



Minutes

COMMITTEE	Library Staff Consultative Committee (LSCC)
MEETING NO.	Meeting number 5/2020
DATE / TIME	13 th October 2020, 3.00pm
VENUE	In the Graneeek room or Online with Zoom
ATTENDING	Roxanne Missingham Heather Jenks Judy Thompson Terra Starbird Christobel Underwood David Gobbitt Mark Huppert Ivo Lovric Margaret Prescott
APOLOGIES	Jaisy Antony Kumudini Watawala Rob Carruthers Belinda Carriage Fiona Nelson Campbell Teresa Prowse
UNION REPRESENTATIVE	Ivo Lovric
OBSERVERS	SIS Facilities

Part 1. Formal Items

1. Minutes from the previous meeting – Tuesday 11 August 2020

Minutes circulated.

Approved with no changes and no additions

2. Matters Arising

Action ID	1. Committee to review Pulse WHS training and complete any outstanding
Resolution	Underway

3. Attendance and apologies – see above

Welcome to the meeting, we have apologies from Jaisy Antony, Kumudini Watawala, Rob Carruthers, Belinda Carriage, Fiona Nelson Campbell and Teresa Prowse

Part 2. Reports and policy matters

4. Report from the chair (Roxanne)

4.1 SIS Overview

- The Chair outlined the process described in the Reshaping document and asked for questions.
 - Will the future savings of approximately \$560,000 come from further loss of staff? – Ans: No, it is expected the majority of these savings will not involve salaries.
 - Will there be a formal change management plan and is there a date for this? – Ans: The process being worked through area by area. HR had advised a formal change management process is not reviewed. The proposal for positions to head two library streams is currently with HR. Once we have HR response more details can be discussed with staff.
 - Will there be new positions and will there be recruitment? – Ans: Until we have the response from HR this cannot be determined.
 - Is there a timeline for the reshaping of the Library? – Ans: This is an ongoing process with individual groups within the Library.
 - Is there going to be an interim plan and information in the latest newsletter said there would be another all staff meeting around the end of October, when will this be advised? – Ans: Yes there will be another all staff meeting shortly. If you have suggestions for reshaping changes, please send them to Roxanne or Heather.
 - Are there any anticipated changes in the Standdown shifts for 2021? – Ans: In2021 Stand down staff will be employed on the flood replacement project. .

4.2 Future ANU

- **Financial repositioning and budget changes**
 - With the budget freeze, if academics request a monograph can we purchase? – Ans: If the book is for required reading for a current course in 2021 yes it can be ordered, otherwise no, at this time. Look for alternative sources such as open access materials. A paper is being

prepared for Academic Board by the Library Advisory Committee on funding for collections, but the outcome may take some time. It is also noted that there are some exemptions from the purchasing freeze – flood replacement and bequests such as Stenhouse Hamilton.

5 Work Health and Safety (Heather)

- WHS
 - Handbook – All staff are responsible for WHS and should look at relevant chapters in the [WHS handbook](#)
 - Training – Please pass on to your colleagues to review your completion of recommended and compulsory WHS training:
 - University Work Health & Safety (WHS) Induction
 - Comcare Work Health & Safety
 - Comcare Work Health & Safety for Managers (this is for any supervisor)
 - Figtree Workplace Safety Incident & Hazard Reporting tool
 - Manual tasks
 - Office ergonomic Essentials
 - WHS Committee Member Training (LSCC members only)
 - Refresh yourselves on the SIS manual handling also.
 - We had a question regarding the Health & Safety Representative (HSR) position and how to become a HSR? Heather will review this and comment later.
 - Clarification of the LSCC also acts as the SIS local WHS committee. WEG had previously advised that SIS had to have a local WHS committee, this has since been removed as a requirement as it would bring an onerous amount of paperwork. Because of this change the LSCC is now the WHS representative group for SIS. This means that the WHS items that are discussed at these meetings are to be discussed by you with your colleagues. This includes suggesting that everyone should review relevant chapters of the handbook (link above). The manual also details the University wide committee structures.
- SIS Issues
 - It was noted that due to the Voluntary Severance offers that have been taken up, there have been a number of staff who have had changes to their reporting line.
 - Also noted that the Library is going into a very busy period with serial renewals and payment of invoices and Heather thanked all the staff who are working together to get these tasks completed.

