



Minutes

COMMITTEE	Library Staff Consultative Committee (LSCC)
MEETING NO.	Meeting number 6/2020
DATE / TIME	Monday 7 th December 2020, 2.00pm
VENUE	Zoom & Graneeek Room
ATTENDING	Roxanne Missingham Heather Jenks Christobel Underwood David Gobbitt Jaisy Antony Belinda Carriage Fiona Nelson Campbell Kumudini Watawala Ivo Lovric – Union Representative Margaret Prescott - Secretariat
APOLOGIES	Terra Starbird, Teresa Prowse and Judy Thompson
OBSERVERS	Rob Carruthers

Part 1. Formal Items

1. Minutes from the previous meeting –

Draft minutes circulated.

Approved with no changes

2. Matters Arising

Resolution	Meeting complete
Action ID 1	Arrange all staff meeting
Resolution	Noted is newsletter for all staff
Action ID 2	WHS Training and WHS Induction
Resolution	To be noted in the first 2021 newsletter for all staff
Action ID 3	Health & Safety Representative (HSR) position and how to become a HSR?

3. Attendance and apologies – see above

- Roxanne welcomed all and thanked for all the work this year.

Part 2. Reports and policy matters

4. Report from the chair

Roxanne noted that:

4.1 SIS activities overview

- There have been many challenges during 2020 including:
 - Smoke, hail, and COVID-19
 - Fire at DA Brown resulting in the need to move the archives storage to be moved, an extra challenge for 2021
 - Doc Del having difficulty sourcing materials as other libraries are closed with COVID restrictions
 - Again thank you to everyone for the additional work contributing to keeping us up and running.
 - Reminder that pest control will take place from 29th Dec – 3 Jan 21 – open draws and cupboards, don't leave food etc, wash cups, plates etc before use.

4.2 2021

- Recruiting is underway for the new positions – interviews have been completed for some positions and others will wait until 2021
- University is working on graduate skulls capabilities for students.
- CartoGIS is moving to SIS as of 2021 but will not physically move until later.
- Integrated service desk – Services will remain unchanged but be centrally carried out and will not affect the libraries or archives.
- SIS structurally is getting used to new reporting lines
- 2021 will see SharePoint integration with ERMS
- Any Questions
 - Is there a new SIS Organisational Chart ANS: Yes, it will be on the website in a few months
 - Can I have a copy of present version? – ANS: Yes we have a high level one that can be provided in a few days.
 - How is CartoGIS being funded? – ANS:
 - Where will the map room go? – ANS: the logistics are still under review, though much is already digital. An opportunity will be looking at integration across all our services.
 - ITS is moving, will we have to take on their services? – ANS: No, ITS are centralising there services not reducing them, they just won't be sitting in Chifley anymore.
 - Is the Chifley entrance being redesigned? – ANS: It is being looked considered at present.
 - With all the changes in Library structure will there be changes in LSCC? – ANS: the structure is being reviewed with HR.
 - Question: Do all staff vote for HSR and is there any issue with discussing this with staff? ANS: yes all staff can vote.

- Pulse Training – Mandatory – please send a copy of your certificate of completion to Margaret.
 - University WHS Induction – WHSI01
 - Local WHS Induction
 - WHSMS for Managers and Supervisors (Previously Comcare for Managers & Supervisors) – HRWHSM or WHSO02 (every 3 years)
 - Emergency Control Organisation Warden & Fire extinguisher (For Wardens) – SECECO (annually)
 - Manual Task Risk Assessment
 - Office Ergonomics & Essentials
 - First Aid (where appropriate) – (3 years plus annually for CPR)
 - WHS Committee Member – (LSCC only)

SIS Issues

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5 Work Health and Safety

- COVID-19 inspections continue this week is Chifley's turn. The results from the last inspection in Law was to have paper towel available in the toilets.
- Thank you to Belinda and Rob for undertaking the WHS Investigator training.
- HSR positions: this is an elected position and the process cannot take place until Feb 2021. There is a strict protocol for WEG who will assist with the process. Then there is a 5 day training course. Details will be put into the first 2021 newsletter.

6 Reports from work areas

6.1 Digital Scholarship

- Xu Dishan now complete.
- The team are looking forward to the break

6.2 ANU Press

- We've been busy this year and have published 61 titles with another 7 to be published before the end of the year.
- We already have 25 titles scheduled for next year.
- We have had over 3.5 million downloads via our website and have surpassed the 2019 total.
- We achieved a new record of over 10,600 downloads for 'Communicating Science' in the first two weeks of its release and it now has over 19,000 in total.
- Fluid Matter(s) (our first title published using Shorthand) has also recorded over 21,000 downloads since it was published in August 2020.
- We have been referenced or featured by more media outlets this year, including Time Magazine, The Age and The Conversation.
- We published our first issue of 'Lilith: A Feminist History Journal' in October.

