

# MINUTES

## LIBRARY STAFF CONSULTATIVE COMMITTEE THE AUSTRALIAN NATIONAL UNIVERSITY

MEETING

MEET No. Meeting no.4/2020

VENUE **Graneek Room**

DATE/TIME **Tuesday, 11<sup>th</sup> August 2:00 - 3.30pm**

CONTACT Roxanne Missingham/Margaret Prescott

### Part 1. Formal items

1. **Minutes from the previous meeting** – <https://services.anu.edu.au/files/committee/Minutes-LSCC-No-3-9th-June-2020.pdf>

No corrections to the minutes

2. **Matters arising**

Resolution	Action	Responsibility	Status
Action ID	NIL		

3. **Attendance and apologies**

3.1 Welcome to member(s) and any apologies:

Apologies: Margaret Prescott, Terra Starbird (Candida Spence to attend in her stead), David Gobbitt, Fiona Nelson Campbell, Belinda Carriage, Doris Haltiner, David Gobbitt

3.2 Present.

Kumudini Watawala, Law Library  
Christobel Underwood, Menzies Library  
Judy Thompson, Chifley Library  
Jaisy Antony, Chifley Library  
Candida Spence, Digital Literacy  
Mark Huppert, Library Communications  
Heather Jenks  
Ivo Loveric

Noted that two vacancies at Five members between the levels ANUO1 and ANUO4 need to be filled.

Grazyna and Doris were thanked for their great contribution to the committee.

### Part 2. Reports and policy matters

4. **Report from the Chair (Roxanne)**

4.1 SIS activities overview. RM noted the very significant impact of COVID-19. Hybrid teaching is established for semester 2 with online teaching the primary education format. The importance of complying with social distancing and behaving in accordance with the advice from the university is emphasized in libraries through messages on Info screens, through public announcements, walk throughs by library staff, walk throughs by Security, flyers, posters and social media & website advice. Staff are providing excellent advice and support in this time. Thank you to

everyone for assisting and displaying good behaviours. Uniform for 2019 has been completed with a presentation to senior staff today. The Library costs are running at the top of the lowest quartile.

4.2 Updated Terms of Reference for LSCC.

Agreed.

Action: revised TOR to be placed on the website and HR notified.

4.3 ANU future. Significant planning and review occurring across the university with a number of projects led by the Vice Chancellor and Senior Management Group to assess issues and prepare for future directions.

5. **Work Health and Safety report (Heather)**

5.1 WHS

- a. Handbook – <https://services.anu.edu.au/human-resources/health-safety/whs-management-system-handbook>

Heather provided background to the handbook and the ANU approach overall to work health and safety. She emphasized the importance of the committee and induction processes. Noted that not all parts of the handbook are completed and work will continue on the areas in the handbook through the rest of this year at a significant level.

If any member has an questions please talk to Heather or Margaret.

ACTION: All LSCC members to complete the WHS committee training.

<https://anu.interactiontraining.net/Central/Course/CourseLaunch/426>

- b. Training – Pulse – including the new WHS induction and WHS Committee training



3.3 Appendix A - SIS Appendix C. Traffic 3.3 Appendix A - SIS  
WHS Local Training Light Status Report WHS Local Training

Heather introduced the reports and training needs. Reports were discussed.

Ivo asked about the responsibilities of the committee members. Noted that the training assists in identifying responsibilities. Committee members should review the reports, keep informed about whs (Heather will coordinate this), raise issues as appropriate (noting that incidents should be logged in Figtree) and receive information as appropriate from the university.

Heather noted that the weekly COVID-19 reports include around 10 questions and each area must complete them. She encouraged everyone to ensure incidents are recorded in Figtree.

5.2 SIS issues

6. **Report from work areas (only those that are present)**

6.1 Digital Scholarship. New Data Commons site is up and running.

6.2 ANU Press. Two more fabulous books published this week. Lorena has separated after making a fantastic contribution to the Press. An exception year with great titles published and significant increases in downloads. The team has worked assiduously with great care and attention to all the work. There are more than 20 titles in the processes within the Press.

