

Minutes

COMMITTEE	Library Staff Consultative Committee (LSCC)
MEETING NO.	Meeting number 2/2019
DATE / TIME	9 th April 2019, 2.00pm
VENUE	McDonald Room, Menzies Library Foyer
ATTENDING	Roxanne Missingham Heather Jenks Teresa Prowse Mark Huppert Tara Lamshed Doris Haltiner Terra Starbird Jonathan Dean Kat Guiney Margaret Prescott
APOLOGIES	Rob Carruthers Jaisy Antony Grazyna Sienko Fiona Nelson Campbell
OBSERVERS	

Part 1. Formal Items

1. Minutes from the previous meeting – Tuesday 12th February 2019

Draft minutes circulated.

Approved with no changes

2. Matters Arising

Resolution	Ongoing – develop training program including Sierra training
Action ID	1.

3. Attendance and apologies – see above

Part 2. Reports and policy matters

4. Report from the chair (Roxanne)

4.1 SIS Activities

- Potential parking improvement with recommendation to Director F&S for the area behind Menzies to be permit only (no contractors).
- Visitor numbers as at March, including the Chifley closures are down slightly but with reasons.
- Flood insurance claim – monthly meetings scheduled with Facilities, the forensic insurance assessor and Finance. Progress is slow but moving forward.
- Helen Taylor has started with the Flood Rebuild project getting ready for when the insurance funds are available. Currently working on joining the HathiTrust. Several other Australian Universities have or are planning to join. This association will provide better access to some documents and could become back up storage for our digital theses. Thank you to everyone who has assisted with the process.
- Digital Hub – now the Deck, is opening in about 2 weeks. This area will assist library staff with data and text mining training and other training opportunities.
- Digitisation of Theses are now all but complete.
- F&S – investigating the storage options for the new combined library building. –Moderate to High density. Seeking an expert to prepare costing on options.
- F&S – will work with us on the Rare Books to be moved to Level 4 in Menzies.

4.2 Library Planning

- Planning Meeting was conducted in March resulting in 4 projects:
- Student publishing – leader Lorena Kanellopoulos, Manager, ANU Press
- Digital scholarship – leader Diane Humphries, Manager, Menzies Library
- Student engagement/outreach – leader Samantha Jackson, Manager, Hancock Library
- Learning and development for SIS staff – leader Meredith Duncan, Manager, Chifley Library

5 Work Health and Safety (Heather)

5.1 WHS

- Figtree report was lodged regarding the foul odours in Chifley and it will remain open until the issue is resolved.
- New Staff: process for training will be held in May for casuals/standdown for Firewarden training.
- Wellness – National Capital Health has Flu shots available – note they have issues with their app, try phoning.

6 Reports from work areas

6.1 Digital Repository

- Work continuing well.

6.2 ANU Press

- 8 titles and 1 Undergraduate Journal (which worked well) as at end March.
- Increased media for the Butterfly Atlas.
- ANU Press titles are now displayed in Harry Hartog
- Currently putting together videos for 'Meet the Author'.

6.3 Archives and Records

- Records Report
 - ERMS update-
 - Testing migration times.
 - User testing started on upgrade for ERMS – go live date 23rd May.
- FOI
 - Currently quiet
 - Awaiting responses to requests to release for 3rd party information.
- Storage
 - Hume is being reviewed
 - Looking for space for handling Student Admin records as result of the move to new premises
 - Other buildings on campus under consideration
- Recruitment
 - Interviewing for Records Officer role.
 - Getting ready to recruit FOI officer.

6.4 Library Branches

6.4.1 Chifley Library

- Display attracting considerable interest.
- Hopefully at the end of the smell issues.

6.4.2 Art & Music Library

- Staffing
 - Part-time ANU04 position as been advertised and interviews conducted
 - Staff have been doing some training in other libraries
- Deselection
 - Deselection is continuing.
- Reserve
 - There have been a large number of online readings with new courses for e-reserve
- Donations
 - Two large bundles of donations have been catalogued and added to the collection.

6.4.3 Hancock Library

- Hancock Library building

- The major work on the fountain is completed and the courtyard has been re-opened again, and the outdoor tables have been refinished. A stack of new ergonomic chairs have been delivered and distributed around Library. •
- **Staffing**
 - Megan Tylor is working in 50% of the Information Access Coordinator position in tandem with Rachel Karasick, who is working 50% on the Collection Relocation Project. Li Li has started in Hancock's Tech Services team. User Services has been training up a range of level 2/3 casuals for desk shifts and general circulation duties. Marcella Tonini, Greg Lee, Melita Dahl and Iris Sun have had regular shifts at Hancock over the last 4 weeks.
- **Ongoing projects**
 - Deselection work continues to be ongoing process that is linking all staff areas. Hancock staff have reviewed 55,453 items and identified 10,094 items for deselection due to availability online, duplication, low use, or overlap with ANU Library e-resources. Staff are also identifying low use but academically relevant material for future relocation to the Print Repository. Science serials with overlap in the Science Direct and Wiley backfiles are currently under review.
 - Information Access staff are conducting regular review & maintenance of Libguides links and contents.
- **ILP Training and Information Desk**
 - With the new semester and 24/7 opening Hancock Library staff were very busy helping students at the Information Desk.
 - So far this semester Hancock Library has worked with 1,190 students through the delivery of instruction sessions, workshops, tours, and IAP. Sessions have been focused on using the Library, finding resources, databases and e-resources, open web research, evidence-based practice resources, citation management, and research skills. Hancock staff have worked with classes in engineering, health, clinical epidemiology, environmental science, medical research, biology, science communication, 3Ai, and psychology.