6 Reports from work areas

6.1 Digital Scholarship

- Xu Dishan completed, work on other projects ongoing.

6.2 ANU Press

- Published 52 titles YTD of which 15 are reprints of the *Made in China Journal*.

6.3 Archives and Records

- Archives and University Records continue to practice social distancing and appropriate COVID signage is in place.
- Researchers who deferred visits generally have returned to research physical archives but some are still impacted by border closures and travel restrictions. Research agents have undertaken research on behalf of others and the Archives is aiming to expand information about referral points for this kind of assistance.
- Planning has resumed for the Annual Lecture presented in conjunction with the Friends of Noel Butlin Archives Centre. Associate Professor Ruth Morgan will speak on 'A Dry and Drying Climate' at this online event on 20 October
- Following an enquiry relating to the ANU College of Law 60th anniversary, the Archives digitised the film 'The Australian National University 1967'
<https://www.youtube.com/watch?v=t8QMImIS6qY>
- While the regular exhibition program was delayed while staff were off campus, the Archives mounted a display at short notice for the 40th anniversary of the independence of Vanuatu. This was part of the Pacific Institute's online showcase *Vanuatu and ANU: looking back and looking forward*. Digitised items from the display, supplemented with additional material, will be converted to an online resource for continuing research use. The exhibition recognising the centenary of the Communist Party of Australia will be finalised for late October.
- The Australian Institute of Aboriginal and Torres Strait Islander Studies (AIATSIS) and the ANU Library refreshed the Memorandum of Understanding regarding services and cooperation between the AIATSIS Family History Unit (FHU) and the Noel Butlin Archives Centre. Archives staff subsequently hosted a visit from FHU staff and had fruitful discussions about material held, referral of enquiries and indexing work that would be of broad community value. Both organisations have reviewed their fact sheets and finding aids as a result.
- The Pacific Virtual Museum project being led by the National Library of New Zealand, is nearing first release. The project is funded by the Australian Department of Foreign Affairs and Trade and aims to create an access portal to digitised Pacific material held in cultural and collecting institutions, initially from Australia and New Zealand. The Pacific Research Archives at ANU will contribute via existing catalogue contributions to Trove at the National Library of Australia.
- Archivists Kathryn Dan and Sarah Lethbridge are advising about the extensive archives of Michael Coper former Dean of the ANU College of Law, and the papers and library of Professor Des Ball, defence and security expert.
- A COVID-19 digital archive has been established using Open Research and the Archives catalogue and a specific webpage as access points.
- Staff of the Archives, Library, Pacific Manuscripts Bureau and the College of Asia and Pacific Studies are renegotiating the agreement that cover collaborative collecting and support for teaching and research.
- Ongoing ERMS power user training is continuing via Teams video meetings.
- The University Records team continues to provide training online to support staff in using ERMS. We continue to notify users of upgrades and system requirements
- Two staff in the University Records team took voluntary separation. Work priorities and activities are being reviewed to accommodate this reduction.
- FOI, student and personnel file requests are continuing as usual. We have received 40 FOI requests to date this year.
- University Records are reviewing the University FOI and Information Publishing Scheme webpages and anticipate changes to be made shortly.

- FOI online application form is anticipated to be implemented shortly.