6.3 Archives and Records.

- Archives and University Records continue to practice social distancing and appropriate COVID signage is in place.
- Researchers have returned to use archives in the reading room but COVID-19 restrictions have had an impact with Victorian and some NSW researchers deferring research until a later time when they are able to travel
- COVID restrictions have also delayed pick up and return of archives being digitised by vendors
- Work underway on an Archives Chatbot that will complement the Library chatbot

- Work done off campus to describe collections is being finalised now that staff can access physical collections on campus
- Presentations to students in history course has been done in online mode. We hope students can complete 'hands on' part of the course by visiting the reading room
- Preparing Pacific archives descriptions to contribute to a portal of digitised items from Australian and New Zealand collecting institutions to be launched in September
- Reference and collection processing work remains steady
- Ongoing power user training is continuing via Teams video meetings.
- Assistance has been provided to the Academic Standards and Quality Office with the use of ERMS to facilitate the management of records of academic integrity and discipline.
- We continue to notify users of upgrades and system requirements e.g. Cisco shutdown and replacement by Globalprotect
- We have created a folder template for individual business units to use for recording WHS Management System plans and relevant documents. We have notified users that this is available.
- Testing has been completed for the upgrade of the ERMS to the "cloud".
- FOI, student and personnel file requests are continuing as usual. We have received 33 FOI requests to date this year.

#### 6.4 Library Branches

##### 6.4.1 Chifley

Judy – Meredith and Amanda Tee are leaving, Jacqui was farewelled last week. Mild damage after last weekends rain. Chifley staff have been assisting Hancock with backspacing. Continue to do walkaround and make announcements for good COVID-19 behaviour. Hume staff have a steady flow of requests.

Jaisy – There were a total of 135 students who attended the o-week webinars over 3 sessions.

Jason and Broderick are reviewing the reference materials lost in the flood within the new subject areas that they have taken over from Jacqui.

With the beginning of Semester 2, all standdown staff will now be working out of Chifley Library, either in the branch itself, or working from home checking lists of items lost in the flood.

Standdown staff supervision of will be shared between Broderick and Luciana. Broderick will be supervising the staff unpacking, checking and shelving the Flood replacement books received from GOBI. Luciana will be supervising the whole flood project.

The Benjamin library collection flood replacements are now catalogued and ready for borrowing. 703 books were taken in.

Demography library collection is coming in now. There are 453 books accepted from that collection.

Cameron has reported that we have placed 693 orders in July which includes flood replacements. There were 116 requests that came through the request from for Chifley.

6.4.2 Art & Music – collection and reference activities are ongoing.

6.4.3 Hancock - collection and reference activities are ongoing

6.4.4 Law and Document Supply –The law library is functioning well as the number of students coming to the library has increased during the last three weeks. The staff is rostered to cover the desk

Whoever is rostered for the desk shift needs to carry the codeless phone with him/her to answer phone calls that are for the circulation desk

Staff maintain social distancing and make sure to patrol the library to check whether the students maintain the Covid safe practices

#### User services

Most of the Semester 2 Law courses run online and the team is busy with preparing online resources. Since all texts are not available electronically, e-chapters and extracts are popular at the moment.

The team assisted 48 semester 2 courses and 15 winter sessions by embedding stable links to Reading lists for online materials such as cases, legislation and articles.

Due to short staff, it is very busy to complete all reserve work tasks, desk responsibilities, Docdel and Bonus+ requests and other email correspondence

Students who are residing in Victoria, NSW and other regions are constantly request assistance for prescribed reading texts or portions of the text.

#### Tech services

- Tech services team is working together to process invoices and other technical services work

#### Information access and collection management

Zoom sessions are conducted to assist students for the research skills components

Information access team continues the legal research Q&A sessions on Tuesdays and Fridays at noon via zoom

#### Document supply services team

Katy would like to take this opportunity to thank branches for processing DSS requests during the month of July. Comparing to the July 2019, DSS team received more requests from ANU users and also other institutions.

Branches supplied 253 request in total to other universities in July 2020 which is 42 requests more than the same time last year. Considering the library closures around the country ANU is getting a bit more workload than before. This is only ILL requests and it is clear that branches supply ArticleReach and Bonus requests as well. Katy thanks all for the wonderful work. The detailed statistics can be found in the main Statistics sheet.

#### 6.4.5 Menzies

Gerry completed and Celia filling in at IRS. Ahlam finished up. Tom on leave. Monos area busy getting on top of textbooks and demands for semester 2. Challenges from VitalSource – different tool with complex arrangements. Free access books ending at end of months from JSTOR. Challenges in delivery of print material from overseas. Very productive meeting between flood replacement team and Menzies team on workflows.

