



# Minutes

COMMITTEE	<b>Library Staff Consultative Committee (LSCC)</b>
MEETING NO.	Meeting number 1/2020
DATE / TIME	11 February 2020, 2.00pm
VENUE	Graneek Room, Level 2, JB Chifley Library
ATTENDING	Roxanne Missingham Heather Jenks Judy Thompson Grazyna Sienko Christobel Underwood Doris Haltiner Jonathan Dean Terra Starbird Fiona Nelson Campbell Jaisy Antony Belinda Carriage Ivo Lovric Margaret Prescott
APOLOGIES	Rob Carruthers Mark Huppert
UNION REPRESENTATIVE	Ivo Lovric
OBSERVERS	Belinda Carriage

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## Part 1. Formal Items

### 1. Minutes from the previous meeting – Tuesday 10 December 2019

Draft minutes circulated.

Approved with no changes

## 2. Matters Arising

<b>Action ID</b>	1.
<b>Resolution</b>	

### 3. Attendance and apologies – see above

Membership of the committee:- with changes in some staff positions some of the committee members have been changed:

Fran Antioch has been replaced by Kumudini Watawala

Jonathan Dean will be replaced by David Gobbitt

Teresa Prowse will no longer attend on behalf of ANU Press but will submit reports.

## Part 2. Reports and policy matters

### 4. Report from the chair (Roxanne)

#### 4.1 SIS Overview

- 2020 has begun with the challenge of four disasters as at 10 Feb 2020. Fire and smoke, hail, rain/flooding and the novel coronavirus.
- Last year was a solid performance with continuing digital transformations and good achievements.

#### 4.2 Planning Day

- Held last week, 3 February, our aims are aligned to the Vice Chancellors strategy for the University and rebuilding the Chifley collection and other research resources.
- The four projects are continuing:
  - Student publishing (leader: Lorena Kanellopoulos)
  - Digital scholarship (leader: Erin Gallant)
  - Future workforce: learning and development programs (leader: Meredith Duncan)
  - First year Student experience (leader: Samantha Jackson)
- SIS Symposium will be held again in early September from 10 – 3pm
- Coronavirus
  - What challenges are academics facing?
  - Many resources can be accessed in China as they are available at the Peking University
  - Embedded learning via Zoom
  - Special Edition Newsletter to HDR students
  - Where possible 2 hour loan text books converted to digital versions, with further discussions for other texts – subject specialists to contact academics
  - Current materials online has assisted with coping with these issues

- There is a plan to have library orientation online using Zoom to prepare as many people as possible.
- Patience please as everyone is tired and concerned with the unknown surrounding this virus.

### **4.3 Building Issues**

The hail storm damaged the following roofs:

- JB Chifley Library Roof – particularly the southern part – Chifley Library roof is scheduled for replacement this year as it is well and truly at end of life
- RG Menzies Library – while we are very fortunate that the main roof and windows were replaced the year before last but the roof over the McDonald Room, exhibition area, Archives reading room and archives work area was not and has been damaged by the hail
- Law Library – the roof in Law that is above the Law Library and that wing of Law was damaged by the hail. It was partially covered with tarps last week.

The hail also damaged windows in JB Chifley, Law, Menzies and Hancock libraries and of course many many cars were destroyed.

No collection material was damaged by the hail storm. Hume Print Repository, DA Brown archive storage and Underhill were not damaged by the hailstorm.

This week the rain storm yesterday resulted in damage. In summary:

Menzies Library – significant damage to building

Chifley Library – significant damage to building

Law Library - significant damage to building (mostly level 2)

Hancock Library – minor damage

Art & Music Library – no damage

DA Brown – no damage

Underhill – minor regular leakage.

In terms of the collection, there was a small amount of collection water damaged in the Law Library and one collection that was being processed in the Archives work area. We anticipate that the drying will be successful and that no collection material will be lost.

Water damage to ceilings, roof tiles and study areas has been the most common issue.

Facilities and Services and Library staff have done a marvellous job of isolating areas, providing dryers, putting in bins to catch the leaks and mopping up fallen ceiling tiles.

It may be a couple of days until all areas are open again.

Work on the roofs across the campus is proceeding, with teams working in different areas. Facilities and Services are adding tarpaulins to all areas identified as damaged that they can to prevent damage from further rainstorms.

The damage emphasises the importance of maintaining library buildings, developing a proper collection store and a new library. Progress is occurring on the collection store with a report from Hames Sharley due shortly.

#### **4.4 Reminders**

- SIS Symposium September.