6.4 Library Branches

6.4.1 Chifley Library

- Carpets damaged by steam cleaning in Chifley will be replaced after exams in November.
- We have 2 new subject guides ready to go: Criminology is ready to publish, and Modern European Languages is just waiting for final approval
- Paola acting as Jason for the next 6 weeks, Amanda V for 7 weeks after that
- All CF staff will do the fire warden training now
- Click and Collect is up and running
 - Vanessa conveys her huge thanks to Mark for adding the Show Stats function to the click and collect admin page.
 - We've been live for 13 days and have collected a total of 108 items:
 - 12 Art & Music
 - 37 Hancock
 - 26 Law
 - 33 Menzies

6.4.2 Art & Music Library

- Services continue supporting students and academics.

6.4.3 Hancock Library

- Services continue supporting students and academics.

6.4.4 Law Library and Document Supply

- Joanna and Yu Ni's last day was Friday 9 October
- Law library is functioning with low staff at the moment.
- It is a quiet time with a few face to face inquiries from students. Most of the law related inquiries are received via emails
- Some work of Joanna has been shared between Anne and Alisha.

User services

- It is a great help that Judy is covering some shifts in Law library.
- Since most of the Law courses are done online the team is busy with finding durable links for the online materials, making e-chapter and e-extracts. There are 24 Spring sessions running at the moment in both undergrad and postgrad
- "Click and Collect" function is working very well in the branch, as there are about 15 requests on certain days.

Tech services

- Some of the tech services duties are shared with Menzies team due to lack of staff such as Invoice processing.

Information access and collection management

- From the end of August and through September the Law Library delivered 13 legal research training sessions to a total of 449 students
- Since the beginning of July, the Law Library has produced and released 7 legal research videos to support students and online teaching.
- Most of the online teaching for the year is completed. The team is engaged in Q/A sessions for the students

Document Supply service team

- Yu Ni has taken the Voluntary separation and the team is sharing work within the staff.
- Katy would like to thank branches for the wonderful contribution to supply ILLs to the Australian and New Zealand libraries during July-August 2020. According to the NLA bi-monthly report during these two months ANU supplied 503 items and requested 278 items.

6.4.5 Menzies Library

- Diane and Paul both finished on 9th October.
- Ordering is now being done for Art & Music and Law
- Everyone is busy but going well.
- Looking forward to 2021

6.4.6 DLT

DLT Workshops:

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

Upcoming DLT Online Resources:

- Publishing with Tex and Thesis template with TeX
- EndNote Advanced webinar recording
- Mendeley webinar recording and LibGuide

PSP 2021

Online delivery in Jan/Feb 2021 planning in progress – 30 international students and possibly 30 local students, numbers very malleable at the moment.

Cross-Institutional Partnerships

Next week, I will be delivering a 45-minute webinar to Deakin University staff: [Digital Demo: Managing Your Digital Identity](#). This is their own internal staff development program, similar to our SIS Staff Development during lockdown. It started with just Deakin Library staff, but grew and evolved to something much bigger and is now open to all staff at Deakin. ANU Library staff are also welcome to attend. Use your ANU email address and I am told they will waive the normal rule of only Deakin staff being permitted to attend.

Statistics

Statistics now include Video Views July to Sept 2020 summary:

Video views								
Digital Literacy Videos						43	406	1524
Library Instructional Videos						318	457	346
Webinar Recordings						87	111	150
SIS Marketing						75	101	46
Library Tours						99	1185	2136
Combined Total Video Views						622	2260	4202

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.
 - These numbers have been achieved by word of mouth and CLT promoting the videos with academics. We have reports that lecturers have been embedding videos into their Wattle sites.
 - As yet, none of our videos have been promoted on the ANU Library Twitter or Facebook accounts.
 - We will continue to work to extend the reach of these videos to ensure the efforts are not wasted.
- If you have any involvement with faculty in your role, please promote these videos widely. www.youtube.com/theanulibrary
 - 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.
- 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 several others in the pipeline. The collaborative work has involved everyone pitching in, getting out their comfort zones and learning new digital skills in the process.

