



Minutes

COMMITTEE	Library Staff Consultative Committee (LSCC)
MEETING NO.	Meeting number 6/2019
DATE / TIME	10 December 2019, 2.00pm
VENUE	Graneek Room, Level 2, JB Chifley Library
ATTENDING	Roxanne Missingham Heather Jenks Judy Thompson Mark Huppert Grazyna Sienko Tara Lamshed Doris Haltiner Jonathan Dean Terra Starbird Fran Antioch Belinda Carriage Ivo Lovric Margaret Prescott
APOLOGIES	Rob Carruthers Teresa Prowse Fiona Nelson Campbell Jaisy Antony
UNION REPRESENTATIVE	Ivo Lovric
OBSERVERS	Belinda Carriage

Part 1. Formal Items

1. Minutes from the previous meeting – Tuesday 8 October 2019

Draft minutes circulated.

Approved with no changes

2. Matters Arising

Action ID	1. LSCC is also the Health and Safety committee – Please note and report any issues
Resolution	Committee noted
Action ID	2. Chifley PA system is not working
Resolution	Now working
Action ID	3. First Aid training for standdowns
Resolution	Volunteers requested
Action ID	4. WHS plan completion
Resolution	Development is underway
Action ID	5. Review for manual handling course for 2020
Resolution	Under discussion
Action ID	6. What will happen to the old Chifley staff space?
Resolution	Chifley Branch Manager to manage

3. Attendance and apologies – see above

Part 2. Reports and policy matters

4. Report from the chair (Roxanne)

4.1 SIS Overview

- Increased digital resources.
- Print usage stayed fairly stable
- Visitation has been affected by closures and post flood access
- Admin Survey showed SIS as No. 1
- 2020 Insync survey may include archives: the data is still to be set.
- Overall we had a solid year
- 2020 planning day to be held early in February (3rd) and will have a focus on teaching, research performance, digitisation and collaboration
- CAP review will recommend increased support
- Areas of student growth are Medical and CECS.

4.2 Storage

HamesSharley report commenced investigating collections storage.

4.3 Other Building Issues

- F&S will have projects in 2020 include replacement of the Chifley roof and windows.

4.4 Reminders

- Planning Day – 3rd February.
- Self-check machines have been ordered

5 Work Health and Safety (Heather)

5.1 WHS

- Margaret has been nominated to assist with the new system report which is very large and still being refined.
- Please advise any issues.
- There is a new Pulse Induction training for WHS
- Hancock had a fire drill and there were some issues – Branch Managers have been asked to review processes.
- Currently there are no outstanding items in Figtree
- SIS Facilities have raised the issue of the Chifley loading area trip hazard and note it is logged as a job in Maximo

6 Reports from work areas

6.1 Digital Scholarship

- There is a backlog but things are going well.

6.2 ANU Press

- Published 47 titles so far this year and now have over 860 titles in our catalogue.
- We already have 17 new titles in for next year.
- We have reached over 3 million downloads so far this year, and are on track to surpass the total amount of downloads for 2018.
- HRH Prince Charles was presented with a copy of Solomon Islanders in World War II while he was in Honiara. We've shared some pics of this on FB and Twitter.
- We've appointed a new a Marketing Coordinator who will be joining us before the end of the year.

We've had quite a few book launches, including:

- The Spanish translation of Protected Area Governance and Management was launched at the 3rd Latin American and Caribbean Congress in Peru.
- Framing the Islands was launched in November and has had a great response on social media.
- The second issue of the Australian Journal of Biography and History was launched by the Hon. Arthur Sinodinos.
- Everyday Revolutions was launched with the support of the ANU Gender Institute.

6.3 Archives and Records

- Staff
 - New FOI Officer David has started

- Carly is returning in Jan 2020 and she will job share with Inga until 2021
- ERMS
 - Working with PPM to generate reporting system.
 - Reports of business unit activities will be available to GMs, Directors and Deans
 - The team is currently involved with the Alliance replacement project
 - They are also part of the Operational Reference Group
- FOI
 - 103 cases in 2019
 - 2018 had 102
 - 2019 has had the most FOIs in ANU history
- General
 - F&S have replaced the refrigerator and the A/C has been made functional.

6.4 Library Branches

6.4.1 Chifley Library

Chifley staffing:

Ana Maria leaving after 27 years at ANU.

Broderick will be replacing her in the Info Services team.

Cameron Allen will be back filling Luciana for 12 months while Luciana takes on the Flood replacement project.

Information access and collection management

Ana Maria's farewell lunch: reminder 12 December

From Jason:

The recent sessions held in The Deck were relatively well attended, and definitely well received. Attendance stats follow.

