



Minutes

COMMITTEE	Library Staff Consultative Committee (LSCC)
MEETING NO.	Meeting number 1/2021
DATE / TIME	Tuesday 9 th February 2021, 2.00pm
VENUE	Zoom & Graneeek Room
ATTENDING	Roxanne Missingham Heather Jenks Christobel Underwood David Gobbitt Jaisy Antony Belinda Carriage Fiona Nelson Campbell Kumudini Watawala Teresa Prowse Ivo Lovric – Union Representative Margaret Prescott - Secretariat
APOLOGIES	Judy Thompson Terra Starbird
OBSERVERS	Rob Carruthers

Part 1. Formal Items

1. Minutes from the previous meeting –

Draft minutes circulated.

Approved with no changes

2. Matters Arising

Resolution	
Action ID 1	

3. Attendance and apologies – see above

- Roxanne welcomed member including new members Jerome O'Connor and Michelle Chudzinski and noted apology from Judy Thompson, Christobel, Terra, still need one more committee member.

Part 2. Reports and policy matters

4. Report from the chair

Roxanne noted that:

4.1 SIS activities overview

- Thank you for last years work during the exceptional circumstances. We were amazingly innovative and kept up our customer services with students and staff. Hopefully this year will settle with vaccinations etc and there will to many new and different challenges

4.2 2021 Planning

- Last week held planning day – attach notes from the day. See where we can assist.
- New 5 year University plan - 4 pillars Education, national institution engagement, ?, ?
- Will be forums for the creation of the plan
- SIS continuing the services and improving including data governance, IT, space and storage, discoverable, skills, communications and web delivery, indigenous collections, Metrics, open access, transformation with training and support – increasing the value of SIS to the university.

New PVC in education who is very engaged with Libraries.

4.3 SIS Issues (Heather)

- Stand down staff hours for 2021 – emails have gone out to staff waiting on responses from the 9 staff. Meeting to be held on Friday 12th.
- Budget reductions – check with RM and HJ for content
- Windows in Chifley to be replaced.
- Staff movements – Academic Skills and CartoGIS have joined SIS and Records to move to Menzies soon.
- Round of interviews for SM2 positions appointed Tom and Katie. Now working with them to settle into those new roles. Stream leaders.

5 Work Health and Safety

- See Heather - HSR positions: this is an elected position and the process cannot take place until Feb 2021. There is a strict protocol for WEG who will assist with the process. Then there is a 5 day training course. Details will be put into the first 2021 newsletter.
- Training – Pulse WHS
- Covid and stuff as everyone back.
- Announcements – COVID requirement.
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6 Reports from work areas

6.1 Digital Scholarship

- .plan will be out soon

6.2 ANU Press

- .2020 68 far greater than usual. As were downloads. YTD 4 with 26 in production. Social media outputs and engage Kent really increased

6.3 Archives and Records

- . Presentation underway for 75th anniversary

FOI

ERMS/SharePoint underway

Moving to Menzies

6.4 Library Branches

6.4.1 Chifley Library

- . Oweek next week – very busy including online.

6.4.2 Art & Music Library.

6.4.3 Hancock Library

6.4.4 Law Library and Document Supply

6.4.5 Menzies Library

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6.4.6 DLT

DLT Staff have relocated to Level 2 Chifley Library:

To be collocated with Academic Skills in the wing near the Security office/previous Branch Manager office.

DLT Workshops:

Library skills workshops will continue to be delivered by DLT and collaborators via webinar. Register at: anulib.anu.edu.au/training-register

PSP 2021

Online delivery in Feb 2021 for 30 international students and 30 local students

- Intro to ANU Library & Digital Literacy webinar (Wednesday 3 February 3-4pm)
- Beginning your Research (Thursday 4 February 3-4.30pm)
- Joint session with Crawford Academic Skills (Friday 12 February 4-5.30pm)
- Advanced Research (Tuesday 16 February 4-5.30pm)

NIAA 2021

Academic Skills and ANU Library staff have provided training for a cohort of employees of the National Indigenous Australians Agency undertaking the Graduate Certificate of Management in 2021. ANU Library will provide the following sessions: Friday 29 January

- *Introduction to Library Services* webinar (2-3pm)
- *Finding & Evaluating Sources* webinar (3.30-5pm)
- *Referencing* webinar - (late February TBA)

CAUL/CAVAL Presentation (45 Minutes) - Variation of Managing Your Digital Footprint [redesigned for a university librarian audience]

On Wednesday 3rd February, Terra completed the webinar 'Your Reputation: A Lifetime to Build, an Instant to Destroy' at the Championing the CAUL Digital Dexterity Framework – Digital Festival. This was by 190 staff who were highly engaged and interacted with the material with enthusiasm.

