate all the books and journals to Hume and other parts of Hancock Library by January 2019.

Training

- Rachel Karasick and Cathy Burton provided Research Ready instruction sessions for new Crawford School students in the Resources, Environment & Development group.
- Other semester 2 instruction sessions have included EndNote, introductions to library resources, and database trainings for the sciences, with over 150 students attending so far.
- Hancock Library staff also offered four Library Discovery Sessions that were attended by 25 participants.

Exhibition

- Banks closes at the end of August.

6.4.4 Law Library and Document Supply

Staff

- Graeme returned to Law, Alisha has been back but is off again in early October.
- Jacky is touring the libraries – Chifley – Law – now Art and Music.

Building Works

- Have affected the library with heating water and inconvenience.

Other

- Currently trying to implement Lexus platform.

6.4.5 Menzies Library

- Diane to go with Meredith to CAUL program in Adelaide, followed by leave the week after.

Monos Team

- It's just been announced that Naqiya Rahman was the successful candidate for the Level 5 position.
- No announcements on the 6/7 position as yet.
- Flood replacement work continuing, with \$20,000 expended on the credit card alone in May.

Information Access Team

- Frieda is having surgery today and will be away until 24 August.
- Tom attended the Pacific Manuscripts Bureau 50th anniversary.
- Fonny attended the launch of the Indonesian Institute.
- Fonny hosted a group of staff from the national Library of Indonesia who toured our collection of Indonesian and Islamic studies materials.

Serials Team

- Mostly working on renewals
- Dealing with the usual licensing and access issues
- New staff member Alison Compston starting in the 6/7 position on Monday

6.4.6 DLT (Digital Literacy Team)

- **Change of name and contact details** for the Information Literacy Program (ILP). The commitment to supporting teaching and learning at the ANU continues. Our focus is on delivering training and resources in an equitable manner that build staff and students' digital capabilities.

Internally - Digital Literacy Team

Externally - Digital literacy training

ilp@anu.edu.au changed to digital.literacy@anu.edu.au

- Recruitment for 6/7 Digital Literacy Trainer in progress. Once new staff join our team official emails will be sent to Branch Managers and posted on LibKey

ANU Library's Small Online Private Course (SPOC)

- Will be migrating to new platform as WikiSpaces closed on 31 July 2018, but will be retaining Open Access and a contemporary thematic look and feel.
 - 'Navigating the sea of scholarly communications'
 - Module 1 Scholarly communications
 - Module 2 Publish and prosper
 - Module 3 Talk data to me
 - Module 4 Increasing impact and engagement
 - Module 5 Researcher identity
 - Module 6 Share your thoughts
- It was decided to move the SPOC to Libguide/LibWizard for interactive functionality eg quizzes and longevity of the platform. Deadline is end September and Library Communications to help develop and relaunch with future plans for further modules.
- Prepare for upgrade to Endnote X9 by end of year.

6.4.7 Library Communications

- Nic has been distributing ECO – Fire procedures posters – to be used across campus.
- ITS and Patrick plan to redeploy and replace the Info Screens. Discussions on their placement underway.
- Michelle has been active on Social Media with Science Week.
- The Open Research Website will be up soon.
- Patrick and Michelle have commenced planning for O week 2019.
- There is a proposal for a mini exhibition on 50 years of Theses Digitised.
- LibGuides are trickling along.
- Data Commons has been redesigned.
- Comms have had meetings with PARSA, ANUSA and SCAPA
- PDRs are up-to-date.

6.4.8 Australian Research Data Commons (ARDC) (formerly ANDS)

- The new Board Chair for ARDC is Mr Craig Roy, who commenced 16 July 2018
- 2018-2019 annual business plan and capital plan are being worked on.
- Currently developing long term plans.

7. SIS Facilities

- Peter Shaw has started and will be with us until Jan 2019.
- Furniture being delivered.

8. Reports from service areas

8.1 HR

- Newsletter for Grants
- Timesheets and extra hours need to be completed on time for prompt payment.

8.2 Finance

- Collection budget is on track except for the Chifley Flood.

9. Other Business

- Heather mentioned the need to be considerate to each other as there have been several bereavements among family members recently.
- 6th September is the Staff Symposium – Register on Eventbrite
- Symposium on the Future of Scholarly Books was very successful.

Part 3. Next meeting and action items

The next meeting is scheduled for **Tuesday 9th October**, 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				

10 Completed action items

Action ID	Description	Responsibility	Status	Notes
1				