



Minutes

COMMITTEE	Library Staff Consultative Committee (LSCC)
MEETING NO.	Meeting number 5/2019
DATE / TIME	8 October 2019, 2.00pm
VENUE	Graneek Room, Level 2, JB Chifley Library
ATTENDING	Roxanne Missingham Heather Jenks Judy Thompson Mark Huppert Grazyna Sienko Christobel Underwood Candida Spence Ivo Lovric Margaret Prescott
APOLOGIES	Rob Carruthers Belinda Carriage Teresa Prowse Tara Lamshed (Christobel filling in) Fiona Nelson Campbell Jonathan Dean Terra Starbird Fran Antioch Doris Haltiner Jaisy Antony
UNION REPRESENTATIVE	Ivo Lovric
OBSERVERS	Belinda Carriage

Part 1. Formal Items

1. Minutes from the previous meeting – Tuesday 13th August 2019

Draft minutes circulated.

Approved with no changes

2. Matters Arising

Action ID	1. Noise complaints in Chifley
Resolution	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.

3. Attendance and apologies – see above

Part 2. Reports and policy matters

4. Report from the chair (Roxanne)

4.1 SIS Overview

- We are in the final quarter and exams are almost here. Chifley Level 1 is working well, but we still need more student space.
- Harmes Sharley report on the storage solutions should be out at the end of October. Their recommendations are needed for the final Campus Planning meeting in November.
- SIS Planning day will be held early in February
- Administration Survey results has the Library is No. 1
- Insync survey will run again in 2020. (students only)
- The SIS Symposium was very successful – Feedback welcome.

4.2 Projects and Work

- a. Student Publishing – Lorena – 4 events held: 1 Science, 2 Humanities, 1 Turning your thesis into a book.
- b. Learning Development – Meredith
- c. Student Engagement – Samantha
- d. Digital Scholarship – Diane

Where to next?

4.3 Other Building Issues

- Collection storage.
- Rare books have moved
- Info Screens are being installed
- Law was closed for 2 weeks but is up and running again now.
- Menzies lift has issues

4.4 Reminders

- End of Year function: Thursday 5 December in Canberry/Springbank Room. – 1980s theme
- Next All Staff, 23 October will have the COO and a report on Data and Text Mining
- Data Breach Report is now available online.

5 Work Health and Safety (Heather)

5.1 Response to previous meetings actions:

- First Aid – Yes – Supervisors are seeking volunteers from stand-down staff
- Fire Drills – Held a minimum of annually – the Chief Fire Warden is advised of the time but no other staff.
- Manual Handling Training – Will be scheduled for February 2020.
- Disaster Bins – Speak with your Branch Manager who will send requirements to Belinda.
- Recharge Stations – will be down today due to ITS.

5.2 WHS

- The new system report is very large and still being refined.
- Please advise any issues.

6 Reports from work areas

6.1 Digital Repository

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6.2 ANU Press

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6.3 Archives and Records

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6.4 Library Branches

6.4.1 Chifley Library

Information access and collection management

Main news from Chifley are building things – level 1 reopened, and the new staff workroom is now ready, we are moving in today, so the teams will be sitting together for the first time.

Level 1 – 200 new self-service lockers; 4 new study rooms; whiteboards for walls – are being used by students, including conveying very positive feedback about the new spaces.

There will be some new classes in the Deck for library staff coming before the end of the year – Jason is organising.

We have new subject guides for Archaeology and Demography. There are also a few new guides in the works: Classics, an updated Military studies, and Drama.

Ana Maria has resigned and her last day will be the 18th of December. A library-wide farewell will be organised. Her position has been advertised.

From Luciana:

Deselection work is ongoing at Print Repository, Chifley and Hancock.

