



# Minutes

## Library Staff Consultative Committee

MEETING NO.	Meeting number 02/2021
DATE / TIME	13 April 2021, 2:00pm
VENUE	Zoom
ATTENDING	Roxanne Missingham - Chair David Gobbitt Jaisy Antony Michelle Chudzinski Jerome O'Connor Terra Starbird Christobel Underwood Kumudini Watawala Ivo Lovric – Union Representative Margaret Prescott - Secretariat
APOLOGIES	Teresa Prowse Rob Carruthers Belinda Carriage Fiona Nelson Campbell
OBSERVERS	Heather Jenks

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## Part 1. Formal Items

### 1.1 Minutes from the previous meeting

Draft minutes available on Library webpage and circulated.

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<b>Resolution</b>	Passed with no changes
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<b>Action ID</b>	Nil
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## 1.2 Attendance and apologies - see above

Roxanne welcomed everyone to the meeting and noted the apologies from Terese Prowse, Fiona Nelson-Campbell and Belinda Carriage, thanking them for their written reports.

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<b>Resolution</b>	Noted
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<b>Action ID</b>	Nil
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## Part 2. Reports and policy matters

### 2.1 Report from the chair

#### a) SIS activities overview

- i) All Staff meeting - presenters Garry Whatley, CIO and Adam Reed on Data Roadmap and - Clare de Castella from ANU Institute for Climate, Energy & Disaster Solutions on ANU Below Zero Initiative.

Item minutes

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<b>Resolution</b>	Noted
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<b>Action ID</b>	Any suggestions for speakers for the next meeting - please pass to Roxanne
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#### b) Planning and policy

- i) Rollout of the desktop refresh - please fill in the ITS form. Replacement of unallocated machines are being arranged by Margaret. Thanks to ITS and Steve Ball's team in particular. Wonderful to have the updated devices.
- ii) Laptops are for work, you are not expected to take them home to work outside assigned requirements. If there is a difficulty with keeping up with workloads, please speak with your supervisor to make arrangements. Monitor working hours to ensure no overloads
- iii) The University has solid enrolments this year and feedback through to the mid semester from students and academics is that they really appreciate the digital transformation by SIS, from both on and off campus.
- iv) Hopefully we won't have another year like 2020 - Don't forget all the COVID requirements - link to COVID 19 newsletter is in the Newsletter. Included is how we are tracking and keeping everyone updated on vaccinations, research etc. It is important to have safe spaces and continue to have a safe environment.

#### Questions:

Ivo - will there be any new positions above those already advised? Ans: All positions have been advertised or about to be, there has been no change in budget. Aiming to fill all approved positions.

Ivo - Does this include positions that were left vacant and when? Ans: We are aiming to fill the positions as soon as possible, but sometimes the people filling the positions are from internal recruitment which means that those positions then need to be filled through a recruitment process.

Ivo - Can the FTE of the division be provided? Ans: Will be provided in the newsletter.

Item minutes

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<b>Resolution</b>	Noted
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<b>Action ID</b>	Approximate FTE to be included in the newsletter
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## 2.2 Work health and safety

### a) Health and safety representative (HSR) process update

i) HSR meeting, facilitated by Gerry Patron from WEG, was held on the 9th April to work through the process of setting up the HSRs. Gerry answered all the questions put to him and the resolution was to have one SIS workgroup represented by two HSRs, with a review before six months to assess if the workload can be done within the two HSR positions. The email confirming the resolution has been sent to all staff. Please check with your colleagues to ensure everyone has received the email.

ii) The nomination process is controlled by WEG and Xin Li from WEG has now sent out the email for nominations.

### b) Check Horus - everyone needs to check that their training is up to date

### c) Figtree

i) SIS has two Incident Investigators, Belinda Carriage and Rob Carruthers. When issues that require Investigation are entered into Figtree they are notified to complete the initial investigation. To assist in this process, when entering incidents into Figtree please ensure the information is detailed. It is handy to get someone to check the details with you as it is not always clear or straightforward to the person who will review the record. Please respond to any message from Figtree as soon as possible as there are solid timeframes. If it is overlooked it can be escalated to the COO.

ii) Issues that may present a hazard to staff or students, even that are reported through other systems such as Maximo, have to be entered into Figtree. This included lift outages as they present a hazard.

