



# Minutes

COMMITTEE	<b>Library Staff Consultative Committee (LSCC)</b>
MEETING NO.	Meeting number 4/2019
DATE / TIME	13 August 2019, 2.00pm
VENUE	McDonald Room, Menzies Library Foyer
ATTENDING	Roxanne Missingham Heather Jenks Jaisy Antony Doris Haltiner Judy Thompson Terra Starbird Jonathan Dean Fiona Nelson Campbell Kate Guiney Mark Huppert Grazyna Sienko Margaret Prescott
APOLOGIES	Rob Carruthers Teresa Prowse Tara Lamshed
UNION REPRESENTATIVE	Ivo Lovric
OBSERVERS	Belinda Carriage – standing in for Rob

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## Part 1. Formal Items

### 1. Minutes from the previous meeting – Tuesday 11<sup>th</sup> June 2019

Draft minutes circulated.

Approved with no changes

## 2. Matters Arising

<b>Action ID</b>	1. Noise complaints in Chifley
<b>Resolution</b>	All noise complaints should be reported and are dealt with as far as possible through reviewing whether it is possible to reduce the noise or offer a different work location to the staff member.
<b>Action ID</b>	2. First Aid training for standdowns
<b>Resolution</b>	Resolved - Heather Jenks has liaised with F&S and confirmed that the advice from F&S given at the training session was that not all stand down staff needed to be given first aid training discussions with Supervisors to have added to PDR.
<b>Action ID</b>	3. Frequency of fire drills
<b>Resolution</b>	Resolved - Fire drills occur with planning through F&S. The next Chifley drill is likely to occur after the building work is complete.
<b>Action ID</b>	4. Dust masks for Chifley staff.
<b>Resolution</b>	Resolved - A range of masks have been acquired and are available for use by staff
<b>Action ID</b>	5. WHS planning
<b>Resolution</b>	Discussions with HRD are occurring on the plan
<b>Action ID</b>	6. Review for manual handling course for 2020
<b>Resolution</b>	Likely to be organized for 2020 in that year
<b>Action ID</b>	7. Choose colour of new library bags
<b>Resolution</b>	Completed – charcoal.
<b>Action ID</b>	8. Disaster Bins- content updated
<b>Resolution</b>	Not Resolved – Belinda asked Branches to check if anything is required or need for smaller more manoeuvrable bins – no responses as yet – Managers to be reminded at next BM meeting.
<b>Action ID</b>	9. First Aid kits restocking
<b>Resolution</b>	Resolved – Belinda completed 29 July 2019

### **3. Attendance and apologies – see above**

## **Part 2. Reports and policy matters**

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

#### **4.1 SIS Overview**

- Overall there has been an increased use of resources
- For the year there is a slight decrease in visitation is understandable with Chifley level 1 still unavailable, however since the new door opened numbers have been increasing.
- Archives usage continues to increase.
- ERMS usage is going well since the upgrade

#### **4.2 Chifley Flood**

#### **4.3 Other Building Issues**

- The replacement Info Screens should be installed this month.
- Chifley work is well underway with Level 1 construction phase mostly complete and Level 2 staff area underway. The estimated completion date for both projects is 30<sup>th</sup> September.
- Menzies – Preparation for the Rare Books move to level 4 is going well. The Theses will not be moved.
- Law – The building will be closed for two weeks in the September break for the ongoing building works. Staff will be relocated, Doc Del to Menzies, with a small contingent placed within Law for student research questions. A retrieval service will be also set up.
- Hancock – Still going well.
- Collection storage solution – Contractors Haymes Sharley have begun their investigations. The contractor will consider options of on site or off site and automated or non-automated. The facility must be environmentally sound and fit for purpose. The report is due around October.
- 2018 SIS Annual Report is now complete.

#### **4.4 Reminders**

- 3rd Sept SIS Symposium
- Next All-Staff Meeting 23<sup>rd</sup> October and the new Chief Operating Officer, Paul Duldig will attend. – All suggestions for presenters are welcome.