### **5 Work Health and Safety (Heather)**

#### **5.1 WHS**

- A large number of WHS reports for the new system are now due and being worked on. Two of the four reports are complete, however the remaining two, First aid and Key emergency personnel register are very complex and we are still gathering information. Qualifications for First Aiders and Fire Wardens need updating when certifications expire, if you are in one of these roles, please check your credentials.
- Currently the only outstanding items in Figtree is the Chifley smells. Smoke testing has found a major leak. A second test will be run on Friday to confirm.
- Stand-down meeting will be held at the commencement of semester 2. There have been some volunteers from the stand down staff to be first aid trained.

### **6 Reports from work areas**

#### **6.1 Digital Scholarship**

- Things are going well.

#### **6.2 ANU Press**

- 2 books published so far in 2020.
- 19 books in production. This is a very heavy workload for the start of the year and we are running at full capacity.
- Upcoming books include 'Morrison's Miracle', which provides a comprehensive account of the 2019 Australian election.
- We have over 3.4 million downloads in 2019, which is a new record.
- Vanessa Rouse is our new marketing and communications coordinator. She has a strong marketing background and is currently studying her Masters at the College of Asia and the Pacific at ANU.
- Vietnam Vanguard, will be launched on 2 March at the Mantra Twin Towers Resort in Coolangatta.

## 6.3 Archives and Records

- Hail caused roof damage, leaks and a few broken windows in Menzies, including in the Archives reading room and work areas.
- University Records suffered limited damage with a window broken and some screens smashed.
- David Gobbitt, the new Senior FOI Officer will start shortly.
- FOI requests are continuing cases from 2019 and there is currently preparation for an OAIC review.
- Archives are currently busy handling start of year issues
- People and Performance Measurement (PPM) project to generate University Records statistics is nearing completion. We hope to go live by the end of February.
- Jonathan is retiring from LSCC and will be replaced by David at the next meeting.
- The process of identifying and destroying files held on site at Acton and Hume is ongoing.
- Currently undertaking a review of procedures and preparing material to upgrade the Pulse training modules.

## 6.4 Library Branches

### 6.4.1 Chifley Library

- Chifley Library was comparatively lucky with the hail and rain damage.
- Fran has taken over as the New Loans Officer and Broderick has become the Information Access Coordinator  
Project News

### Collection Relocation Project

- In January major collection review work and respacing has continued at the Print Repository to remove print serial runs no longer required and to free up space for the relocation of Hancock materials. Hume permanent part time staff have extended their working hours to assist with project work. Yesterday Allied Pickfords started moving the Hancock collections to Hume. The relocation will take up to six weeks to be completed.

### Chifley Flood Replacement Project

- **Flood donations**
  - The first tranche of donations received from Gareth Evans in October 2019 has been processed. Tranche 2 is expected to arrive in February (6 archive boxes).
  - Rebecca Kent is currently checking the School of Demography donation list (7,978 titles) to identify items lost in the flood or not held in the Library collection.
  - Jaisy Antony has started processing donations from the Benjamin Library collection at the School of Philosophy (approx. 3,500 books). Two Library Trainees, Finn and Cherie, will assist Jaisy with this project from 17/2 to 13/3. Estimate completion date: 31/3/2020.
- **GOBI History flood replacement orders: update**
  - The first test shipment of History flood replacements (25 print books and 6 eBooks) has been processed. A few changes have been made to the ANU technical specifications. Paul Pretor is updating our load table.
  - The first batch of 1,000 print History books is expected to arrive at Chifley Library this week - 51 GOBI invoices were received on Wednesday 5/2. The books will be stored and processed in the Chifley workroom on Level 2. Users Services staff will be helping out with the processing and shelving of the books.

- 511 History print titles that were not in stock in GOBI are available for purchase in electronic format. Approval has been granted from Roxanne to go ahead with the eBook purchase options. Orders sent to GOBI on 6/2. Ebooks should be available to patrons by the end of this week.
- **Flood replacement statistics**
  - Rebecca and Luciana have reviewed the flood replacement statistical data collection methods. Flood numbers and titles lists have been finalised. Two progress reports with information by format/discipline/material type of number of titles/items lost in the flood and percentage of collections replaced as of 31/1/2020 were submitted to Roxanne and Heather last week.
- **Australian Bureau of Statistics digitisation project**

Domenic Parisi from the Australian Bureau of Statistics has accepted Roxanne's offer to store an ABS historical microform set in the ANU Archives cool room until 12 months after the digitisation is completed by the Digital Scholarship team. The set is currently stored at the National Library. Rebecca and Luciana will visit NLA with Domenic on Wednesday 12/2 to inspect the set.