IMPORTANT: Big thanks to Frieda, Alisha, Jason and Rachel K. for doing amazing narrations, and Rebecca, Rachel K., Anne, Alisha and Paola for working on scripts, editing, video planning, screencast and quality assurance. We have learned so much in the process and are continuing to hone and improve our workflows and processes to make the most of the resources we have and build capacity and skills across branches.

Viewing stats as of 12 Oct 2020 (Vimeo & YouTube):

- [Primary, Secondary & Tertiary Sources](#): 4,384
- [Evaluating Sources](#): 469
- [How Search Engines Work](#): 321
- [How to Tackle Your Research Assignment](#): 162
- [How to Use Scholarly Sources in Your Assignments](#): 132
- [When to Reference in Academic Writing](#): 61
- [Peer Review Process](#): 83
- [Quick Tour of the ANU Library Website](#): 103
- [How to Find Textbooks & Course Readings](#): 82
- [ANU SuperSearch Explained](#): 41

Videos Currently in Production:

- Unpacking Footnoted Citations
- Unpacking Intext Citations
- How to Find eBooks
- Unpacking 'My Library Record'
- ANU Catalogue Search Explained
- Off Campus Services

- Candida presented at University of Canberra where the sessions went very well and were well attended.

6.4.7 Library Communications

- 7 Click & Collect is now up and running and will be added to Chat Bot
- 8 Data Commons video is in production
- 9 Chifley Signage is being reviewed again as the quote was very expensive
- 10 History wall in Chifley is in planning
- 11 Library bags are to be ordered – not orange as they were not popular
- 12 Patrick is reviewing library pages for accuracy.

6.4.8 ARDC

Services continue supporting data management across the nation.

7. SIS Facilities

- Noted that post the steam cleaning of the carpet on Chifley, the carpet squares on Level 2 and Level 3 require replacement and this will happen in November, post the exam period.
- A building custodians meeting will be held soon, the first since we have returned to campus.

8. Reports from service areas

8.1 HR

- Please make sure all leave is approved promptly.

8.2 Finance

9 Union Representative

In response to the ANU's Recovery Plan the NTEU lodged a formal submission designed to find alternatives to voluntary redundancies and to save jobs. As part of their submission the Union proposed the following:

- An extension of the Stage 1 Consultation Period to 13 October;
- A postponement of the Stage 2 Consultation Period to the week beginning 19 October, at the earliest;
- The inclusion of any new hires as part of proposed changes;
- A commitment to begin genuine consultation with the NTEU aimed at finding temporary and progressive alternative savings, considering factors such as equity, and that do not involve a potential 215 forced redundancies.

Notwithstanding the aforementioned proposals, the release of the Consultation Outcomes and Response to the ANU Recovery Plan, indicated that the ANU would begin Stage 2 of the Recovery Plan today, the 13th October.

Again, on Friday of last week the NTEU requested that ANU executive immediately postpone any implementation of Stage 1 consultation, cease moving to Stage 2 College and Recovery Portfolio plans including through local area change management proposals.

In a letter to the VC sent on Friday 9th October the NTEU ANU Branch President asked for,

'... an immediate pause on forced redundancies as part of the change management process until we can model the impact of budget changes and to allow us to begin genuine consultations and negotiations on finding alternative savings.'

In this regard, the NTEU ANU Branch has maintained a commitment to genuine consultation and towards this end has repeatedly asked for financial and budgetary information as well as for costings for progressive salary savings, which have not always been made available.

10 Other Business

11 Next meeting and action items

The next meeting is scheduled for Tuesday 8th December 2020, Graneek Room 2.11, Level 2 Chifley and online.

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.	Arrange all staff meeting	Margaret		
2.	WHS Training and WHS Induction	All staff members		List of training sessions to be completed:
3.	Health & Safety Representative (HSR) position and how to become a HSR?	Heather	To be reported in SIS newsletter	

10 Completed action items