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

#### **5.1 WHS**

- Chifley noise and fumes are have at times been excessive. Staff have been encouraged to take breaks away from the building if they are affected or work in different spaces if that is possible.

- Chifley – The AED has been removed until the construction is complete and a decision is made on its new location. If there is an incident call security immediately
- Hume – there have been issues with relocation that are currently being worked through. How to deal with the exceptional cold is being addressed.
- Hume staff would like to look at alternative trolleys.
- WHS plan is being worked on
- There is a new committee for WHS and SIS have been asked to have a representative: Who will attend is under discussion.

## **6 Reports from work areas**

### **6.1 Digital Repository**

- Work continuing well. Xu Dishan will be complete in mid 2020.

### **6.2 ANU Press**

- The two events last week went very well.

### **6.3 Archives and Records**

- Background information on storage, usage, retrieval and growth figures have been provided from Records and Archives to the consultants for storage solutions.
- ERMS upgrade completed. Currently undertaking post implementation testing and evaluation.
- Upgrade training manuals have been prepared and the Pulse training module is being reviewed.
- Reporting requirements and capabilities are under review with PPM and the external vendor.
- David and Felicia are currently on leave.
- The number of Archives researchers has been constant and materials usage has been increasing.
- We have had a significant donation to ANU from Anthony Forge and Mavis Robertson.
- Friends of Noel Butlin Archives Centre meeting held and the annual lecture is to be on 10 September in the China in the World Auditorium.
- FIO requests have spiked recently with the YTD total exceeding the past few years.
- Upgraded security setting on ERMS have ensured that HR personnel can no longer look at their own files.
- ERMS community of users briefing was held and training for staff is continuing. – Power User training for SIS staff will have two sessions over the next two weeks.

## 6.4 Library Branches

### 6.4.1 Chifley Library

#### Information access and collection management

In staff news Cameron is doing 50% of Luciana's 6/7 job (collection management officer position) and he will be doing this until the end of October. Luciana will also be continuing in the 50 % level 8 collection relocation project.

We will have some new subject guides – Demography has been sent to Heather for approval, Military Studies is in the final stages, Classics and Archaeology being worked on.

We have a display in Chifley on Napoleon to celebrate the 250<sup>th</sup> birthday of Napoleon Bonaparte. So come and have a look sometime.

We have all been busy rebuilding the collection lost in the flood. So to give you a snap shot for July

- 299 new SS&H monographs have been ordered (print/online). Of this 299 orders, 150 are flood replacements and of that 51 are online purchases. So for July 34% of the flood replacement is electronic.
- 210 donations have been processed – 146 copies have been added to our SS&H collections including 101 flood replacement titles.
- Cameron and I went to Barry's books to look for flood replacements and we found 105 titles which will be processed soon.
- Cameron and Luciana are also currently processing 2 long lists of purchase requests (673 titles) the majority of which is flood replacements.

Project work has continued in Chifley Branch with ongoing deselection, relocation and respacing of resources.

#### On Level 4:

- 4,632 items have been relocated from Chifley to other branches
- 2,800 duplicates/low use items have been deselected. Items in the LC class HF (Commerce) are currently under review.
- All the remaining collections have been back shifted (8,332 shelves in total) gaining 379 linear metres of free shelf space.

#### On Level 3:

- All collections stored on Level 3 (79, 249 items in total) have been reviewed by Rebecca and Jacqui in the past 8 months. Duplicate copies, low use and out of date titles have been deselected.
- The HD collection (Industries. Land Use. Labour), comprising of 23,550 items, has been moved to Level 4 clearing up 589 linear metres of shelf space on Level 3.
- The free space has been used to accommodate the A-DU collections (previously stored on Level 1 and lost in the 2018 flood). Shelving space has been allocated taking into consideration the historical and the projected growth of the flood replacement titles. Shelf signage has been updated on each level.