#### 6.4.6 Digital Literacy Team

##### DLT Workshops:

Library skills workshops will continue to be delivered by DLT and collaborators via webinar until at least the end of the year. Register at: [anulib.anu.edu.au/training-register](http://anulib.anu.edu.au/training-register)

We will not have external trainers going forwards, so will no longer provide training in Excel, SPSS and LaTeX. Though the external trainers' recorded sessions will remain available online as Open Access content, this change has impacted our offerings and we are currently in the process of evaluating existing content and developing additional content that makes the best use of our resources.

##### 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 introductory workshops to new UG and PG students as part of virtual O-Week 2020: Researching and finding sources, Referencing and Managing Your Digital Footprint. The aim to is to promote the Archives, Library, Open Research and Press collections, expertise and services to this new, predominantly online cohort. Each workshop had to be adapted

to suit the new virtual medium. A high percentage of students reported tuning in from overseas, particularly China and India.

Attendance:

Managing Your Digital Footprint: 54

Researching & Finding Sources: 144

Referencing: 172

#### Library Instructional Videos

Videos continue to be created and are gaining traction on both Vimeo and YouTube. We have reports that lecturers have been embedding videos into their Wattle sites. We will continue to work to extend the reach of these videos to ensure the efforts are not wasted.

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. Two videos have been produced so far, with several others in the pipeline. The collaborative work has involved everyone pitching in, getting out their comfort zones and learning new digital skills in the process.

Big thanks to Jacky C for doing amazing narrations, and Rebecca B., Rachel K., Anne N., Alisha N. and Paola for working on scripts, editing, video planning, screencast and quality assurance.

For those who have not already done so, please subscribe to the ANU Library YouTube channel. Once we hit 100 subscribers, we can get a custom URL, meaning it will be easier to search for and find ANU Library content on the web. If you have the time, watch our videos and give them a thumbs up. This will further boost their reach.

Viewing stats (ordered from first published to most recently published):

- Evaluating Sources: 273 (over Vimeo & YouTube)
- How Search Engines Work: 156 (over Vimeo & YouTube)
- How to Tackle Your Research Assignment: 109 (over Vimeo & YouTube)
- How to Use Scholarly Sources in Your Assignments: 60 (over Vimeo & YouTube)

Posted last week:

- How to Find Textbooks & Course Readings
- Quick Tour of the ANU Library Website
- Primary, Secondary & Tertiary Sources Explained

Coming in the next weeks:

- SuperSearch Explained
- Peer Review Explained
- When to Reference
- How to Find e-Books
- Unpacking 'My Library Record'

Visualise Your Thesis & Three Minute Thesis:

Visualise Your Thesis competition, training provided by DLT to postgraduate students submitting for either VYT or Three Minute Thesis (3MT). Terra delivered 90-minute webinar: Design & Develop Your Digital Display Using PowerPoint, Powtoon and Beyond. A handful of students who attended have created entries for the ANU Visualise Your Thesis due 21 Aug. We await the results.

PSP/IAP 2020 & Beyond:

Late July/early August approximately 30 students (international and domestic) participated in a fully online delivery facilitated by Crawford Academic Skills. This pilot will be reviewed and revised for blended delivery in Jan/Feb 2021 with an anticipated full student cohort.

#### 6.5 Library Communications

Mark reported that Michelle continues to work primarily from home. Chatbot up and running – new name sought. Archives will have a chatbot. Nic designed the history wall in Chifley Library.

Click and collect services – Mark has built a system to handle that. Joanna is coordinating the

project.

#### 6.6 SIS Facilities

- With little to no students things seem to be running smoothly with printers and furniture
- Peter and I are collecting donated books from Coombs to go to Chifley
- Peter is also picking up deselected books from Art/ Music library and bringing them to Menzies for disposal.
- Hume had some items thrown around in the wind the other week. Some old chair cushions and the wheelie bin went for a fly. Everyone was inside so no safety issues breached.
- Couple of leaks from the weekends rain. Some staff had placed out plastic on the Friday before leaving work as a precaution.
- Belinda has now passed the Mental health first aid so if anyone feels they need to chat and not coping in these times I am here. I also encourage everyone to check in on each other, get help early if you feel you are not doing to well and reach out for help.
- With staff taking up packages to leave I ask that all the keys are handed back in. Lockers get forgotten.
- If areas need more covid stickers or pamphlets they are available at Anthony Low building. We have a supply of cleaning products at Menzies.

