Minutes

Library Staff Consultative Committee (LSCC)

Meeting number 3/2017

13 June 2017, 2.00pm

Graneek Room, Level 4 Chifley Library

Tara Lamshed (standing in for Heather Gianquitto)
Nic Welbourn
Imogen Ingram
Heather Jenks
Roxanne Missingham
Emily Hazlewood
Tracey Cunningham
Ruby Berry
Margaret Prescott – (minutes)

Heather Gianquitto
Grazyna Sienko
Fiona Nelson Campbell
Jonathan Dean

Rob Carruthers

Part 1. Formal Items

- Minutes from the previous meeting – Tuesday 11 April 2017

Draft minutes circulated.
Approved with no changes

- Matters Arising

<table>
<thead>
<tr>
<th>Resolution</th>
<th>Fill vacant position - Grazyna Sienko has joined the committee.</th>
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- Attendance and apologies – see above

  - Roxanne welcomed Grazyna to her first meeting, unfortunately she is on leave.
• Reminder the next meeting is in the McDonald Room, Menzies

**Part 2. Reports and policy matters**

4. **Report from the chair**

4.1 **SIS activities overview**

- Quarterly stats are out for 2017 and show increasing use of physical services, the press and open research
- There was a spike in reference enquiries
- Welcome to SIS Facilities – it’s great to have them as part of the division again
- The SIS business plan includes activities that implement the University Strategic Plan. Activities focused on these initiatives this year include the 1967 Referendum exhibition and online exhibition and the Durack exhibition (online and in the Menzies Library).

4.2 **Union Court**

- Roxanne, Heather and Meredith met with Lend Lease to work out the fine details.
- Waiting on the fence which should be going up around 29th June
- Next meeting is next week
- POP UP Village will be open by Semester 2; many of the current services will close in the next week or 2; Disabled access via a boardwalk being designed to meet accessibility requirements; Other issues include: bike parking, rubbish. And the list goes on ....
- Timetabling for Semester 2 is being worked out
- Noise will be managed as best possible

4.3 **Workforce Plan**

- The draft workforce plan is online – our profile may not be surprising - mostly female staff, strong part-time workforce
- Profile is changing slowly – average is 1 year older than 3 years ago.
- Staff development will focus on the digital environment and capabilities
  - Initiatives identified include: job rotations within divisions, with other areas of the University, and with external GLAM sector organisations
- A major initiative is a 1 day Symposium – 8th September from 9.30 – 5.00pm with 2 keynote speakers. Genevieve Bell will be opening followed by panel sessions with clients and staff to discuss skills development.
Will be run via Eventbrite registrations and other Canberra based university libraries will be invited to send some staff.

Sessions will include – digitisation, archives – metadata, online exhibitions, digital mapping, ANU Press

Skills audit needs to be undertaken – Press and ITS have already completed this.

5 Work Health and Safety (Heather)

5.1 WHS

- Menzies – issues with noise, draughts, and smells from sealant (not toxic)
- Chifley – cables to power in the student area on level three are becoming trip hazards – students are being advised and hazards removed.

5.2 SIS Issues

- Chifley – delays with business closing; 24/7 – problems with students hogging desk spaces and not sharing; PARSA, ANUSA and Student Life are also concerned with students sleeping in the library; Security are doing welfare checks on sleeping students
- Chifley – level 3 random staff patrols with 2 people appear to be of greater effect then single staff member - includes reminder to students to be considerate to others (Hancock have been doing checks twice daily)
- Branch Managers to develop a campaign with signage or posters to encourage students to share resources.
- Hancock have been being stricter with unoccupied desks left with belongings which is appreciated by other students
- SIS Issues Other
  - First Aid certificates- Nic’s has expired – need to review Menzies First aid requirement.
  - Rob to attend a refresher course for working at heights.

6 Reports from work areas (only those that are present)

6.1 Digital Repository

- Significant increase in resources added to the repository.
- ORCiD a major project– uptake is in collaboration with Colleges and schools. New publicity information will be sent out shortly.

6.2 ANU Press

- 20 books published: 19 in print and 1 E-view
- Now using DOIs for all new publications. DOIs for backlist not yet started.
• Working to add ORCiDs on the author details.

6.3 Archives and Records

Records
• Priority switching from rollout to increasing user uptake
• VaHA structure implemented in ERMS BCS, allowing auto creation of VaHA folders
• Destruction of approved records has commenced, and we are starting to clear
  University Records holdings, with Birch Building holdings next on return of staff from
  medical leave
• FOI count has dropped from Christmas period, with 2 currently active
• Quality checking of ERMS folder creations almost complete
• FOI policy, procedures and guidelines have been developed and have been
  circulated for review and comment. These will be submitted to July ANU Council for
  approval

Archives
• All large images previously not accessible will be opened and we will see what
  happens with demand.
• 1967 Exhibition is going well
• Continuing to work on collection growth.