Overall, the sessions went well, attendees were enthusiastic, and verbal feedback and classroom behaviours overwhelmingly positive (aside from one email complaint about the physical layout of The Deck, and its suitability for training workshops – which has been acknowledged).

We had particularly good attendance from professional staff, many of whom were drawn from the ranks of SIS. Clearly, there's a desire in many of them to expand their knowledge and skills within the digital space, which is heartening. Obviously, it would be good if we could muster up a few more academic staff and students, next time round.

Session	Day & Date	UG	PG	HDR	Acad	Prof	Grand Total
ECHO360 Active Learning	Wednesday 23 October	0	0	0	0	8	8
What IS Text and Data Mining?	Wednesday 30 October	0	0	1	1	6	8
Managing Your Digital Footprint	Wednesday 6 November	0	0	2	0	8	10
Text and Data Mining with JSTOR	Tuesday 12 November	0	2	0	0	10	12
Mobilizing your Learning - tools and tips	Wednesday 20 November	3	1	0	2	6	12
Video Consulting using ZOOM	Thursday 21 November	0	0	0	1	10	11

Build your own Multimedia eBook	Wednesday 4 December	0	2	1	0	8	11
		T	O	T	A	L	
		3	5	4	4	56	72

Currently, ideas for next semester's sessions include:

- Wikipedia Community of Practice (ongoing)
- Digital Education Community of Practice (ongoing)
- Building your LinkedIn profile/ LinkedIn Essentials
- Building your Twitter profile/ Twitter Essentials
- Building your Research Gate profile
- Using Facebook in teaching
- Using Snapchat in teaching
- Research Hack sessions
- APIs (Python/Coding)
- Using Open Educational Resources (OERs)
- Getting to grips with Copyright
- Pop-Up Library Makerspaces

Staff are encouraged to send Jason their ideas for Deck sessions (no matter how out there they may be) ASAP, as he will start firming up a program in January.

From Luciana:

In November Collection Relocation Project work has continued with deselection ongoing at the Print Repository and Hancock Libraries. So far 5182 serial titles stored at Hume have been fully reviewed by branch Collection Managers and approved by the University Librarian for deselection: a total of 100,905 serial issues have been discarded from the Print Repository clearing 3,990 linear metres of shelf space. SUEZ have been unable to empty the two skips at Hume as they have no space to empty them. They are also experiencing difficulties in disposing of Hume serials because the paper is 'contaminated' and therefore non-recyclable. In order to avoid this, ANU Waste advised that the covers of all books are removed and disposed of separately (separate skip or bin), once we do get another skip bin delivered to Hume. Library Project Coordinators and Margaret Prescott are currently investigating other options for disposal. Hume staff and casuals are currently working on 5 lists of 1079 serial titles + 100 monograph titles to be disposed of. Respacing has also started at the Print Repository to create room for the relocation of 100,000 monographs and 1,000 linear metres of serials currently stored in Hancock.

To mark the launch of the Rincón de Cultura Digital (digital cultural corner) at The Deck Chifley staff have put up a display celebrating the rich heritage of Mexico. Selected books include poems, plays and novels by internationally recognised authors such as Octavio Paz (the only Mexican to date to have won the Nobel Prize for Literature), Carlos Fuentes, Elena Poniatowska, Juan Rulfo, and several others. Also on display books and audio visuals about Mexican culture and society, history, art (Frida Kahlo and Diego Rivera) and music.

This is an article about the Mexican digital cultural corner launch <https://anulib.anu.edu.au/news-events/news/mexican-digital-%E2%80%9C-cultural-corner%E2%80%9D-launched-anu-library>

Chifley User Services Team

Graduations started today (10 December), and run until Thursday. Please remember we accept fine appeals and payments right up to the day of graduation.

Thanks everyone for all your assistance.

On Monday the 16th December the ANU Library will begin the 12 week survey period for monitoring Electronic Use of material by the library. Michelle at Chifley is coordinating this with assistance from Joanna Longley (Law) and Mark Huppert. This survey, conducted for the Copyright Agency Limited, will involve monitoring of the electronic use and communication of published material, specifically through the eReserve function. All library officers who provide the electronic reserve service are helping to compile the data for this survey.

6.4.2 Art & Music Library

- Deselection is ongoing.
- Side project of getting LPs into the catalogue is going well.

