MEETING LIBRARY STAFF CONSULTATIVE COMMITTEE
MEET No. 2 2015

DATE/TIME Monday 13th April 2015 2pm
VENUE Graneek Room, Chifley Building

Part 1. Formal items

1. Minutes
The minutes from the last meeting 9th February 2015 as circulated were accepted as published on the Intranet (records attendance by Emily Rutherford not Hans-Joerg Kraus). Sally Haysom to send her amendments to Chris.

2. Matters arising

2.1 Action no 1: Information on the location of the incident reporting form to be put into the newsletter COMPLETED

2.2 Action no 2: Fiona and Tracy to discuss representing the Division on the University Staff Consultative Committee. Fiona Nelson Campbell attended the USCC and to discuss with Tracey if she would stand down completely or be a Deputy. Tracey has withdrawn. COMPLETED

2.3 Action no.3: LSCC members were asked whether there were any priorities for WHS training in 2015 such as manual handling. Arrange with WHS for a manual handling course designed for the Library, Archives and ANU Press staff.

2.4 Action no 4 Noted that there will need to be an update to the published Chief Fire Warden list as a staff members has left Mark Pritchard has been on leave. To follow up with Mark re training of wardens and fire wardens

3. Attendance and apologies

PRESENT: Roxanne Missingham (Chair), Barbara Avis, Sally Haysom, Louis Malaibe, Emily Rutherford, Fiona Nelson Campbell, Vanessa Galloway, Leanne Holgate, Chris Harney (minutes taker)

APOLOGIES: Christine Bryan, Rob Carruthers, Heather Jenks, Tracey Cunningham, Emily Tinker, Doris Haltiner, Andrew Clucas.

Part 2. Reports and policy matters

4. Report from the Chair (Roxanne Missingham)

4.1 Union Court:
University Council approved going to the stage of developing an urban planning. EDAP and team are exploring financing options.

There is a lot of water to go under the bridge before it is time to blow up the Union Court and Chifley Library. Plan is to integrate Art & Music, Chifley, Hancock, Hume, Menzies (including Archives) and achieve an automated storage system like Macquarie University.

Library Communications has a website with lots of ideas that people can still add to. There was a discussion on what physical material might be in the automated storage system as oposed to being on open shelves.

4.2 24x7 continuing in Chifley Library
Building work has been done early in the morning with limited disruption.
Chifley has new building work of wooden paneling on the front stairwell and sliding doors on levels 3 and 4 on the back stairwell giving access to bathrooms.
Glass doors yet to be fitted.
Swipe in Cardex system to be installed.
Disabilities will have access via the lift using card access afterhours.
CCTV replacement has been completed.
Desk Phones are to be disabled or removed.
Hold and Document Supply Material will be available.
A duress button will be installed.
Chifley staff are creating a check list and closing procedures.
This month 24/7 will start to bed it in for the study and examination period, providing building work is completed.
Exam periods will be reviewed – there may be sufficient use to require opening up all levels with a Security staff person.

4.3 Planning
2015 plan is on the Library Website, focuses for the year include increasing the impact of publishing by academics and students, increasing digital access and continuing our great services.
Action Plans for work areas are being developed.
The University Education Committee met on the previous Friday and issues discussed included a proposal to change ANU semesters to 12 weeks (6-2-6) and continuing discussions on Educational Learning Spaces.

5. Work Health and Safety report (Roxanne Missingham)

5.1 Policies (including smoking)
Smoke free campus to be launched next month.
While details of the smoke free campus are to be announced it is likely that there will be two smoking areas. One near Barry Drive and the other near University House because of visitors.
Question was raised about policing.
Quit smoking classes for staff and students will be announced shortly.

5.2 SIS issues
Manual Handling Training – Roxanne has asked WEG for advice and they suggested developing a short course for Library/Archives/Press staff.
Indigenous Awareness Training. Thursday 9 May. 20 places for Library/SIS staff.
Human Resources–y
Heather Jenks attended 2 day Mental Health Training for Supervisors and said was interesting and focused on suicide in general not just students.
6. Reports from work areas (only those that are present)

6.1 Digital repository and ANU press (Emily Tinker not present)
Had a meeting with authors
Last week we farewelld Nausica from ANU press with a lovely morning tea.

Archives and Records (Christine Bryant apology)
Working on digitising Annual Reports
ERMS Training has commenced

6.3 Libraries (Branches – Art & Music, Chifley, Menzies, Hancock, Law)

6.3.1 Art & Music Library: (Doris Haltiner not present)
Activity continues as normal

6.3.2 Chifley Library: (Vanessa Galloway)
Andrew Clucas is currently on parental leave following the birth of his daughter, Bridget on 17 March
As a result of Helena’s resignation there has been significant shuffling of staff in Chifley.
Jacqui has just spent 4 weeks acting as Branch Manager with Jason backfilling Jacqui’s position. Currently Diane is acting Branch Manager with Alisha and Georgina backfilling Diane’s position. Helena’s position has been advertised. Currently Imogen and Kathryn are working a couple of casual days in Chifley to help with staffing gaps.
Changes to the physical space in Chifley progresses in preparation for 24/7 opening hours – barricades for the stairs are being worked on; a hot/cold water tap has been installed on level 2 and improvements to the CCTV have been made.