#### Chifley User Services Team

- All positions are filled; since the last LSCC we have welcomed Judy Thompson and Rebecca Henry. Building work continues, on Monday 29<sup>th</sup> July the User Services team moved to the offices on the Kambri side of the building and we moved to the new returns room later that week. The foyer, old workroom, and the reserve room are now behind hoarding. The reserve collection is on 7 trolleys which are moved into a secure area each

night, and rolled back out each morning. We are hoping to get access to our reserve room in a week.

- Print Repository Team: Very busy with deselection work - working through lists, checking items, discarding

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

- Collection relocation is still a priority.

#### **6.4.3 Hancock Library**

- Hancock fire door does not stay open day time on level 1. We are waiting for some parts to fix the issue.
- We have seen some behaviour adaptation this week with people “reserving” desks/computers – rather than leaving coffee cups and notebooks, they’re leaving jackets on chairs.
- Rachel have been extended as the project coordinators for the Relocation Project until 31st October. Megs has also been extended to backfill 50% of Rachel’s substantive position. We will be able to get some staffing in to backfill Megan’s desk hours.
- Hancock Library is hosting a pop-up with the ANU MakerSpace during Science Week from 10-18th August. Staff from the ANU MakerSpace will be running drop-in maker workshops, and there will be projects on display. Sessions will be held on L1 near the entrance and anyone can drop in. No booking required.
  - Badge Making – Monday 12th August, 2pm
  - Rachael will be pressing Badges and Magnets celebrating all things science! Drop by to learn how to badge make and design your own.
  - Getting Started with 3D Printing – Wednesday 14th August, 10:30am
  - Jordan will run an instructional session to teach how to slice, print and troubleshoot 3D printing. No prior knowledge required!
  - Soft Circuits and eTextiles – Thursday 15th August, 3pm
  - Saskia will guide how to design and sew basic electronics circuits into fabric with conductive thread.
- We’ll also have pop science books and staff picks on display for the through the science week.
- ANUSA held a Nocturnal Wonderland event on the 22 July (Bush Week) in Hancock from 7-10 pm on parts of level 2 and 3 to welcome new and returning students. It was a great success, with over 400 students taking part in dancing to a silent disco, playing board games and lots more fun activities.
- On Wednesday the 24th July Jo Boyanton and Grazyna participated in the Market Day at the ANU Sports Hall.
- After – hour staff return for their regular shifts and some new recruits joined us on some nights.
- We had a student who has been given a formal warning for certain behaviour in other branches, including sleeping/camping. He was also on our ‘living in the Library’ list and being spoken to. Samantha reinforced the staff procedures in dealing with difficult situation.

## 6.4.4 Law Library and Document Supply

### Staffing

Lots of movement over the next couple of months with both Katy Najafi (Doc Del Coordinator) and Alisha Nolan (Information Access Officer) returning from maternity leave. Broderick will return to Chifley and Fran, Graeme & Kumudini will all return to their substantive positions.

We welcome Yanawen and Nicholas who have joined us this semester to cover evening shifts.

### General

Staff have been busy in recent weeks with the Reserve Team putting the finishing touches to course reserve and the Information Services Team delivering over 17 International Law Research skill sessions to over 200 2nd year students. This included an online session using Zoom

### Building Works

The Law Library will close for approx. 2 weeks over the Sept mid semester break due to extensive building works in Building 5. During this period a mini Law Library will be set up in the College of Law to allow for any reference enquiries and the borrowing of closed reserve items. A retrieval service will also be available to satisfy any requests made via the online catalogue. The Doc Del Team will continue to operate a full service from Menzies. Stay tuned for further information.

### Doc Del

Doc Del has processed a number of interesting requests over the past few months. We usually try and satisfy all requests that ANU clients submit, but some are simply beyond us. One academic requested a loan of two limited edition facsimiles of medieval illustrated manuscripts. The libraries that had copies of these kept them in their rare books collection. An antiquarian book site shows their value as over \$8,000 each. Needless to say, we were not able to satisfy this request. Although, we did point the requestor to something similar in our own rare books collection.

Another request we received turned out to be for a 'fake' article from a predatory publisher, who asked for an exorbitant amount to supply this article.

However we have managed to satisfy many other requests, and received some positive feedback from ANU staff and students.