6.3 Archives and Records

- Archives and University Records continue to practice social distancing and appropriate COVID signage is in place.
- Friends of the Noel Butlin Archives Centre had their Annual General Meeting on 1 December, successfully in hybrid mode with the Chair Zooming from Victoria. The Friends promote the Noel Butlin Archives Centre and raise funds for preservation work
- “Reds under the Bed: 100 years of the Communist Party in Australia” is the Archives’ current exhibition on show, soon to be online
- Canberra Museum and Gallery has borrowed material about the Canberra Steam Laundry for an exhibition
- Accessions of Archives from former academics has been busy lately 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
- FOI, student and personnel file requests are very busy at the moment. We have received 53 FOI requests to date this year.
- FOI online application form has been implemented and working well, providing further streamlining of requests.

6.4 Library Branches

6.4.1 Chifley Library

- Two subject guides have are now ready to be published -Modern European Languages, Museum Studies
- Criminology LibGuide is now published.
- The Des Ball donation is being processed through the Cultural Gifts program and we have valuers coming to assess the collection in a month or two. The collection has 3468 books
- We are waiting to take in a large donation from Lance Chapman – 120 flood donations and a total of close to 400 books will be taken in.
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- In staff news Amanda is acting in Jason’s position till the end of the year. Fran is moving to Menzies but will be at Chifley for two days a week.

6.4.2 Art & Music Library.

6.4.3 Hancock Library

6.4.4 Law Library and Document Supply

6.4.5 Menzies Library

- Business as usual, ERS and Monographs Teams busy with upcoming fiscal close
- Everyone looking forward to the end of the year.

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

PSP 2021

Online delivery in Feb 2021 for 30 international students and possibly 30 local students, numbers very malleable at the moment.

- Intro to ANU Library & Digital Literacy webinar (Wednesday 3 February 3-4pm)
- Beginning your Research (Thursday 4 February 3-4.30pm)
- Joint session with Crawford Academic Skills (Friday 12 February 4-5.30pm)
- Advanced Research (Tuesday 16 February 4-5.30pm)

NIAA 2021

Academic Skills has been asked by CBE to provide training for a cohort of employees of the National Indigenous Australians Agency undertaking the Graduate Certificate of Management in 2021. ANU Library will provide the following sessions:

- *Introduction to Library Services* webinar (Thursday 28 January 3-4pm)
- *Finding & Evaluating Sources* webinar (Friday 29 January 10-11:30am)
- *Referencing* webinar - (between 1-5 February)

Cross-Institutional Partnerships

Terra delivered a 45-minute webinar to Deakin University staff in October: [Digital Demo: Managing Your Digital Identity](#). This was attended by over 100 staff who were highly engaged and interacted with the material with enthusiasm.

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.
 - 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.
 - If you have any involvement with faculty in your role, please promote these videos widely. www.youtube.com/theanulibrary
- 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 four due to be uploaded to YouTube & Vimeo before year's end. The collaborative work has involved everyone in the group pitching in, getting out their comfort zones and learning new digital skills in the process.

We are up to 211 subscribers on our channel.

Viewing stats as of Friday 4 December 2020 (Vimeo & YouTube):

- [Primary, Secondary & Tertiary Sources](#): 8,633
- [Evaluating Sources](#): 525
- [How Search Engines Work](#): 445
- [How to Tackle Your Research Assignment](#): 210
- [How to Use Scholarly Sources in Your Assignments](#): 181
- [When to Reference in Academic Writing](#): 186
- [Peer Review Process](#): 162
- [Quick Tour of the ANU Library Website](#): 170
- [How to Find Textbooks & Course Readings](#): 106
- [ANU SuperSearch Explained](#): 76
- [Unpacking Intext Citations](#): 33
- [Unpacking Footnoted Citations](#): 33

Videos Currently in Production:

- How to Find eBooks (approved, to be published)
- ANU Catalogue Search Explained (approved, to be published)
- Unpacking 'My Library Record' (in progress)

- Off Campus Services (in queue to be animated)
- Quantitative vs Qualitative Research (in queue to be animated)