Orientation Week 2021

Session Name – Date – Time – [Presenter/Chat] - Medium

Researching & Finding Sources – Tuesday 16th February 1-2pm [Terra/Candida] - Zoom

Referencing (Co-taught with Academic Skills) - Tuesday 16th February 10-11am [Jason/?] - Zoom

Fake News & Evaluating Sources – Wednesday 17th February 3:30-4pm [Terra/Candida] - Zoom

Referencing (Co-taught with Academic Skills) - Wednesday 17th February 10-11am [Jason/?] - Zoom

Managing Your Digital Footprint – Thursday 18th February 11am-12pm [Terra/?] - Zoom

Referencing (Co-taught with Academic Skills) - Thursday 18th February 10-11am [Jason/?] - Zoom

Library Instructional Videos

- Videos continue to be created and are gaining traction on both Vimeo and YouTube. We have seven videos currently published, with two more about to be published.
 - On that note, we are always looking for more topic ideas for our videos. Feedback and new video ideas welcome from faculty, students and library staff.
 - If you have any involvement with faculty in your role, please promote these videos widely. www.youtube.com/theanulibrary
- Not only is DLT creating library/research skills and explainer videos, we have joined forces with representatives from each branch to create the Library Instructional Videos Team. Three videos have been produced so far, with four due to be uploaded to YouTube & Vimeo before year's end. The collaborative work has involved everyone in the group pitching in, getting out their comfort zones and learning new digital skills in the process.

We are up to 266 subscribers on our channel.

Video Viewing Stats (Vimeo & YouTube) as of 5/02/2021

- [Primary, Secondary & Tertiary Sources](#): 11,936 views (last meeting 9067 views)
- [Evaluating Sources](#): 893 views (last meeting 712 views)

- [How Search Engines Work](#): 773 views (last meeting 456 views)
- [How to Tackle Your Research Assignment](#): 230 views (last meeting 216 views)
- [How to Use Scholarly Sources in Your Assignments](#): 229 views (last meeting 185 views)
- [When to Reference in Academic Writing](#): 389 views (last meeting 203 views)
- [Peer Review Process](#): 286 views (last meeting 170 views)
- [Unpacking In Text Citations](#): 51 views (last meeting 38 views)
- [Unpacking Footnoted Citations](#): 52 views (last meeting 36 views)
- [Quick Tour of the ANU Library Website](#): 256 views (last meeting 181)
- [How to Find Textbooks & Course Readings](#): 140 views (last meeting 114)
- [ANU SuperSearch Explained](#): 95 views (last meeting 79)
- [ANU Library Catalogue Tour](#): 35 views (newly posted)
- [How to Find eBooks](#): 45 views (newly posted)
- [Off Campus Services](#): 12 views (newly posted)

Videos Currently in Production for Feb/March Release:

- How to Find a Book or a Book Chapter
- Research Hacks #1 – The Power of Quotation Marks
- Quantitative vs Qualitative Research
- How to Find & Access Journals
- How to Find Newspaper & Magazine Articles
- Research Hacks #2 – Using Limiters in Your Searches
- How to Find a Known Journal Article

6.4.7 Library communications

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6.4.8 ARDC

- .Becoming very busy. Most of the team back in the office . Reminding staff about COVID requirements and WHS requirements refreshed and extended first Aid and wardens.
- PDRs and leave have been highlighted.
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7. SIS Facilities

- . Thank you to the team for all the massive assistances with staff movements.

8. Reports from service areas

8.1 HR

- .Paperwork on time please. If there is a vacancy, must have submission and justification for submission to COO and then to VC. Processes are taking some time.
- Enterprise bargaining will begin this year

8.2 Finance

- Expenditure is being very closely watched.

9. Other Business

Union Representative:

- Chloe and Trina are our representatives. Move up.
- Local – dealing with fall out from ANU recovery plan. Submitted changes response

Part 3. Next meeting and action items

The next meeting is scheduled for Tuesday 13th April 2021 Graneek Room.

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				