6.4.4 Law Library and Document Supply (from Fran and Broderick)

- **Staffing**
 - Katy – doc del supervisor – extended her parental leave until the end of August
 - Fran moved to Chifley to backfill Broderick's position until Katy returns.
 - Level 3 in circulation is vacant until October.
 - Robert (one of our permanent standdowns) resigned and we are using casual staff to cover our evening shifts.
 - Casual staff training: we had three new casuals in the library for training and taking desk shifts. (Iris, Marcella and Elissa)
- **Trainings**
 - Library tours for students at the beginning of the Semester.
 - Running Law research skills for students on searching Law databases for cases and articles and Law referencing.
 - Research hack: sessions for students to drop by and ask research questions are being held in study room.
 - Information Access Team are creating an online research skills video which they hope to make available soon.

Document Supply

- Broderick attended the OCLC Resource Sharing forum last month. Information exchanged was useful with presentations by OCLC staff on operations and information on alternative systems to VDX which is scheduled to be decommissioned soon. All New Zealand libraries have already moved away from VDX and are now using Tipasa. Some Australian Libraries are using the other alternatives such as ALMA or Relais. A working party has been set up by the National Library of Australia to investigate the options, and we are awaiting the results of the investigation.
- Over the last couple of months the DocDel team has been chasing up our long overdue items. Some items have been returned and some invoiced. Happily our own students seem to return ILLs on time, as we do not have any long overdue items from other libraries.
- The responsibility for coordination of BONUS+ is moving from the User Services Coordinator role to the Document Supply Services Coordinator. To facilitate this Broderick and Vanessa have had a number of short handover sessions in preparation for the transfer in May.

6.4.5 Menzies Library

- **Flood recovery:**
 - Following our 2019 flood and the initial cleanup effort, damp and mouldy bookcases were removed from the tea room. Some carpet squares are to be replaced. New dishwasher has been installed.
- **Exhibition space:**
 - We will be hosting an International Year of Indigenous Language display in conjunction with AIATSIS as our next exhibition.
- **Staffing:**
 - Staffing-wise we are currently “running on the smell of an oily rag”. Paul continues to act in the ERS team leader role until June. The two level 4 positions and the 2/3 positions in the ERS team should be finalised soon. The recently vacated 6/7s in the Monos and ERS teams will be advertised shortly.
- **Training:**
 - Fonny attend a 2 day mental health training and made a presentation to branch staff. Fonny learnt about the signs and symptoms of different mental health issues including anxiety, depression, psychosis and substance use. Mental health first aid was discussed i.e. how to approach someone you are concerned about. How to approach indigenous and students from other cultures with sensitivity was also discussed. Fonny made us aware of the EAP program that is available to staff and their immediate family members.
- **Monos team:**
 - Rush orders associated with Semester 1 have tapered off but the team is now receiving rush orders for materials required for research. Non-rush orders are still coming in. Otherwise, the team is turning to invoicing, cataloguing, DDA and Gobi processing.
 - Cameron has been busy with system support for deselection and cataloguing flood donations. 2630 flood items have been replaced. Approximately 1000 of these have been ordered by the Monos team, 250 purchased from the Waterford family or Barry’s Bookshop, and 1700 donated on the website. Currently there are about 300 flood replacement donations waiting to be processed at Chifley.
 - Cameron has also been working to identify records on Worldcat to match the ISSNs of our non-electronic serials holdings from a list to be submitted with our Hathitrust application. Some

10,000 out of the 14,000 records on the list on print serials holdings (which are currently in various stages of completeness) should be able to be overlaid with good records.

- **ERS team:**

- The database to replace the old spreadsheet is now in use and will better meet the needs of both the CMLs and the ERS team alike.
- The ERS team has been surviving on a skeleton staff, some of whom have been loaned for a few hours each week from other teams. Leanne in particular has been recognised for her knowledge and commitment during this period.

- **Circ team:**

- The relabelling and relocation of the Official Indonesian Documents to level one project has been completed.
- Amanda has been busy training newly appointed casuals that will work on the desk and with projects.
- The group study rooms on level 1 have been heavily utilised since they were numbered and placed on the library online room booking system.