Questions:

Ivo - How many nominations have been received for the HSR positions? Ans: The process is managed by WEG, we do not have access to that information.

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<b>Resolution</b>	Noted
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<b>Action ID</b>	
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## Part 3. Reports from work areas

### 3.1 Reports

#### JB Chifley Library

- Everyone has been working very hard.
- Heather attended the HDR Induction at University House in Lena Karmel. It was an interesting group of people who were very interested in the Library and particularly the Personal Librarian Newsletter.

- After hours opening is going well with lots of discussion among the students. No doubt the numbers will increase towards exams

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**Resolution**            Noted

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**Action ID**

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## RG Menzies Library

- Hancock tech services staff have increased their time working in Menzies library.
- PC's refresh is in progress.
- Regular combine team meetings for collection staff and workflow consolidation have commenced.
- Recruitment is in progress for the positions of, Collection Access Co-ordinator, Technical Services Officer.
- Forth coming recruitment for the positions of, Access and authentication co-ordinator, Project Manager.
- ANU Records staff have moved into Menzies Library.

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**Resolution**            Noted

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**Action ID**

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## GW Hancock Library

- Students are well using the library with all spaces occupied

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**Resolution**

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**Action ID**

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## Law Library

- Kumudini will change from representing Law to reporting on Digital Scholarship
- A new ANU 4 will shortly be advertised

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**Resolution**            Noted

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**Action ID**

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## Art & Music Library

- Students using the library well

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**Resolution**

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**Action ID**

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## ANU Press

- Our new Marketing Coordinator, Jaimi Schmid started with us on 12 April.
- We have published 14 titles so far this year, with another 24 currently in production.
- We published the new volume of Australian Dictionary of Biography. Volume 19 contains concise biographies of individuals who died between 1991 and 1995 and it is available in hardback. It was launched on 9 March by the Hon. Julie Bishop. We've already sold 121 copies.
- Our website has had over 825,000 downloads during our first quarter.
- Our book sales for the first quarter are up approx. 3.5% on last year.
- Our twitter engagement is up 65% and we have had 5,200 subscribers to our eNews, with 385 in one week alone.
- We recently had a book review for 'A Bridge Between' appear in Australian Book Review.

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<b>Resolution</b>	Noted
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**Action ID**

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## Digital Scholarship & CartoGIS

- Newsletter out last week

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<b>Resolution</b>	Noted
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**Action ID**

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## Digital Literacy & Academic Skills

- Candida is part of the Researcher Development team From Chaos to Calm: Document Editing Boot Camp in April offering her Working with Word to format your ANU thesis to 4 HDR who are a couple of years into research and writing.
- DLT will offer training to the HDR cohort as part of Academic Skills HDR offerings: HDR Research Workshops
- Candida's Working with Word to format your ANU thesis
- Terra's Referencing/Reference Management Tools, plus more to come.
- University of Canberra
- Candida will be offering the Word workshops on Mondays in May at University of Canberra for their current cohort of HDR students.
- EndNote 20
- EndNote 20 has been rolled out the team is working on updating supporting training resources. Thanks to Jason for helping with the EndNote 20 How To Guide / LibGuide. SIS Staff can download from the Software Centre on to their ANU Managed computer.
- ANU Library YouTube
- DLT and Comms working on how to better promote ANU Library YouTube channel and to increase our subscribers. We have made leaps and bounds since our videos started: from below 50 in Dec 2019 when the video production began and are now over 350. Would like to get it past 500 in the shorter term and ideally past 1000 by end of 2021. Ideas for promotion welcomed by Comms.
- Library Instructional Videos
- We are up to 358 subscribers on our channel (266 last meeting).
- Videos continue to be created and are gaining traction on both Vimeo and YouTube.
- If you have any involvement with faculty in your role, please promote these videos widely. [www.youtube.com/theanulibrary](http://www.youtube.com/theanulibrary)
- Video Viewing Stats (Vimeo & YouTube) as of 11/04/2021
- Primary, Secondary & Tertiary Sources: 16,192 views (last meeting 11,936 views)
- Evaluating Sources: 1,378 views (last meeting 893 views)
- How Search Engines Work: 1,193 views (last meeting 773 views)
- How to Tackle Your Research Assignment: 253 views (last meeting 230 views)
- How to Use Scholarly Sources in Your Assignments: 376 views (last meeting 229 views)
- When to Reference in Academic Writing: 660 views (last meeting 389 views)

