



Minutes

COMMITTEE	Library Staff Consultative Committee (LSCC)
MEETING NO.	Meeting number 5/2018
DATE / TIME	11th December 2018, 2.00pm
VENUE	McDonald Room, Menzies Library Foyer
ATTENDING	Mark Huppert Teresa Prowse Terra Starbird Megan Taylor – standing in for Hancock Luciana Panei Jonathan Dean Michelle Thornton Roxanne Missingham Heather Jenks Margaret Prescott
APOLOGIES	Rob Carruthers Grazyna Sienko Tara Lamshed Doris Haltiner Fran Antioch Fiona Nelson Campbell
OBSERVERS	

Part 1. Formal Items

- **Minutes from the previous meeting – Tuesday 9th October 2018**

Draft minutes circulated. Approved with no changes

- **Matters Arising**

Resolution	MFD are waiting on ITS for installation – for infocommons
Action ID	

- **Attendance and apologies – see above**

Part 2. Reports and policy matters

4. Report from the chair

New ITS Manager

- David Mewett the acting Associate Director IT Service Management has met with us and is seeking to ensure that all SIS needs are met.

SIS Reports

- New video out today
- Flood interruptions are reflected in reduced visitors and Increased use of electronic resources
- Small increase in archive usage
- Major increase in downloads of Open Research and Press
- Library is No. 2 on the Admin survey for satisfaction
- LAC and Flood Rebuild collection group are working to rebuild with over 1200 donated books received.
 - Toad Hall donation to come
 - 2 boxes received from the Chancellor
 - New orders and flood orders are now treated as normal – all urgent teaching items take priority.
 - Insurance claim is moving slowly
 - Building plans are still under negotiation for Level 1 hope to have 200 student study spaces including quiet rooms, lockers and 9 bathroom facilities.
 - The bridge to Kambri is up and we await further information on the work on level 2 for the new door.
- 2019 – New levels will be open, semester 1 will have rebuilding
- Kambri to open Feb week 2 before O-Week.
- New Vision – Library, Archives and Press Space with space for exhibitions, students and staff. There are two projects
 - Architecture design for new library building
 - Storage for collections – National Archives of Australia are assisting with information.
- Volunteers being sought for
 - Statistics rework to ensure only collecting what is useful – volunteers so far are Broderick, Terra and Margaret.
 - End of Year Party: all positions are open for the new committee.

5. Heather

Work Health and Safety

- Nothing specific

SIS Issues

- Cleaning contract – carpets and soft furnishings are not guaranteed this year.
- Fumigation is scheduled for 27th Dec – no food, open draws read the newsletter and emails for details

- Clean out the fridge please.

6 Reports from work areas

6.1 *Digital Repository*

- Continuing increase in content, increased use after the website enhancements.

6.2 *ANU Press*

- Soft launched our new website, <https://press.anu.edu.au/>. There is still work to be done on the backend but we're very excited to have it up and running.
- On target to have 3 million downloads this year.
- So far, 49 titles published and hoping to reach a total of 55 for the year.
- Created a range of mechanisms for the Press to increase branding and awareness.
- Started to create video content, including a video about one of our journals (EAFQ) that has been well received.

6.3 *Archives and Records*

- Upgrade from 11g to 12c scheduled for implementation March or May. Currently liaising with ITS/SIG/HRD/Intellex/Team Infomatics
- Reviewing communications activities including:
 - Website
 - Pulse modules
 - User groups
 - Training courses
- Targeting SIS staff for training especially Power Users
- Upgrading general training
- FOI – 2017 – 68 YTD 20108 – 101
- Identifying forms that are suitable for auto-uploading working with Intellex
- Intellex upload issue resolved in RPOD database, working on problems with Test database.
- Archives exhibition on Forgotten trades

6.4 Library Branches

6.4.1 Chifley Library

All levels now open 24/7, we will be counting the occupants of Level 4 on opening and closing shifts so in the new semester we should get a better idea of how this is being utilised.

Staffing:

- Tracey Cunningham finishes. Friday 14/12. We are farewelling her with a sparkling lunch on Thursday 13/12 in the McDonald Room (Menzie's Library) from 12.30pm to 1.30pm.
- Julie Scott will return to work in the New Year after a long recovery from her foot injury.
- Last month Yanawen from the Print Repository gave birth to a healthy baby boy, named Owen. Nicholas is currently working at Hume while Yanawen is on maternity leave.
- Additional staff have been recruited to assist with the Collection Relocation Project: Ian Geddes (casual staff) at Hume; Supriya Benjamin and Samantha Hartley (Library Student Ambassadors) in Chifley.

Collection Relocation Project:

- The underlying impetus for this project is the need to address the risk of flooding in the W K Hancock Library and respond to the JB Chifley Library flood damage. This project presents an opportunity to revitalize the Library collection and open new study and research space for ANU students and staff.
- Review and deselection of duplicates and low use print monographs located on Chifley Level 3 started in November 2018. Items to be reviewed: 79206 (2385.2 linear metres; 2680 shelves). As of 11/12/2018 a total of 770 items have been identified by Chifley Collection Managers for deselection.
- Two collections will be relocated from JB Chifley Library (Level 4) to the Law Library: HV class (subjects: social pathology, social and public welfare and criminology) and L class (subject: Education).
- Assessing collections and creating relocation space at the Print Repository is also a major focus of this project with input from all ANU Library branches. The review and deselection of SS&H reference serials @ Hume has been completed: 4792 volumes were written off and disposed of (total linear metres gained: 123.54).
- New shelves have been installed on Level 3 to house the A-DU collections.

