



Minutes

Library Staff Consultative Committee

MEETING NO.	5/2021
DATE / TIME	12 October 2021 2 pm
VENUE	Zoom
ATTENDING	Roxanne Missingham - Chair Michelle Chudzinski Jerome O'Connor Fiona Nelson Campbell Christobel Underwood Kumudini Watawala Cathy Burton Heather Jenks Jaimi Schmid Candida Spence Ivo Lovric – Union Representative Margaret Prescott - Secretariat
APOLOGIES	Jo Boyanton
HSR	Peter Shaw
OBSERVERS	Rob Carruthers Belinda Carriage

Part 1. Attendance and Apologies

1.1 Membership

The Chair welcomed the Committee and noted apologies from Jo Boyanton.

1.2 Minutes from the previous meeting

Noted that the questions raised by Ivo at the meeting were partly answered - 30 staff have taken a mutually agreed separation (note this is not 30fte) and there are no new budget reductions this year. The overall budget reduction from the changes at the university has been a reduction of approximately 15 fte from the division, consistent with the overall reductions to divisions and colleges. HR have been asked for Information on the number of new staff appointed to the division since July 2020.

Resolution	That the minutes of the meeting of 10 August be approved. Agreed
-------------------	--

Action ID	
------------------	--

Part 2. Reports and policy matters

2.1 Report from the Chair (Roxanne)

The report highlighted:

- What has university been doing during lockdown: - The Division complies with ACT Government COVID-19 requirements and ANU directions. In order for SIS staff to come onto campus I need to make a submission and obtain approval from the COO to have those individuals declared as essential workers. The process is that individuals in the division Identify staff who are required to be on campus to ensure essential services delivered. To date there are 11 staff approved from a range of essential services including SIS Facilities dealing with mail, ARDC staff to ensure services are operational, the University Archivist for retrieval of essential documents and the Click & Collect team.
- In cases where academics or students have exceptional reasons to be in the library they can apply for approval to be given access to JB Chifley Library. 5 students at present have been approved. The process involved an application to the community wellbeing team with approval by the DVCA. A register of approvals is maintained and information provided to Security. Those with access must comply with COVID 19 requirements and book in for their visits to the Library.
- COVID-19 and current guidance from the university
 - ❖ Changes from 29th October (1st Nov holiday) Grady advised that the approved teaching activities for semester 2 will continue until the end of the teaching period. The timing of the ACT Government changes coincides with the end of lectures, allowing for coming back to campus in a safe way. On campus teaching is anticipated to recommence in semester 1 2022.
 - ❖ We have recommended approval for reopening of libraries. In order for libraries to be open there will need to be staff available to ensure the roles of fire wardens and first aid officers are available to meet WHS requirements. This may impact on opening of smaller branches. We must comply with Covid safe plan. Fine detail should be out shortly.
- Click & Collect has been immensely popular with both students and academics resulting in many notes of thanks and occasional chocolates.
- There have been lots of work on systems - LibCal almost up and running. Procurement approved the technology refresh including a new ILMS which will hopefully be in place sem 1 2022. Congratulations to all involved.

- Training refresher - think about refreshing your Manual handling training before we start back in to on campus work.

2.2 Library and Work Health & Safety report (Heather)

- Covid inspections have been completed on Chifley, currently the only building with occupants, with no issues raised.
- Quarterly WHS Reports are due and thank you to all those who have assistance with the compliance data and training.
- Last Warden training this year 24 Nov 2021 and there will be no further training until March 2022. If your training is going to expire before the end of March 2022 please register for this session.
- Emergence Planning Committee (EPC) - establishment of an SIS EPC is under discussion in line with the guideline procedures set out by the University and the WHSMS. Peter - Question: HSRs to attend the building walk through and are they included in the EPC? The makeup of the committee will be in line with the procedures and will be advised once we are closer to its establishment.
- Testing and Tagging - Belinda will arrange this when we are back on campus you will need to have your devices and cables on campus.
- Looking forward to extra people back on campus.

2.3 Reports from work areas present

JB Chifley Library and Art & Music

•

WK Hancock Library

- New staff member - Joshua Bell started last week. Total 7 staff.
- Everyone busy at home.
- Info access work ongoing with lots of customer service
- LibCal forms - have been part of the team setting up things to ensure a smooth transition. Looking forward also to LibChat.
- Teaching continues - FAQ session for Health 1001

RG Menzies Library

- Several staff are helping out the Monographs Team.
- Sam Ferrara is moving back to Menzies after a stint in Chifley

Law

- Closely working with course convenors. prepared 588 e-reserve resources
- Thanked C&C for assistance with retrieving for scanning.
- Already working on reading lists
- Anne and Alisha have continued teaching

SIS Facilities

- Menzies
 - Mail runs a couple of times which is sorted and Peter has distributed some to Chifley.
 - Menzies lift work calendar to be discussed with Rob. Works will take a couple of months
 - Fire panel is still underway
 - Hail damage being worked on.