- Peer Review Process: 461 views (last meeting 286 views)
- Unpacking In Text Citations: 68 views (last meeting 51 views)
- Unpacking Footnoted Citations: 66 views (last meeting 52 views)
- Quick Tour of the ANU Library Website: 356 views (last meeting 256)
- How to Find Textbooks & Course Readings: 160 views (last meeting 140)
- ANU SuperSearch Explained: 113 views (last meeting 95)
- ANU Library Catalogue Tour: 57 views (last meeting 35)
- How to Find eBooks: 72 views (last meeting 45)
- Off Campus Services: 25 views (last meeting 12)
- How to Check Your Library Record: 31 views (posted since last meeting)
- Quantitative vs Qualitative Research (posted today)
- Videos Currently in Production for April/May Release:
- How to Find a Book or a Book Chapter – in production
- Research Hacks #1 – The Power of Quotation Marks – in production
- Research Hacks #2 – Using Limiters in Your Searches – in production
- How to Find & Access Journals – in queue
- How to Find Newspaper & Magazine Articles – in queue
- How to Find a Known Journal Article – in queue
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- PSP 2021 Summary
- February Pre Sessional Program for Crawford students was completed online with 60 overseas students the strategy of working the library materials into the asynchronous delivery model. This model will be used again in June for the next intake of students.
- Videos created for PSP Crawford Feb 2021:

• Crawford PSP 2021 – Mining citations	• <a href="https://youtu.be/T8ly_cUZW_M">https://youtu.be/T8ly_cUZW_M</a>
• Crawford PSP 2021 – Advanced Searching	• <a href="https://youtu.be/G29pI6Uji7U">https://youtu.be/G29pI6Uji7U</a>
• Crawford PSP 2021 – Using the Guides	• <a href="https://youtu.be/UK4j9fGlsIg">https://youtu.be/UK4j9fGlsIg</a>
• Crawford (part 2) – Finding and Evaluating sources	• <a href="https://youtu.be/mf6wrSZHH8Y">https://youtu.be/mf6wrSZHH8Y</a>
• Crawford (part 1) – introduction to the ANU Library	• <a href="https://youtu.be/T1TcaNg127Q">https://youtu.be/T1TcaNg127Q</a>

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Resolution	Noted
<b>Action ID</b>	

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## Archives & Records

- Archives and University Records continue to practice social distancing and appropriate COVID signage is in place.
- Archives has an exhibition about ANU Buildings to celebrate the University's 75th anniversary. It's in the foyer and the Archives reading room and will remain in place until late June when it will be replaced by one about ANU people.
- Archives user numbers are looking healthy with 40% more users in the first quarter of 2021 compared with the same time last year.
- Archives continue to have difficulties getting into the DA Brown building to do retrievals and the lights are still not working. Staff are continuing to lobby F&S staff to sort this out
- We are experiencing a very high number of FOI requests and applications for review of decisions – 40 received year to date compared to 75 requests in 2020. At this rate we will receive between 110-120 requests this year.
- Records have conducted several ERMS education sessions with business units, including Residential Experience, and ASQO.
- Records and Alex have provided content for the Privacy/Records induction card, to alert new staff to their privacy and information management responsibilities, including use of ERMS.

- University Records staff have successfully relocated to the Menzies building. Many thanks to Rob and Belinda for facilitating the move.

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**Resolution**                      Noted