#### **6.4.2 Art & Music Library**

- Orientation week coming up so there will be classes run.
- Reserve items are already being processed.
- LP collection is still being catalogued.
- Collected works still being catalogued
- Collection review phase 1 of Art monographs is nearing completion
- Three projects are in the pipeline:
  - Music monographs review
  - Reference collection to be reviewed for relevance and moving into the main shelves.
  - Full review of collection layout within the space. The aim is to re-organise to make it more accessible and efficient for our patrons.

#### **6.4.3 Hancock Library**

- Collection Relocation Project has progressed with staff flagging high-use monographs that will stay in Hancock Library. The move to the Hume Print Repository has begun on Monday 10 February. Level 1 items will be relocated first. All print serials in the basement will be relocated to the Print Repository. During the move period, Level 1 West and the Basement will be closed. During this time, Hancock staff will be providing a retrieval service, items can be requested through a form in the catalogue and retrieved items picked up from the Library foyer.
- The hailstorm on 20 January caused some flooding on Level 2 East. Level 1 East has a smashed internal window and the IC area on that side is currently closed. Also, the sculpture in the courtyard was damaged. The courtyard is also closed until damage can be assessed. Facilities has been notified as well as the gallery.

- Hancock Info Access staff provided an e-resources training session and a building tour for Crawford students in the READ group, as well as a Library presentation for 120 new medical school students.
- A large number of information literacy sessions are currently being scheduled and planned for the beginning of semester 1.
- Hancock had its carpet cleaning last week.
- Hancock Library will have its annual fire system testing on 17 and 18 February.

#### **6.4.4 Law Library and Document Supply**

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#### **6.4.3 Menzies Library**

##### **Menzies Weather Report**

- Severely affected by the smoke throughout summer, in particular the foyer/circulation desk area with the automatic doors. That appears to have disappeared for now.
- The hailstorm on 20 Jan was rather dramatic, to say the least. Many Menzies staff members had their cars damaged or written off. The building had the windows and roof damaged. A special mention will go to the staff who helped rescue the injured ducks, unfortunately many had to be euthanised.
- Rain from Sunday evening/Monday morning – full details will be given by Belinda, but in short the roof membrane that had been damaged in the hail storm, coving the McDonald Room, Monographs area and Archives, leaked causing damage to the Monographs area and the McDonald Room. Luckily no books were damaged in Monos area, but the carpet is smelly. Keeping an eye out for mould.

##### **Menzies Staff News**

- Cameron from Monos has taken Luciana's position at Chifley for the year. There will be recruitment to his 5 position this month.
- The recruitment to the 6/7 position in Monos is underway, stay tuned.
- Katie from ERS is at VALA conference this week
- Iris from ERS is pregnant, and will be taking some maternity leave mid-year.

##### **Other points**

- Coronavirus – Menzies staff will be helping with the accessibility of material for students stuck overseas, such as ensuring reverse proxy and off-campus material access. The library will be empathetic and supportive of students and their needs as they return to ANU.
- The Indigenous trainees will be finishing up with Menzies team this week, heading to Chifley next week.
- A large part of Menzies work this year will be the audit of the Rare Books/Special collections, and the rewriting of policies and procedures for them.
- Otherwise it is business as usual at Menzies, with everyone getting prepared for Semester One 2020 – Monos busy with ordering, IA team organising their tours, etc.

#### **6.4.4 DLT**

##### **Training 2020**

New digital literacy workshops bookings now open [anulib.anu.edu.au/training-register](http://anulib.anu.edu.au/training-register)

**PSP & IAP Jan/Feb 2020 wrap up** – 3 library tours, 12 training workshops for 94 students from the Graduate Pre-Sessional Program for Crawford School (PSP) for Crawford School have been delivered for the Jan 2020 intake. Students are now required to complete the Quiz (15 multiple choice information skills searching questions) in order to successfully pass the CRWF7900 unit. Thanks to Candida who ran the Digital Essentials workshops and Frieda, Jaisy, Amanda, Anne, Katy, Rachel, Megs, Cathy and Alisha who ran the two workshops.

Research Ready was in the process of a redesign when we were asked to modify further to accommodate for the combining of sessions due to campus closures for the hail storm. As such, students received a modified program:

- Session 1 – Combined Lecture 1 & Workshop 1 taught in computer labs at Crawford (initially planned as one mega-lecture with entire cohort and one computer lab workshop to be delivered to specific cohorts)
- Session 2 – Shared lecture with Crawford Academic Skills
- Session 3 – Lecture 2 – mega-lecture with entire cohort, involving interactive group work.
- Session 4 – Workshop 2 – computer lab workshop delivered to specific cohorts)

The sessions used a combination of interactive, lecture-based instruction for the whole-group sessions and hands-on practical activities in the workshops, using a team teaching methodology to provide the most support for students.