- Print Repository – Respacing from Stage 3 has started at the Print Repository to free space for relocation of Hancock materials. 467 serial titles were reviewed and 10,667 issues discarded, clearing 383 linear metres of shelf space.
 - 19 of 84 shelves have been backspaced
- Chifley – Commerce collections review, 437 low use /outdated items, plus 229 Asia Pacific commerce items added to write off list

Chifley User Services Team

We are planning a new display to replace the Napoleon 250th anniversary display from August. November 9 is the 30th anniversary of the fall of the Berlin wall. If anyone has any ideas or items that might be included, they would be greatly appreciated. Please contact Michelle Thornton or Broderick Proeger.

Clare Murdoch (User Services team) left us in September to go to a position at the Parliamentary Library.

6.4.2 Art & Music Library

- Collection relocation and student services.

6.4.3 Hancock Library

Hancock Library building

- Hancock fire doors – magnetic hold-back on the fire doors on L1 Hancock East on the north side of the building had to be repaired; staff and guards reminded to push the red button when releasing doors at closing
- 4 new info screens have been installed throughout the building – none are functioning as yet

Staffing

- Samantha Jackson on leave from 9th September till 10th October – Cathy Burton serving as acting Branch Manager
- Next ECO training for ANU Wardens is on 05/12/ 2019

Ongoing projects

- Collection Relocation Project work continues. The R section (medicine) of monographs in Hancock basement is undergoing review. In serials, titles that overlap with JSTOR holdings are the process of being deselected. Review and year overlap analysis is ongoing for Cambridge archive journal titles, as well as USGS publications available online. Review of large books and textbooks is also ongoing.

6.4.4 Law Library and Document Supply

Staffing

6.4.3 Menzies Library

- Relocation of the Rare Book room has now been completed – everything from level 1 has been taken up to level 4. The theses and ANU Press titles remain on Level 1. Menzies staff are working on a revision of management of the collection (access, borrowing, inclusion etc.)
- The Menzies lift is now operational again.
- Circulation staff are continuing to work on the respacing of the collection.
- All CAUL renewals are due by end of next week so ERC/Serials team have been working hard to complete that.
- Staffing – On 21st of October Sammi Ferrari will be moving into the part-time ANU4 role in monographs, Kate Guiney will take up the part-time ANU 4 in ERC/Serials and Iris Sun will take up the ANU 2/3 full time role in that team. Cecilia Ho's contract will be extended up to the time Gerry An is due to return to work.
- Self- check machine still not working
- We now have a new EWIS panel including a PA system

6.4.4 DLT

- **Developing your online researcher profile – Monday 2 September**

On 2 September, approximately 50 HDR researchers, academics and professional staff attended this one day training in person and via livestream. Three sessions were facilitated by Dr Anthony Dona from Clarivate Analytics. The sessions were recorded will be available late October please contact Digital Literacy staff for the link.

- **EndNote Webinar practice run for Staff - Monday 9 September**

Library staff from across the branches joined Terra, Candida and Imogen for the inaugural DLT EndNote webinar via Zoom. This was a practice run for DLT's October EndNote Webinar for HDR students. Terra facilitated and the chat function was well utilised. The [unedited recording](#) is now available. In the coming months, we hope to offer face to face staff Zoom training, and more collaborative staff learning opportunities via Zoom, including semi-regular EndNote SIS Community of Practice catch ups.

- **Meeting with iLeap – Wednesday 25 September**

Tom, Terra, Candida and Terra met with iLeap team (second of three SIS meetings with the team, first Law ANU Juris Doctor Online (JDO) and third will be Open Research/Digital Scholarship).

The [Interactive Learning Project \(iLEAP\)](#) is a strategic investment aligned with the ANU Vision for Excellence in Teaching and Learning. The project aims to leverage social interaction to activate the on-campus education experience and enhance student learning.

iLEAP includes two streams of activity:

- Interactive Learning and Teaching Projects
- Building and Sustaining Excellence in Learning and Teaching

Chance for iLeap team to see what digital teaching and learning materials and modules have been created/are in the pipeline that can be shared with the academics and students via course Wattle sites.