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**Action ID**

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## SIS Facilities

- Business as usual with more students back on campus. Printers have been in steady use. Myself and Rob have had a meeting with ITS regarding printers both the Campus wide student ones I look after and the Chifley printers. ITS are looking after the Chifley ones for now.
- Lifts in Chifley and Menzies are on the cards to be replaced. I do not have a time frame for this, yet. Always use the stairs if possible and use them for goods only. Trolleys full of books. It's always good practice to carry your mobile on campus in case of emergency and the lifts are one example.
- Menzies fire system upgrade is also in the pipe line and Rob has been looking after this. He is currently still on holidays so not sure where this is up too.
- F&S are in the process of reshuffle staff and positions. They are losing many long term people that know the ins and outs of our buildings and these are the people I know to contact if needed. As they progress to staff in new roles we may get asked for the location of services or other items. We are not sure what if any affect this will have yet. If anyone is approached and unsure give us a call or pass on our mobile numbers. I do know we will be losing the waste team. Fleet have already gone and not sure what other services will be affected. There will be an increase of contractors I am thinking.
- Hail damage – where do we start. The rain falls and we still get leaks I think only in Chifley now. The 3 roofs of Chifley, Law and Menzies are on the program for replacement. Hopefully not to long before this work starts.
- I have not had any more emails regarding the smells in Chifley. With the last smoke test there was quite a few items that they had to work on. The last item was to add a special carbon filter to the exhaust pipe of the DAF unit that's in Kambri.
- Access to DA Brown is still being sorted after the fires. Kathryn Dan was also emailing FS.
- Staff moves have now happened and I hope everyone is settling in to their new surrounds and have had your tours and meet and greets. Learnt about the fire evac areas, first aid and important things like the tea room and toilets. Who to contact when you need something fixed – email to [sis.facilities@anu.edu.au](mailto:sis.facilities@anu.edu.au) if its building maintenance / furniture somethings broken or wobbly, Lights are blown. Anything. We will let you know if it's not us and who to contact.
- Hancock air con system is sucking air into the lines somewhere. FS are working on it and as they find one thing another appears. Hopefully it will be sorted by the time we all meet.
- Skip bin for old furniture is almost full and then we will get in a metal recycling skip. Does any of the libraries have any last minute broken items that need to go in it? Let Sis know please so we can arrange to grab it.
- WHS site inspections. I have been doing a building each month. So far Law and ARDS have been done with Art/ Music this month and Hume in May.

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**Resolution**                      Noted

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**Action ID**

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## Library Communications

- we met with new teams (CartoGIS and Academic Skills) to discuss how we can collaborate to promote their services
- we welcomed our new Web & Discovery Manager, Morgan Wilson
- Library bags arrived and have been distributed to all branches
- The ANU Library Daily Highlights have resumed. If anyone has suggestions for items in our collection to be highlighted, please send them to our team. This could be a single item (monograph, thesis, and website) or a resource (database, journal, collection) or a service (our videos, training sessions, displays).

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<b>Resolution</b>	Noted
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## ARDC

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<b>Resolution</b>
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<b>Action ID</b>
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## Part 4. Reports from service areas

### 4.1 HR

Please be patient with HR processes as they are busy and implementing new work processes including the working with vulnerable people checking

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<b>Resolution</b>	Noted
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<b>Action ID</b>
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### 4.2 Finance

Appreciate assistance from F&BS in implementing accrual accounting methodology for the library collection budget

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<b>Resolution</b>	Noted
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<b>Action ID</b>
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## Part 5. Other business

### 5.1 SIS issues

Cyber Security training is well worth doing - they employed a comedian to assist with the training videos they are very Informative and quite funny. <https://cybersense.anu.edu.au/>

If you have any suggestions for future agenda items please let us know

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<b>Resolution</b>	Noted
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<b>Action ID</b>
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## 5.2 Union representative

### Local Level

NTEU conducted a survey to identify the extent and nature of various issues in SIS.

The NTEU advised survey respondents of the following: aggregate figures will be provided in any report or presentation stemming from the survey.

66 Scholarly Information Services staff completed the survey. The NTEU held a lunchtime meeting to discuss the results of the survey and any next steps involved. A printed leaflet with summary findings has been made available. The leaflet highlighted staff concerns around increased workloads, poor morale, job classifications, unpaid overtime and a range of workplace health and safety issues. Detailed survey findings were also supplied to Scholarly Information Services staff in April.

NTEU representatives met with the University Librarian and the Director of Human Resources to discuss the survey findings. The University Librarian and Director HR emphasised the commitment to work practices consistent with the EB

The NTEU will continue to monitor the development of the management plan and push for staff consultation about their ongoing workplace concerns.

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### **Resolution**

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### **Action ID**

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## Part 6. Next meeting and action items

The next meeting is scheduled for 8 June 2021.

New, ongoing and completed action items are identified in the tables below for review and comment at the next meeting.



## 6.1 New and ongoing action items

Item minutes

Action ID	Description	Responsibility	Status	Notes
#1	Approximate FTE to be included in the newsletter	University Librarian	Complete	See 'From the University Librarian' 23 April 2021

## 6.2 Completed action items

Item minutes

Action ID	Description	Responsibility	Status	Notes
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