6.4.3 Hancock Library

- Number of Hancock Library staff attended the EndNote X9 (Windows) vendor training on November 18 in Chifley Library
- The Collection Relocation Project has been extended to 28th Feb 2020. Both Rachel and Megs have been extended in their 50% acting roles.
- Hancock offered a training workshop on literature reviews for the Research School of Population Health in October. 24 individuals registered and attended, with positive feedback on the session. This was offered in response to an uptick in research consultation requests from the RSPH. The session was targeted for higher-level researchers and covered selecting databases, developing a search strategy, keywords and phrases, using subject headings, search syntax, translating search strategies across databases, and searching open source and unpublished material. EndNote was mentioned as well with info on how to sign up for the Library's EndNote workshops.
- New information screens have been installed throughout the Library
- The Mathematical Sciences subject guide has been refreshed and published

6.4.4 Law Library and Document Supply

- Graeme is now on long service leave
- CA & VA are negotiating a new licence
- Two copyright surveys are currently underway.

6.4.3 Menzies Library

- ERS
 - Finalising subscription renewals etc
 - Making some one-off purchases for new databases
- IA
 - Tom went to a paper conservation workshop that was really useful
- Rarebooks
 - Stocktake of the 40,000 items to be next project commencing 2020 with draft guidelines being developed.
 - Review of the policy is underway to enable better distinction between special collections, rare books, and signed books that need not automatically go into the Rare Book Room.
 - Access changes to the Rare Book Room were made. It was determined that over 120 passes had access. All changes will continue to be reviewed.
- Deselection
 - Deselection is ongoing, but the major work has been done, including at the Print Repository. The Reference Collection is being respaced and more area for seating may become available.
- Workshop: "Digital Text analysis in Traditional Chinese Studies" was attended by Frieda. The workshop brought together experts from Chinese Studies and Digital Humanities to explore digital text analysis of Chinese texts, including commentaries.
- Acquisitions
 - Two exciting large one-off purchases have been completed:
 - (UK) Foreign Office Files for Japan
 - East India Company Records
- Monos Team
 - Busy finalising orders and invoices for fiscal close.
 - Cataloguing sent to Caval is starting to be returned for checking and loading into the system.
 - 389 ebooks and print orders have been placed in November with the majority of these for Law

- DDA – November saw 106 JSTOR titles and 41 Proquest purchased, though lower than usual due to the holiday period.
- Tara is retiring from the LSCC and will be replaced by Christobel in the New Year.

6.4.4 DLT

- There has been lots of involvement in training sessions in The Deck
- Terra has presented to two conferences
- Endnote has many upcoming training sessions including webinars
- Training at Crawford School will be changed with iLeap including 3 new videos.

6.4.5 Library Communications

- working on video about 2019 Library activities -Michelle collecting material for holiday social media posts -Sierra single sign to be tested with ArticleReach and BONUS+ -Mark attended AIUG conference: Inspire Discovery being beta tested in USA at two libraries. No date for release of new ILMS

6.4.6 ARDC

- Had a busy year working on new priorities.

7. SIS Facilities

- Fumigation – emails have been sent out with all action required by staff and the keep out period. Everything to be opened before staff leave, personal items, food items etc. all on the email.
- Skip bin for old/ broken furniture as FS skip has been out of bounds. Rob is going to organise this.
- smoke from the bush fires has been setting off the Menzies VESDA system. Keep having to isolate it.
- rare book room ceiling tiles that had water stains have now been replaced.
- Chifley stink issue is still causing dramas and myself and Andrew Warylo from FS have been trying to find the source.
- Temp issues in Chifley have hopefully now been sorted as all the plant has been put onto new computerised control system.
- Hancock basement Rob has been working on plans and space.
- 3 staff printers about to be out of contract. SIS facilities, Archives and Hume. Emails have been between concerned teams, Finance and Procurement, ITS and Konica.
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8. Reports from service areas

8.1 HR

- Ask if you need assistance.
- Don't forget to get approval for leave and put your out of office one phone and email
- Job ads are now on pause until mid-January

8.2 Finance

- Supporting budget for 2020.
- Invoices have to be in before Thursday afternoon.

9 Union Representative

- Both Local and National units have been busy with a number of small protests and preparing for 2020 LBGTIQ conference.

7. Other Business

- Copyright – the Copyright Agency agreement continues to be negotiated by UA.
- Jason Murdoch is now the manager of the Deck. There have been 72 attendees and the courses have gone exceptionally well.
- End of Year event was really well received and attended. Thank you
- Remember the changes in the Library opening hours.

Part 3. Next meeting and action items

The next meeting is scheduled for Tuesday 11th February 2020, Graneek Room 2.11, Level 2 Chifley.

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.	WHS Induction Pulse Training notification in Newsletter	Roxanne	Noted	
2.	First Aid training for standdowns	Heather	Ongoing	Supervisors seeking volunteers
3.	WHS plan completion	Roxanne and Heather	ongoing	Being refined
4.	Review for manual handling course for 2020	Heather and Roxanne	ongoing	To be scheduled 2020
5.	What will happen to the old Chifley staff space?	Heather and Roxanne	Chifley internal issue	Chifley Branch Manager to manage

10 Completed action items