



Minutes

COMMITTEE	Library Staff Consultative Committee (LSCC)
MEETING NO.	Meeting number 5/2018
DATE / TIME	9 th October 2018, 2.00pm
VENUE	McDonald Room, Menzies Library Foyer
ATTENDING	Mark Huppert Teresa Prowse Candida Spence – for DLT Megan Taylor – standing in for Hancock Doris Haltiner Fran Antioch Luciana Panei Jonathan Dean Fiona Nelson Campbell Roxanne Missingham Heather Jenks Margaret Prescott
APOLOGIES	Imogen Ingram Rob Carruthers Michelle Thornton Grazyna Sienko Tara Lamshed
OBSERVERS	

Part 1. Formal Items

- **Minutes from the previous meeting – Tuesday 14th August 2018**

Draft minutes circulated. Approved with no changes

- **Matters Arising**

Resolution	MDF and PC Replacement
Action ID	Nicole Black will provide a timeframe for MFD and PC replacement, MFDs are 2018.

- **Attendance and apologies – see above**

Part 2. Reports and policy matters

4. Report from the chair

Flood –

- Insurance meeting was held yesterday with the forensic accountant. Currently providing revised information on monographs for the Insurance Assessor and Forensic accountant and will then progress through remaining categories.

Building

- Meetings with the builders/major projects/architects are ongoing.
 - There have been meetings with student representatives regarding Level 1 facilities. Planning for 100 – 250 student capacity with additional bathrooms.
 - Level 2 – In principle discussion of needs eg. placement of information desk, self-checks and security near entryway. There will be a workshop regarding staff areas, meeting rooms, the repositioning of the entry and moving the Information and AskANU desks.
 - Long outlook – a new library building where the current A D Hope building stands. Campus Planning Committee has given approach to obtain a consultant for design and costing.
 - Another major investigation is collection storage. Options to be investigated include a single area purpose built high density store on site or off site, and a hybrid of a library and high density storage.
- Small Changes
 - Hancock 24/7 is nearly complete and the new parenting room is finished.
 - Digital Hub in Chifley is also nearly completed. This area will allow activities such as data and text mining support.

Wider University

- Campus Future – There will be a whole campus plan to integrate everything to improve the overall experience.
 - Plan is due by December 2018 to incorporate the next 20 – 30 years of implementation.
 - There will be Hubs/Centres - Kambri, for example will be the Humanities and Social Sciences Hub, each hub having their own services. The major challenge will be the follow through.
 - There will be a focus on the quality of the experience in an environment where student number are shrinking overall and the student profile is changing.

5. Heather

Work Health and Safety

- Nothing specific

SIS Issues

- Cleaning issues in Hancock with the change of contract. Please report any issues and if not improved let Heather know.
- Chifley toilets – unfortunately we have too many people for the number of toilets. Requests for special cleaning should be made when needed.
- We now have regular building custodians meeting that the Branch Managers attend.
- We need a review needs for bins, particular where there are large numbers of students. We need to get used to the new routine of no desk bins.

Manual Handling Course – Will be run in 2019 as it has been a few years since one has been run.

6 Reports from work areas

6.1 *Digital Repository*

- Digitisation of theses are almost complete and the Reports for the ANU departmental reports are completed.

6.2 *ANU Press*

- 45 titles YTD
- 2 million + downloads
- Julia is now doing marketing
- Laura is leaving
- Instagram account launched
- Website is on-track for a December launch.

6.3 *Archives and Records*

- Samara has filled Sue's role, however Carly's job is still open.
- There has been a lull in FOI requests.
- Working with SIG and Intelladox on forms
- Power User survey is now complete and results being analysed.
- Encouraging usage of ERMS
- Quarterly report is being compiled for statistic.

6.4 Library Branches

6.4.1 Chifley Library

Staffing:

- Julie Scott has been on leave. She hopefully will return in about 5 weeks.
- Neena Lad, one of our stand down staff members, is away on leave and will not be back this year. We hope to see her at the beginning of Semester I, 2018.
- Peter from Facilities and Services has been absolutely fantastic in holding the fort whilst Belinda and Rob are on leave. A big thank you from Chifley staff.

Staff training:

- Chifley Fire Wardens attended the "Emergency Control Organisation" training on 24/8
- The Scholarly Information Services Symposium on 6/9 was very well received by Chifley staff.

Update on rebuilding the Chifley Library collection

- Offers of more than 1,200 donations to replace items lost in the flood have been received but only 696 books have arrived so far. The donated items are currently in Chifley and will be processed soon. Chifley staff continue to work with donors and the list of monographs lost in the flood remains online for consultation.
- So far over \$120,000 has been spent to replace materials lost in the flood. Physical copies are stored on Level 3 at Chifley.
- Level 1 refurbishment is expected to be completed by April 2019.

Chifley displays:

- During **Banned Books Week** (23-29 September 2018) Meredith Duncan appeared on ABC radio, The Canberra Times and online news and talked about historic banned books reaching over 120,000 people. A small display featuring a selection of books that have at one point been banned, either in Australia or overseas, was put up in the Chifley foyer.
 -
- A display to celebrate the **200th anniversary of the publication of the novel Frankenstein** is up in the Chifley foyer until 10th November. An extra section of the display will be put up on Halloween with some decorations and lollies/chocolates for the students to take. It will be exam week then so they'll probably be packed into Chifley and looking for a sugar hit!