6.4 Library Branches

6.4.1 Chifley Library

Staffing
• Michelle Thornton has been appointed to the ANU2/3 position in the Chifley Circ team.
  Michelle is working 4 days a week Monday, Tuesday, Wednesday and Friday. Welcome to
  the team.
• The Hume position – an offer is being made.
• The Reserve Officer position has now closed.
• Diane has been seconded to Menzies for 6 months. Her position is currently being
  recruited to.
• Ruby is about to go on a 2 month trip to Europe including an Artist residency in Norway
  and little tiny bit of gallivanting too. We look forward to postcards while she is away and
  chocolate on her return.

Building
• Food and space have been an issue, particularly on Level 3. Things are improving with
  more staff presence in the area and as things quiet down.
• The new long table on Level 3 will soon have the last 30 computers installed on it.
• Another long table will be arriving soon for use by students with their own devices.
• Statistics for the exam period – As of first thing this morning, since exams started on 1
  June, Chifley has had 34,547 people through the door.

6.4.1.1 Art & Music Library
• Rolling on as usual.
6.4.3 Hancock Library
- Increase of students – students actively encouraged to use spaces or move belongings.
- Hancock 24/7 has been approved, ANUSA financing

6.4.4 Law Library and Document Supply
- Alisha’s baby shower is on 30th.
- Katy is now in charge of document supply.

6.4.5 Menzies Library
- Building works ongoing and should be finished by the end of the month.
- Welcome to Diane Humphrey.
- Elizabeth Durack exhibition has been well received.
- Welcome Magda back from her travels.

6.5 ILP
- Research impact training on 12 May with Dr Anthony Dona from Clarivate Analytics was very successful and highly attended. The 25-30 attendees included ANU library and other professional staff plus academic staff from Crawford, CAP, Research Schools of Physics, Engineering, Earth Sciences and Biology and library staff from ADFA.
- Thanks to those who attended ProQuest on 6 June by Leanne Whykes. We had a great turnout of 20+ staff. A synopsis and links to supporting materials will be uploaded to LibKey shortly.
- Semester 2 ILP training dates will be available 26 June using the new registration system through Eventbrite it is recommended to point students via the ANULib homepage:
  - Select Events » near the bottom of the Library homepage to access our events calendar with upcoming training opportunities displayed day by day (ql.anu.edu.au/cal)
  - Vendor EndNote training from Crandon Services will be taking place in September. Date TBC.
  - Currently prepping for Jun-July PSP/IAP training for international students

6.6 Library Communications
- Publicity campaigns
  - Chifley Level 3 24/7 access — completed
  - One Button Studio — completed
  - Tunnel and Hume Repository video promotions — being developed
  - Colour a Collection (colouring book for students during exams), manga illustrations — completed
  - Pacific Research Archives brochure — almost complete
- Opening hours
  - Opening hours signs for Queens Birthday weekend — completed
  - Changed opening hours page layout — completed
• Data-driven system and new layout — in development
• Semester break hours signs coming soon
Exhibitions
• Hancock collection highlights display (Entomology) — completed
• 1967 Referendum (Archives) — completed
• Tooth and Company (online exhibition) — developing brief (due September)
SPOC (small private online course)
• Graphics, Powerpoint presentation and colour palettes for up-coming SPOC modules 4 & 5 — in development
• Wrap-up video summary (x5) production — completed

6.7 ANDS
• 2 years funding approved – this will become 7 years but ANDS, RDS and Nectar have to get contracts sorted. There is a United project for data

6.8 SIS Facilities
• Welcome Diane
• Promise a big report next meeting

7 Reports from service areas

7.1 HR
• Sally and Alison away today
• Enterprise bargaining ongoing.

7.2 Finance
• Jeff has left ANU.
• Michael is starting tomorrow.
• Concur Purchase Card System is now live.

8. Other Business
• There have been a number of changes in the College Dean’s.

Part 3. Next meeting and action items

The next meeting is scheduled for Monday 14th August 2017 – 2:00 – 3:30pm. Please this will be in the McDonald Room, Menzies.

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

<table>
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<th>Description</th>
<th>Responsibility</th>
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<th>Notes</th>
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<td>1</td>
<td>Updated training for first aid officers</td>
<td>Roxanne and/or Heather</td>
<td>active</td>
<td>Review first aid officers</td>
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## 10 Completed action items

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<td>1</td>
<td>Schedule LSCC meetings in MacDonald Room 2\textsuperscript{nd} half 2017</td>
<td>Margaret Prescott</td>
<td>Completed</td>
<td>Provide details Meetings have been booked as follows:</td>
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