6.3.3 Hancock Library: (Barbara Avis)
Marianne Picker has moved permanently to Menzies now she has been appointed as Asia Pacific Branch Manager
Samantha Jackson is acting Hancock Branch Manager.
Building work continues – Court yard was closed without notice. Samantha, Chris Williams and contractors had a meeting and 3/4 of the court yard is now available to patrons with seating
Access to the Basement was partially closed recently while the old lift front was being removed
Work has been going on since November and is due to be completed in July so ITS can move in.

6.3.4 Law Library (Leanne Holgate)
Hui Xiao has been working in the Law Library since mid-January. She has now been appointed to fill Stephanie Dangerfield’s position until January 2016.
We will shortly advertise for a temporary ANU03 to back fill Debbie Hebda’s position.
Increase of student numbers on discovery tours in O Week and the first two weeks of semester.
Students like the new furniture in the reading room, so there is now increased use of the space.
Skills training for first year students was run in Week 4 and Week 7 (21 classes each week)

6.3.5 Menzies Library (Daniel Pask)
Charles Stuart Library Studies Students are visiting and they will be shown the Rare books Stacks and Technical Services. Blackout highlighted problems with evacuation procedures and lack of trained wardens. Daniel advised to contact Marianna as the Branch Manager of Menzies. Mark Pritchard has been on holidays. Roxanne will follow up on developing emergency procedures. Daniel was trapped in the lift in the dark when the power went out in Menzies Library. This led to a discussion that he blackout caused for a student in the Disability Room in Chifley. Access & Inclusion staff came to Chifley Library.

ILP Training in Crisp Building - no evaluation, no phone. Telephone out because they need power to operate.

**Action:** Roxanne to contact F&S regarding warden training.

**Action:** Chris Harney to update the Phone Tree of contact numbers for senior and contact staff for emergencies in the future and look for the time scale for training revision in minutes.

**Action:** Chris to locate the instructions for staff to have their mobiles activated (using HORUS) so that they receive emergency alerts to their mobile phones. Roxanne to include the information in the staff newsletter. [http://scapa.anu.edu.au/emergency-sms-system/](http://scapa.anu.edu.au/emergency-sms-system/)

### 6.3.6 Information Literacy Program: (Emily Rutherford)

- Staffing - Hans-Joerg Kraus on leave 1st May for 6 weeks
- Jan-Feb ILP staff plus Staff from branch libraries completed Introductory Academic Program (IAP) IT and Library Research training for 160 postgraduate international students “free training at ANU” Business Cards produced by Library Communication Team

### 6.3.7 Library communications: (Sally Haysom)

- Sally has completed her two years in June LSCC and Nic Welbourn is going to come to the next meeting and be the representative for Library Communications.
- Bicycle hazard on the hand rail at Menzies especially on wet days. Needs to be reported to Marianna as Branch Manager for communication with F&S security.

### 6.4 ANDS: (Fiona Nelson-Campbell)

- Management Planning with HR staff
- Tomorrow ANDS/CAUL ORCID meeting

**University Staff Consultative Committee (USCC) (Fiona Nelson Campbell)**

- Michael Nelson addressed the committee on Service Improvement Projects
- Chris Grange gave a presentation on Structural Planning
- Colleges are having problems with new travel system
- Student accommodation still not sufficient beds and houses
- Centralising Finances Services

### 6.5 HR (Louis Malaibe)

- Timesheets need to be in early

### 6.6 TLSCC (Rob Carruthers not present)

- Back from holidays today

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7. Library Coordination Groups. (Summarised from the minutes)

7.1 Information Access Coordination Group (IACG)
(To be summarised when available)

7.2 Technical Services Coordination Group
Minutes 1 April 2015

7.3 Circulation Coordination Group
Minutes March 8, 2015

7.4 Collection Consultative Group
Minutes March 18, 2015

8. Forum
TANU Strategic planning consultations are underway – there have been 10 consultative forums
Symposium “Reinventing University Publishing” was a success

Part 3. Other business

9. Other business
Chifley 50th year coming soon.
Bicycles on rail on the ramp Menzies Library especially on wet days very slippery
ERMS going live 25th May
Chris Harney, Fiona Nelson Campbell, Patrick Byrnes, Lorena Kanellopoulos to go to training as power users of the new record system.
Disabilities Toilet on Level 3

10. Next meeting of the Library Staff Consultative Committee will be held on
Monday, 1 June 2015 in the Graneek Meeting Room, Chifley Building.
Change of date because of Queens Birthday Monday is the 8th June.

ACTIONS:

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