In future, we hope to work more closely with Crawford Academic Skills and iLeap to further develop and modernise the content to suit the needs of 21<sup>st</sup> century scholars. This may include creating some pre and post session online modules to support student development of core digital literacy skills.

**Comments from students:**

“Great sessions on how to find the source of information and using the library.”

“Hand-on training - Clear explanation at a proper pace.”

“The Boolean operators really helps me to find what I need.”

“How to use Boolean and doing some the research”

**O-Week:**

Library staff (Jason Murdoch, Terra Starbird, and Imogen Ingram) are teaming up with colleagues from the ANU Academic Skills to deliver four introductory workshops to new UG and PG students as part of O-Week 2020, each repeated twice in the timetable:

- *Researching and finding sources*
- *Referencing*
- *Managing Your Digital Footprint*
- *Fake news and evaluating sources*

### **First Year Experience:**

The First-Year Experience (FYE) program supports students from rural, regional and remote areas to form a community, grow their independence and improve their chance of success at ANU. The program provides an extended transition process through a series of workshops, events and group discussions throughout the year. DLT will be providing some generic, introductory opt-in workshops in March for students in the FYE cohort.

#### **6.4.5 Library Communications**

- Infor screens are finally up. Big thank you to the Comms Team for their work in 2019 – especially Michelle.

#### **6.4.6 ARDC**

- Have had a challenging month with smoke , though now have hepa filters
- Cars received hail damage
- Have 3 new staff with some more to come.
- Rebranding and refreshing logos and materials is going well.
- Adrian is back from Portugal.

### **7. SIS Facilities**

- Chifley group study 4.04 now open for using. I had Netcomms remove the cabinet finally.
- Fire testing in Menzies and Hancock. This is the fire extinguishers, hoses, blankets, exit lights and not the sirens. Email was forwarded to building managers.
- Carpet cleaning done in Menzies and Hancock but due to hail was not completed or ISS had to go back and redo it all.
- Chifley smell issues still on gong. Smoke testing will be carried out again and I suggested a few areas they could look at also.
- Hume – shelving for Hancock books is proving a little difficult as they are smaller ends to what the brown shelves are. Working on this. Need 60 more shelves to have it completed.
- Hancock book move starting soon. Card access has been sorted as well as parking.
- Hail. Where do I start. All libraries except Art/ Music damaged. Menzies, Hancock, Law and Chifley all have roof leaks and smashed windows. SIS Facilities have purchased more plastic, buckets and special tape for everyone. Jobs had been logged that afternoon in the Maxicloud system. Drill Hall contacted that same afternoon for the glass spinal sculpture damaged in Hancock. Rob came in and helped in the afternoon to deliver items whilst I logged jobs. Archives used their own wet vacuum to remove the lake from their office area and Monos area had power isolated and staff moved to other desks for safety.

- O week is coming up so we will be helping the deliver supplies for market day for Patrick and his team.

## **8. Reports from service areas**

### **8.1 HR**

- Concentrate on forms and approvals.
- ANU has financial assistance for staff – see newsletter

### **8.2 Finance**

- Supporting budget for 2020.

## **9 Union Representative**

### **On the local level**

- This Thursday, the 13<sup>th</sup> of February at 5pm at the Innovations Lecture Theatre the NTEU will be hosting a screening of the film, The Final Quarter. This documentary concerns the final years of Adam Goodes AFL career. The film screening will be followed by a Q & A session, which will be facilitated by NTEU National Aboriginal and Torres Strait Islander Organiser, Celeste Liddle.
- On Wednesday 19<sup>th</sup> February the ANU NTEU Casuals Committee will be leafletting during Market Day to raise awareness of issues affecting casual employees in the university sector.
- On Thursday 20<sup>th</sup> February the NTEU is co-hosting a Higher Degree Research Workshop with PARSA on the rights of casual academics and international students.

### **On the national level**

- An NTEU working group has drafted a comprehensive strategy on climate action. Areas in which climate action will be taken include:
  - UniSuper divestment
  - University divestment
  - Reduction of the NTEU's carbon footprint

## **2. Other Business**

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## **Part 3. Next meeting and action items**

The next meeting is scheduled for Tuesday 14<sup>th</sup> April 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

**10 Completed action items**