The DocDel team have now taken over the coordination of the BONUS+ program, and are working on integrating some BONUS+ information onto the DocDel website.

Broderick Proeger's term as DocDel Coordinator comes to an end on 30<sup>th</sup> August, after 13 months of acting in the role. Katy Najafi will return on 4<sup>th</sup> September.

## 6.4.3 Menzies Library

- Indigenous language exhibition is on display at present
- Rare books moving to level 4.

## 6.4.4 DLT

### PSP and IAP Jun/Jul 2019 wrap up –

2 library tours, 1 lecture, 15 training workshops for 34 students from the Graduate Pre-Sessional Program for Crawford School (PSP) for Crawford School and 10 from the Introductory Academic Program (IAP) for Academic Skills and Learning Centre have been delivered for the June 2019 intake.

### Comments from students:

- How to access ANU library database and catalogue How to search keyword effectively which databases/sources should be used for assignment cheat sheet how to operate ms word and ppt effectively
- They are all so nice and helpful and like to share their experience related with DLT.
- It enables me to get familiar with the search engine and do divergent thinking.
- we can search scholarly sources effectively and efficiently
- Correct research skills and effective fast search to use for our research in ANU. Very structured teaching and easy to follow.

### O-Week SIS-AS Collaboration July:

Library staff (Jason Murdoch, Terra Starbird, and Imogen Ingram) teamed up with colleagues from ANU Academic Skills to deliver two repeat introductory workshops to new UG and PG students as part of O-Week 2019: *Researching and finding sources* and *Referencing*. The aim to is to promote the Archives, Library, Open Research and Press collections, expertise and services to this new cohort. Each workshop includes quick-hands on taster activities in the area of reference management software and finding scholarly information sources.

### Managing your digital footprint

Every day as we move about this world, whether we want to or not, we are contributing to a growing digital portrait of who we are; a portrait that is more public and vulnerable than most would presume. Take back control of your online identity; learn what kind of digital breadcrumb trail you are leaving and how this can impact on your future. This workshop will show you how to protect and promote yourself online. Analyse your current digital footprint and learn the tips and tools available to clean up your social media accounts, protect your reputation online and put your best (digital) footprint forward. When a potential employer Googles you, what will they see?

- Live My Digital for students: Digital Footprint  
<https://www.youtube.com/watch?v=OBg2YYV3Bts>
- Digital Footprint Explained:  
[https://www.youtube.com/watch?v=Ro\\_LIRg8rGg&feature=youtu.be](https://www.youtube.com/watch?v=Ro_LIRg8rGg&feature=youtu.be)
- EndNote X9 now live
- Clarivate training Sept 2 to be held in Chifley Flex for Library staff, Research Office and HDR students

### 6.4.5 Library Communications

- Participated in Market Day – very good, though not a busy as Semester 1
- Team are working on Privacy Webpages
- There are around 21 new LibGuides and How to Guides underway
- Two IT projects underway
  - Realtime updating of staff information
  - Single Sign-on for My Library record
- Mark has been helping Katie Ferguson get up-to-speed with the electronic coordinators position.

### 6.4.6 ARDC

- Now officially ARDC.



- Very busy with workshops such as Impact of Research Data
- Visit from CEO Rosy Hicks
- Webinar on Data Carpentry

## 7. SIS Facilities

### **Menzies:**

- - still parking issues with the construction workers taking the spaces up. I have instructed staff they need to email parking@anu.edu.au and complain.
- - Level 1 and level 4 shelves/ rare books, old furniture, shelves. It's all going ahead for the relocation of the rare books. Rob has been busy using AutoCAD to design and fit as many shelves as possible into the lv 4 area
- - Security gate job is with FS as the concrete that holds the gate up has perished. Waiting for them to come and discuss options.
- - Fire Panel still waiting for it to arrive from New Zealand. I have been chasing FS about this as has been ongoing for about 4 months now
- - 2 x long tables in Mc Donald room to be moved out as Fred Ward and utilised in the library. Possible swap for the two on level 1 with a vinyl looking cover on them.
- - mould has been treated in the staff area and the matching carpet tiles taking from the rear of lv2 to be used. Blue tiles going back into this area.
- - jobs are in to have the ports checked for the 4 x Law staff to arrive for 2 weeks whilst Law library is not accessible.