Presentation covered:

Text and Data Mining, [Navigate the sea of scholarly communication](#), Managing Your Digital Footprint, Library LibGuides hosted on the How to Guides page, CRWF7900 unit for Crawford School Graduate Academic and Research Skills for Public Policy (Pre-sessional Program PSP), plan for a mapped suite of Library research skills videos.

6.4.5 Library Communications

- Infoscreens in Menzies and Law are up but still to be installed in the remaining branches.
- Nick is making a Library highlights video.
- Mark is creating an extension to the flood list to include new books.

7. SIS Facilities

- Ongoing work.

8. Reports from service areas

8.1 HR

- Ask if you need assistance.

8.2 Finance

- Supporting budget for 2020.

9 Union Representative

On the local level,

- As of 23rd September 2019, Rachael Bahl has stepped down as ACT Division Secretary after four years. Rachael's resignation will take effect from 1st January 2020. The NTEU's ACT Division Council welcomes Dr Cathy Day as Division Assistant Secretary in Rachael's absence.
- On 21st September NTEU members in the ACT participated in the Global Climate Strike, which in Canberra was attended by about 15 000 people. In the ACT the NTEU is starting a Climate Caucus and invites members to become involved.
- In 2018, the NTEU's Women's Action Network (WAN) presented the ANU Vice-Chancellor, Professor Brian Schmidt, with the WAN Charter, which called on the ANU to 'commit to, and be recognised for, advancing the careers of women across all disciplines including science, technology, engineering and mathematics'. The ACT Division of the NTEU and the ANU WAN are delighted with ANU's Athena SWAN accreditation, which is an important step in ANU's journey to achieve greater equity in the careers of women across all disciplines.
- Given the NTEU's long running concern with Workplace Health and Safety the recent approval of First Aid Training for Stand Down staff is a welcome and long awaited change.

On the national level,

- The NTEU has just concluded its 2019 National Council, which ran from the 3rd to the 5th October. Around 150 delegates from around the country gathered to debate vital issues facing workers in the Australian tertiary education sector.
- At National Council, one motion of note involved the declaration of a climate emergency, which was encapsulated in the phrase, "No jobs on a dead planet."
- The NTEU is currently engaged in a wage theft investigation. The union is investigating a number of tertiary education institutions for underpayment issues nationally."

2. Other Business

- ITS Security have advised that they will now be blocking Word Macros in email. This will not affect Endnote, though other programs may need to be investigated.
- Self-Check Machines – there is a meeting tomorrow to discuss with ACTG Public Library as they recently replaced all theirs. There will also be an in-depth discussion about Biblioteca.
- Please note that this committee is also the WHS committee
- Chifley PA is currently not working.
- The walkway around level 2 Chifley should be open soon.
- Chifley staff will eventually have a staff entrance/exit into the staff space.
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Part 3. Next meeting and action items

The next meeting is scheduled for Tuesday 10th December 2019, 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
1	LSCC is also the Health and Safety committee – Please note and report any issues	LSCC members	Noted	
2	Chifley PA system is not working	Heather	Completed	System is working again
3	First Aid training for standdowns	Heather	Ongoing	Supervisors seeking volunteers
4.	WHS plan completion	Roxanne and Heather	ongoing	Being refined
5	Review for manual handling course for 2020	Heather and Roxanne	ongoing	To be scheduled 2020
6.	What will happen to the old Chifley staff space?	Heather and Roxanne	Chifley internal issue	Chifley Branch Manager to manage

10 Completed action items

Action ID	Description	Responsibility	Status	Notes
1.	Chifley noise complaints	All staff to make reports	Ongoing/complete	Reports to go to Branch Manager
2	Frequency of fire drills	Heather	Complete	Drills held annually at a minimum
3	Dust masks for shelving – more sizes.	Heather	Complete	Dust masks available
4.	Disaster Bins- review needs	Branch Managers – Roxanne and Heather	Complete	To be handled by local areas with any special orders to be coordinated with Belinda
5.	First Aid kits	Branch Managers – Roxanne and Heather	Complete	Belinda is currently commencing the updating of first aid kits – please advise if you notice anything missing.