Rob is on leave this week and then Belinda is off again next week and a half. Both Rob and I will be on a training course on the 27<sup>th</sup> August.

#### 6.7 ARDC

ARDC has a few things happening – as you know there is the recruitment for our replacement roles and also all ARDC staff are meeting online for a series of panel discussions on our ARDC Strategy Plan. Staff are also working on ARDC participation in eResearch Australasia, online conference this year, a challenge with this new format.

### 7 Service area reports

- 7.4 HR Professional staff mentoring scheme.
- 7.5 Finance Trina and Chloe are supporting us well.

### 8 Union Representative report

- 8.4 Matthew King who was president of the ACT branch has accepted a voluntary separation. Russell Smith in SILL will fill Matthews's position as Branch president until this years elections. NTEU campaigning for funding for higher education against Minister Tehan's plan. NTEU members taking actions as part of this campaign – contacting Ministers, open letter and advocacy to Vice Chancellors.

## Part 3. Other business

### 9 Any other business

Kumidini raised the issue of masks. Roxanne reported that the university's position is that face masks are strongly preferred. If anyone is in an area where social distancing is difficult or requires PPE they have been required to wear the appropriate PPE. If the university and ACT require masks to be worn everyone will be required to arrange for their own mask.

Christobel raised the issue of DHL dispatch. DHL and ANU Procurement recently did a reauthorisation and she had to be reregistered in order to use the ANU account.

### 10 Next meeting:

**Tuesday 13<sup>th</sup> October 2020, 2 - 3.30pm**

## LIBRARY STAFF CONSULTATIVE COMMITTEE

TITLE        Terms of reference  
DATE         11 August 2020  
AUTHOR      Roxanne Missingham, University Librarian

### **1. Background**

The University supports in principle the participation of staff in decision-making at the University.

The Library Staff Advisory Committee was an early forerunner to the current Library Staff Consultative Committee, and the Library has always sought to involve staff at all levels in the decision-making process through regular meetings in work areas and more broadly through Coordination Groups, the Scholarly Information Services (SIS) Executive and the Library Branch Managers meetings.

In addition this Committee serves as the Scholarly Information Services Work, Health and Safety Committee.

### **2. Name**

The name ‘Library Staff Consultative Committee’ reflects the relationship to the University Staff Consultative Committee. One member of the Library Staff Consultative Committee, selected by the other members, will serve as a representative on the University Staff Consultative Committee.

### **3. Role and function**

This Committee has two key roles. Firstly to provide a regular opportunity for all SIS staff below the level of Senior Manager to raise and discuss issues and interact with the Chief Scholarly Information Officer/University Librarian and other members of the senior management team on matters of importance to SIS. Secondly to provide regular opportunity for consultation on Work, Health and Safety including discussion of issues where a WHS matter is considered to have not been sufficiently addressed by a supervisor.

The agenda for meetings will reflect the strategic directions and critical issues being addressed by SIS, together with issues referred for comment by the University Staff Consultative Committee.

Following each meeting of the Committee, members will provide a report to their work areas.

### **4. Membership**

The membership of the Committee will be comprised of the following categories:

- Five members between the levels ANUO1 and ANUO4 elected by staff
- Five members between the levels ANUO5 and ANUO8 elected by staff
- Up to two members nominated by the University Librarian to ensure that work areas are represented and gender balance is taken into consideration
- A union representative
- The University Librarian (or their nominee if they are absent) is an ex officio member and will chair all meetings.

The term of appointment of members shall be 2 years, with members not serving more than 2 consecutive terms. Retiring members will be asked to recommend a replacement.

A list of current members will be placed on the SIS Intranet.

Members of senior SIS management will attend meetings by invitation of the Chair to report on general or particular matters. A representative of the Human Resources Division will also be invited to attend each meeting.

Members of the Committee may each invite one guest to any meeting and will inform the Chair prior to the meeting of their invited guest and any issues which they wish discussed at the meeting.

## **5. Meetings**

The Committee will meet every two months at a regular time. A quorum for meetings shall be five members. A member of the committee or the University Librarian's Executive Assistant will record minutes of the meeting and send these to other members no later than one week after the meeting, allowing one week for comments and amendments. The University Librarian will email the amended minutes to all SIS staff and a copy will be placed on the SIS Intranet.