- **AP team:**

- New online subscriptions across CJK, the Middle East, South Asia and the Pacific have been introduced.
- A libguide in Modern China Studies has been completed, adding to the many that have been introduced in the past year.
- Deselection continues. The team is currently reviewing print repository serial titles for deselection and casual staff are looking at Chinese duplicate monos and English duplicate monos. The backlog of donations in the basement from the China in the World Library are being reviewed, as are the KITLV serials and monos subscriptions in conjunction with Robert Cribb.

6.4.6 DLT

- **New Business Cards**

- The Digital Literacy Training (known internally as DLT or Digital Literacy team within the ANU Library reporting structure) has updated business/promotional cards and email address, and now promotes itself externally as ANU Library Digital Literacy Training.
- New cards will be distributed to branches at the end of April.
- Card includes:
 - Digital Literacy Training services, including data analysis & text mining.
 - anulib.anu.edu.au/research-learn address
 - sub tag of Register for workshops which links directly to Eventbrite bookings: (anulib.anu.edu.au/training-register). New cards will be distributed to branches at the end of April.

- **Increased demand for Word and Endnote support**

- This year has seen a big increase in students requiring Word for Academic Writing consultations. This includes distance students coming to campus to meet with Candida in person, or support via Zoom 'Share Screen' function so she can advise how to format thesis for submission to the ANU Examinations office. This work is often last-minute; Candida's expertise provides researchers with crucial guidance at a time of high stress and little sleep!
- This year Candida introduced two weekend workshops to support students who had other commitments during the week. The response was highly appreciative for training to be offered on the weekends.
- EndNote consults and the complexity of EndNote support requests has also seen a marked increase this year.
- Weekend training remains at three Saturday workshops over the year with two more to follow in May and one in the last half of the year.
- Some options in the pipeline to improve EndNote support are:
 - a trial Mac-only workshop with Imogen

- use of remote access software to better support troubleshooting for distance students using EndNote on their own device
 - delivery of EndNote webinars by Terra and Jason/Imogen
- **2019 January Orientation Week Statistics:**
 - Crawford Induction – Imogen Ingram - 35 Postgrad/Coursework
 - Referencing - Jason Murdoch & ANU Academic Skills - 19 Feb: 120
 - Researching and finding sources - Imogen Ingram & ANU Academic Skills - 21 Feb: 119
 - Referencing - Imogen Ingram & ANU Academic Skills - 21 Feb: 150
 - Referencing - Jason Murdoch & ANU Academic Skills - 22 Feb: 120
 - Researching and finding sources - Imogen Ingram & ANU Academic Skills - 22 Feb: 112
- **Wikimedia Partnership**
 - Held 2x 3 hour Wikipedia edit-a-thons at CHELT on 3rd and 4th of April (9:30-11:30) in partnership with
 - Attendance numbers: Day 1 = 25, Day 2 = 18
 - Participants were from broad areas: faculties, divisions, students, professionals, general public (secondary school teachers, retired librarians), etc.
 - Feedback highlighted participants felt there was an importance of cross-pollination, de-silo-isation and open access/sharing of information.
 - Many participants expressed a strong desire to create a community of practice that meets monthly to build representation of figures in Australian history that are missing from Wikipedia. Through the social media promotion of this event, we had other university libraries make contact with us to ask if they could also be involved in a community of practice initiative to bring diversity and representation to Wikipedia.
 - We see this as an opportunity to bring more people into the libraries to promote our rare collections, Open Access and the research skills we teach, as well as the benefits of getting the library out into the greater ANU community to build connections with students, staff, Indigenous staff/students and the broader, more diverse ANU population.
- **Staff development**
 - Terra is currently completing ANU Teaching and Learning Foundations and the ANU Educational Fellowship Scheme.
 - Candida and Terra attending two new workshops organised by ANU Online to promote the new teaching spaces: Teaching in Kambri 20 Feb 2019 and Interactive teaching in collaborative spaces 22 Feb 2019 both held in Marie Reay Teaching Centre
 - Imogen, Candida and Terra also attended drop in sessions for the Kambri Room familiarisation in the Cultural Centre and Marie Reay Teaching Centre. The Wattle site for Kambri is open access for anyone to join – Login to Wattle – Search “Kambri” – Enrol. The site has detailed images of the layout of the buildings and room setup. Along with tutorials on using the presentation system in the new venues. If staff are bringing their own wireless device to present the Cultural Centre or Marie Reay Teaching Centre rooms the Crestron app requires downloading prior to teaching.

6.4.7 Library communications

- **LibGuides** - Many are currently being updated or replaced.
- **Nic** is working on exhibitions and Art and Music video and needs input from staff.
- **Patrick** – is on leave taking a practice cruise.
- **ITS project** – My Library records will be moving to single sign-on
- **Sierra** – will have real-time updating of records.

6.4.8 ARDC

- Work continuing.

7. SIS Facilities

- Lots of work assisting in relocation and other matters.

8. Other Business

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Part 3. Next meeting and action items

The next meeting is scheduled for Tuesday 11th June 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				

10 Completed action items

Action ID	Description	Responsibility	Status	Notes
1				