6.4.7 Library communications

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6.4.8 ARDC

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7. SIS Facilities

- Menzies lift quotes have been done. Still to decide if replacing 2 lifts and having one for all floors or having 2 like current set up
- Menzies replacing of all fire equipment from panel to detectors etc and moving main panel to the ground floor near the staff side entrance door. Tenders are out and Rob is on the panel with John Mangos (FS) and Mark Pritchard (FS) heather would like more info from Rob regarding this and interruptions to work flow. The process will take a bit of time.
- DA Brown fire – particles are still air born in the Archives rooms and Security have it all key locked with access for those authorised. P2 masks must be worn at all times if entering.
- Archives in discussion with FS and National Archives regarding storage for the smoke affected boxes. 3kms shelf space is needed.
- Fumigation on the 29th so all food items and utensils must be taken home or bagged. All fridges need emptying before shut down so nothing nasty grows. Security that sit in Chifley need to be notified. Heather said she will email Lucas.
- Hume is putting in a mowing request to the government regarding the paddock that is against the side wall. The grass now dyeing is a metre tall and a fire hazard. Blue tongue lizard living under first orange shipping container. Not a snake.
- Lifeline books are ongoing with a max delivery of 10 boxes at a time.
- Chifley stink still ongoing and new things are being found and fixed each time. All Kambri issues.
- Building maintenance. If everyone can keep an eye out for any maintenance issues and email them to us at sis.facilities@anu.edu.au would be a great help.
- Complaint at Menzies regarding the covid cleaners observed wiping items and not using spray on each thing just the cloth to wipe multiple surfaces. I think an email to Tom was discussed.
- 3 x MFDs will be out of contract Feb 2021. I have a few spare items so hopefully we can nurse them past the due date.
- Art/Music lack of air flow and way too much sunlight. FS thought the building was empty so had not done any hail repairs. A/C is now fixed and working and louvres will be placed back over the glass sunlight/ panels. I was not given a date for this.
- Chifley and Law have made the top 10 list for roof replacement in 2021. Not sure of start date but at least they are on it.
- Hancock staff area new access door for staff only. Been a bit of an instalment error and Samantha is taking care of the correspondence of this work. Push button should not be where a swipe reader should be.

I wish everyone a Happy Christmas and a safe New Year. Thanks on behalf of myself Peter and Rob. Here's to next year and what it throws at us.

8. Reports from service areas

8.1 HR

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8.2 Finance

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9. Other Business

Union Representative: On November 11th the NTEU organised a rally to protest against outsourcing and job cuts. Staff, students and members of the broader ANU community rallied outside ANU Chancery to protest ANU proposals to outsource ANU jobs – part of the broader ANU Recovery Plan which will see 465 staff leave through voluntary separations and redundancies.

Since the last LSCC meeting, the NTEU together with ANU staff have had to engage with Managing Change Proposals across the university in areas such as the College of Arts & Social Sciences (CASS); the College of Engineering & Computer Science (CECS); Global Engagement, the Operations Portfolio and the College of Science. The ‘Tranche 1’ plan for the Operations Portfolio proposed outsourcing jobs in AV Services, Printing Services and Telephony. ANU staff fear that ‘Tranche 2’ of changes in the portfolio – which includes areas such as IT Services and Library staff – could involve further outsourcing proposals. The NTEU maintains that ANU work should be done by ANU workers, with ANU pay and conditions.

As part of their engagement with Managing Change Proposals, the NTEU’s ANU Branch continues to consult with staff in affected Colleges and Divisions and has met with a number of staff whose positions have been identified as potentially surplus to requirements. In this regard, the NTEU has assisted staff and the broader ANU community with a number of submissions that have already been provided as part of consultative processes. Similarly, the NTEU continues to remind the ANU administration that it is incumbent upon the ANU to demonstrate genuine consideration of these submissions.

In terms of the latest Managing Change proposal the ANU’s College of Science will lose a net 103 positions – 130 gone or going with 27 hires. As noted in this morning’s Campus Morning Mail the NTEU ANU Branch’s Resist the Cuts campaign has responded with the rhetorical question, “where will Australia’s next Nobel Prize come from?” Perhaps the answer expected is not from the Research School of Physics where, five professor positions are proposed to be disestablished. For those interested in opposing the cuts at the College of Science there is an Open Letter that I recommend that you sign. Please see: Open Letter on the ANU Recovery Plan: tinyurl.com/no-cuts-anu-letter

Part 3. Next meeting and action items

The next meeting is scheduled for Tuesday 9th February 2021 Graneek Room.

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				

10 Completed action items

Action ID	Description	Responsibility	Status	Notes
1				