- Hume.
 - Only one dead mouse found in the last inspection - external baits have been used but not internally.
- Digital Scholarship
- Open Research
 - Work continuing.
- CartoGIS - Work continuing.
- Digitisation
 - The Team have been working on creating project business cases for next year and finishing off metadata for projects where scanning has already been completed.
 - Finalising the XuDishan web portal and working with Comms to arrange the launch and campaign for open access week.
- SIS Communications
 - C&C is featuring in the socials
 - Priority projects - Library systems (Morgan is working very hard).
 - Morgan also presented at the Australian Law Librarian conference
 - Xu Dishan collection portal to launch on 25 October
 - Archives annual lecture - over 100 registrations so far - Influenza pandemic Candida helping out a lot!

ANU Press

- Emily at Navy reserve training
- Up to 40 books for the year
- Campaign for CAP with focus on CAP titles
- One of the authors featured on ABC Radio national

ARDC

- Working from home well with regular meetings working well
- Business analyst and two others currently advertised
- E-Research Australasia conference running at present
- Staff member Dr Lesley Wyborn received the Grahame Sands Memorial Award from the Australian Society of Exploration Geophysicists at their annual conference

ACDC

- Academic Integrity Awareness Week: The inaugural Academic Integrity Awareness Week was held from 30 August – 3 September. The aim of the program was to raise awareness of academic integrity among staff and students, equipping them with knowledge and strategies to uphold academic integrity in their research, writing, and wider academic practice. The week was coordinated by the Academic Competencies and Digital Capabilities team, with input and appearances from a wide range of stakeholders including Professor Royston Gustavson (Dean, Academic Quality), Professor Maryanne Dever (Educational & Digital), Roxanne Missingham (University Librarian), and academics from across the university. The week comprised an official online launch; webinars for students on busting common myths about academic integrity, maintaining academic integrity in exams, and writing with integrity; and a session for staff on academic integrity and assessment design. PowerPoints and video recordings of these webinars are available online: <https://www.anu.edu.au/students/academic-skills/academic-integrity/academic-integrity-week> The videos have generated between 30-70 views each on YouTube. An online support desk was also provided – a pop-up version in Chifley had to be cancelled due to ACT lockdown – but there was no uptake of this service. Academic Integrity Awareness Week will return in 2022; feedback from contributors is welcome to help the program grow from strength to strength.

Session	Attendance
AIA Week 2021 – Launch event	15
AIA Week 2021 – Academic integrity myth busting (for students)	7
AIA Week 2021 – Exams and academic integrity (for students)	10
AIA Week 2021 – Writing with academic integrity (for students)	22
AIA Week 2021 – Academic integrity and assessment design (for staff)	25

- Teaching for rest of Semester 2 - all offered online due to Campus closure.
 - All teaching via Zoom
 - All Academic Skills Services such as Peer Writers (10-15 min drop-ins), Writing Coaches (30 min) and Learning Advisers (45 min) are offering same service via Zoom
 - Phone lines are still active for Academic Skills and Digital Literacy – messages are converted to .wav and emailed to staff to contact student
- Staffing news - Vivien Silvey has accepted a secondment to CASS student office and her vacancy of Learning Advisor is currently open. Amanda Valent has accepted a position at Art/Music Library and her vacancy of Digital Literacy is currently open.
 - Digital Literacy Trainer
 - Learning Adviser
- The Review of support for Academic Competencies & Digital Capabilities Team work has commenced
- New booking system for Academic Competencies & Digital Capabilities Team to be launched Monday 18 October (uses LibCal)
 - Booking system offers same service as before Writing Coaches and Learning Advisors. New additions will be:
 - Word Thesis formatting consult
 - EndNote support consult
 - Entry page for bookings remains the same
 - SIS Library Comms to promote this new change to the ANU Community

Part 3. Other business

Union Rep:

- Last week the NTEU issued a national statement on COVID-safe Workplaces. In short, the NTEU is strongly pro-vaccination. However, decisions on mandating vaccines should not be made unilaterally by university managers. The statement argues that any measures should be the outcome of genuine consultation based on public health advice.
- In terms of providing safe workplaces, the national statement indicates that employers enthusiastically embrace public health advice and work proactively in consultation with staff and their unions to minimise the threat of COVID.
- At a minimum this requires an audit of all workplaces for appropriate ventilation, capacity for social distancing, adherence to mask and sanitation requirements, and review use of open plan offices and hot-desk workstations.
- Local - The NTEU ANU Branch invites both members and non-members to complete the ANU Bargaining Survey in preparation for enterprise bargaining. The NTEU wants to hear from ANU staff about the issues that they think are most important to campaign for.

HSR -

- Nothing really to report. Jo on sick leave until next week with a broken arm.
- Building assessment question
- Manual handling refresh is a good idea
- EPC - noted will check membership against ANU guideline

Part 4. Next meeting and action items

The next meeting is scheduled for 14 Tuesday December 2pm.



4.1 New and ongoing action items

Action ID	Description	Responsibility	Status	Notes
1/04 (continued)	Number of new staff employed	University Librarian	Ongoing	30 staff separated, approximately 15 fte reduction overall
1/05	HSR position on EPC	WHS Officer/University Librarian	Ongoing	Guidelines to be reviewed in setting up the committee.

4.2 Completed action items

Item minutes

Action ID	Description	Responsibility	Status	Notes