### **Hancock:**

- - still waiting on update from FS regarding the fire door holder being replaced.

### **Chifley:**

- - ear muffs and ear plugs had been ordered from WINC for when the jack hammering was outside the staff offices.
- - network cabinets are in the process of being moved from level 2 to level 3
- - new parking bay/ loading zone to be put where the skip bin currently is and the swipe card reader for the new side entrance has been installed for staff only access. Hopefully we will be able to use this door soon.
- - issues with the 2 x fast lane MFDs. Konica have said they are at end of usage life. I have sent emails to ITS asking if we can swap them out for 2 less used machines in Chifley but have no response yet. Will keep trying.

### **Art:**

- - we have a job to move some furniture around in one of the offices and will get to this as soon as we have a chance.

### **Hume:**

- - I went out and looked at the issues the staff raised with the skip bin and old trolleys. Skip has now been replaced with a lower sided one and the old trolleys I have asked staff not to use. Archives have approved for me to take one of their new metal light weight trolleys out for a 3 day trial. If this seems ok I will request Meredith add some for the furniture purchase list.
- All First aid kits up to date.
- Coombs staff moving out are sending through book pick up requests for donating to the libraries. Peter Shaw our courier driver has been getting these when he can.

## 8. Reports from service areas

### 8.1 HR

- Ask if you need assistance.

## **8.2 Finance**

- Working on 2020 budget.
- Project on financial model

## **9 Union Representative**

On the local level,

- On Monday 5th August Dr Cathy Day started as Acting Division Secretary for the NTEU's ACT Division.
- This week is Blue Stocking Week, which celebrates the importance and achievements of women in higher education.
- At the ANU, the NTEU's Women Action Network ran the Women's Action Network Women's Walk. The walk, conducted earlier today involved a guided tour of the ANU, involving identification and discussion of different areas on campus that have been named in honour of women, who have made significant achievements throughout their careers.
- Tomorrow at the Australian Catholic University there will be an NTEU Blue Stocking lunch at 12.30 at the Blackfriars Garden with NTEU Division President, Bernie Fisher. At the lunch there will be a discussion around the topic of 'Safe and Secure - what does that mean in and around our university?'
- For more information on the history and meaning of Blue Stocking Week, see the NTEU's national website.

On the national level,

- Since the last LSCC meeting the NTEU's National Women's Conference was held on 12th and 13th July in Melbourne. The theme for this year's conference was, Challenge for Change - building power, defining purpose and making progress for women.
- The NTEU's National Aboriginal and Torres Strait Islander Forum was held in Sydney last week, during which a range of workplace and social justice issues pertinent to Aboriginal and Torres Strait Islander members were discussed."

## **10. Other Business**

- We are hosting the first indigenous trainees in the library. They are working with Digitisation Scholarship at present.

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

The next meeting is scheduled for Tuesday 8<sup>th</sup> October 2019, McDonald Room, Menzies Foyer.

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	Noise complaints in Chifley	Staff to report when noisy	ongoing	Ensure Meredith is informed
2	First Aid training for standdowns	Heather	reviewing	
3	Frequency of fire drills	Heather	reviewing	
4	Dust masks for shelving – more sizes.	Heather	reviewing	Completed – dust masks available
5	WHS plan completion	Roxanne and Heather	ongoing	
6	Review for manual handling course for 2020	Heather and Roxanne	ongoing	
7.	Choose colour of new library bags	Heather		completed
8.	Disaster Bins- review needs	Branch Managers – Roxanne and Heather		To be handled by local areas with any special orders to be coordinated with Belinda
9.	First Aid kits	Branch Managers – Roxanne and Heather		Belinda is currently commencing the updating of first aid kits – please advise if you notice anything missing.

## 10 Completed action items

Action ID	Description	Responsibility	Status	Notes
1				