New subject guides: English Literature & language guide is now published; **Linguistics** and **Latin American Studies** guides are nearly ready.

Italian Language Week:

- The "**18th Week of the Italian Language in the World**" will take place from 15 to 21 October 2018 and will be dedicated to the links existing between the Italian language, the Internet, and the new information and communication technologies including social platforms. To celebrate this event Dr Josh Brown (SLLL, CASS) will give a free lecture in the Baldessin Precinct Building W108 on October 17 at 4pm entitled "[Online archives and digital resources: A thousand years of networks](#)". No registration required. Chifley is planning to publish the *Italian Language and Culture* subject guide next week.

6.4.2 Art & Music Library

- Deselection underway – particularly in the serials.

- Collection building through the William Stenhaus bequest is still on going

6.4.3 Hancock Library

Building

- Preparations underway to get Hancock Library ready to go 24/7
- A track and metal gate that will close off the Information Desk have been installed
- Additional doors, locks, and cardax points have been installed in order to close off access to Library print collection and courtyard overnight
- Parenting room has been established on Level 3

Staffing

- Hancock Technical Services Officer position was advertised and the interview process will begin soon

Projects

- Deselection of duplicate monographs continues to be an ongoing process that is linking all staff areas. Most recent areas have included large book collection, serials, dictionaries, and pamphlets
- Keeping regular review & maintenance of Subject Guide links and contents
- The exhibition on the JCSMR in Menzies has come down this week

Training

- Hancock staff have provided library workshops for undergraduate health students, graduate students in Biology and the Fenner Schools, and also provided a tour and e-resources session for an ANU Extensions biodiversity class

6.4.4 Law Library and Document Supply

Staffing

- Alisha is now on parental leave and Graeme will be filling this role.
- Broderick is now in Doc Del

Building

- Fire evacuation last week due to dust from construction.

Other

- Conducted training for first year students.
- Ongoing problems with self-check
- Document supple has increase due to the Chifley Flood – up 13.7%

6.4.5 Menzies Library

- Working steadily on services including getting ready for the end of year payments and order processes.

6.4.6 DLT (Digital Literacy Team)

- Recruitment for 6/7 Digital Literacy Trainer completed.

Terra Starbird has been successful in the recruitment for Digital Literacy Trainer and a large component of her role will be video creation and production for online materials to support researchers. Terra is from Ottawa, Canada has a background in journalism and primary teaching. She starts with us on 5 November.

- 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 – ANU Library Digital literacy training

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

Official emails will be sent to Branch Managers and posted on LibKey

- SIS – Digital Literacy Business Plan

Completed by Imogen Ingram Digital Literacy Coordinator and held in the ERMS

- Digital Literacy Team Timeline

Completed by Candida Spence for reference to Branch Managers

- ANU Library's Small Online Private Course (SPOC)

Will be migrating to new platform as WikiSpaces closed on 31 July 2018. While retaining Open Access and a contemporary thematic look and feel. It was decided to move the SPOC to Libguide/LibWizard for interactive functionality eg quizzes and longevity of the platform.

Library Communications to help develop and relaunch with future plans for further modules.

- Prepare for upgrade to Endnote X9 by end of year
- TelFest 5 November
TELfest, a showcase of the University's best practice and innovation in education, with a highlight on how technology can contribute to positive outcomes for teaching and learning. Imogen, Candida & Terra will be attending and Terra will provide a report at next meeting.
- Branch Managers and Supervisors have been contacted re Jan/Feb 2019 PSP training and meeting for all trainers to be held early Dec.

Last year there were 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 delivered for the Jan 2018 intake.

6.4.7 SIS Library Communications

- Library bags for 2019 are orange.
- Had a meeting on Monday to discuss Semester 1, 2019 activities.
- Waiting on the date for Hancock 24/7 opening
- Mark is working on a replacement serials spreadsheet that will hopefully be complete by the end of the year.

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

- Working hard on changing over with a focus on the launch of ExResearch

- Webinar on Ethics in September had 786 participants.

7. SIS Facilities

- (Heather) Rob is back from leave on 16th October, Belinda is on extended leave. Thank you to everyone for your patience.
- Branch Managers have received a required furniture spreadsheet – need to advise if there is additional furniture needed.

8. Reports from service areas

8.1 HR

- There are Uni Super workshop listed in the next SIS Staff Newsletter.
- Christmas Standdowns
- Please apply for you Christmas leave.
- 24/7 areas will also be closed from 24 Dec – 2 Jan.
- If you do work outside the University – complete the appropriate paperwork. Contact HR in need.

8.2 Finance

- nil.

9. Other Business

- Pink Ribbon Morning Tea – 23 Oct 10.30am in the McDonald Room, Menzies
- End of Year Celebrations: **6th December 2018**, Springbank Room, Crawford School.
- **Next All Staff Meeting 19 Nov 2018, 10am – 11.30am in the McDonald Room, Menzies.**
- Please complete any outstanding PDRs.

Part 3. Next meeting and action items

The next meeting is scheduled for **Tuesday 11th December**, 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				