Donations:

- The entire of the Chifley donations (about 1800 books) has been cleared by Tracey Cunningham: 280 other donated items have been accepted and added to the collection.
- Over 1200 flood donations have been received and they are now being processed by the Chifley User Services Team with the assistance of Cameron Allen (Menzies) and Paola Beretta (Art & Music). 417 items have been end-processed so far. The book plates have finally arrived at Chifley.
- **Chifley displays:**
 - Chifley Library celebrated **Halloween** by adding an extra section to their *Frankenstein* display. A table was set up in front of the display cases with a Frankenstein's monster pumpkin carved by Vanessa, scary decorations, books/DVDs on Halloween from the collection, and lollies, chocolates etc. for the students to take. Chifley staff wore their best gothic outfit.
 - The next Chifley display will celebrate the 100-year anniversary of two very influential Australian books – *Snugglypot and Cuddlepie* and *The Magic Pudding*, by May Gibbs and Norman Lindsay. If anyone has material related this they would be happy to contribute in January 2019, we would be most grateful. Chifley and Art and Music have some wonderful items related to these two classic children's books so please come along and see it in the New Year.

6.4.2 Art & Music Library

- Continuing services supporting education and research.

6.4.3 Hancock Library

Hancock Staffing

- Li Li was the successful candidate for the part time technical services ANUO4 position. As Li Li is on leave, we look forward to her starting with us in February.
- The expression of interest for the half-time 6/7 Info Access Officer is still in process, hopeful for an appointment this week.

Hancock Building

- 24/7
 - Last important piece of 24/7 tidyup done, with a power point installed for the L1 bubbler.
 - Hancock team all contributed to getting 24/7 up and running, particularly working around tradespeople and getting new procedures in place and tested.

- 24/7 was a huge success for the last part of semester, particularly at the weekends. Over 1000 extra people per day on Sat and Sun for the remainder of semester compared to pre-24/7 opening hours.
- Systematically identified broken info commons/teaching spaces furniture for removal.

Deselection

- Full-branch efforts continuing to identify books no longer inside the University's teaching and learning scope for deselection.
- Serials deselection process for volumes Hancock and at Hume to commence soon. Reference serials already identified.

6.4.4 Law Library and Document Supply

Other

- **Deselection** – student ambassadors are assisting
- College citation style is being updated
- Projects for holidays – videoing shelves, to be made available to the ANU community through Wattle if possible.

6.4.5 Menzies Library

Monographs Team

Staffing

- Amy is about to go off on Long Service Leave and will return in July 2019. She will be back filled to the extent of 10 hours by Tara.
- Recruiting of the Level 4 FTE Technical Services is in the process of being finalised.

Work in Progress

The team is preparing for fiscal close by finalising invoices that can be paid this year. Orders that can't be fulfilled because they are either on order with the publisher or being sought on the OP market will be rewritten next year.

Jstor and Proquest DDA will be topped up.

Several EBook packages have been brought in.

Donations continue to arrive.

Cameron is supporting the Chifley Flood Donations project with cataloguing assistance.

Paul is supporting the Art & Music LP project with cataloguing assistance.

Amy has been working on a Libguide for Tech Services which will function like a desktop manual to Tech services containing all our procedures and links to external standards etc.

Vendor Issues:

Paul and Yu Lee met with the new Harry Hartog (HH) Manager. HH are initiating contact with the Schools in order to start putting together textbook lists for Semester 1. Law has already provided a list of 185 titles to HH, who have in turn provided the list to the monos team. The team will collect data for all the branches and CMLs will be contacted by email. However, it remains to be seen if HH will have the inventory to fill our orders.

Coop UC has suddenly closed. Our only local Coop is ADFA which as closed for the season. We will initiate contact with them in the New Year.

Serials Team

Staffing

The recruiting of the Level 4 part-time Technical Services Officer is progressing.
Li Li is on leave and upon her return next year will take up the Tech Services Officer Level 4 position in Hancock in February. Heather G. is working 2 days backfilling Li Li until her LSL ends.
Lisa is on Leave.

Work in Progress

The team is very busy with renewals until Fiscal Close, and following this will focus on rollover and end of year financial activities.

Asia Pacific Team

Preparation for Fiscal Close:

All monos funds have been encumbered

Serials work is ongoing and the team hopes to have everything encumbered by Fiscal Close.

Deselection

Duplicate monographs held in the branch are being deselected according to a set criteria, which includes titles that haven't been used since 2013.

The print Reference serials deselection continues including a review of the Chinese Yearbook, of which 25 – 30 metres will be deselected as we have perpetual online access to many of these.

Print reference serials held at the Print Repository are being reviewed by Frieda and this process will be complete by Xmas. 30% of holdings may not be required, in keeping with the MOA with the NLA.

Altogether, Chifley and Menzies have sent some 80-90 boxes of quality monographs to Lifeline this year.

Donations

The Tibetan resources have been gone through by the team and we will be taking in 50% of these. The remainder will be offered to academics or community groups.

A significant donation of Thai resources has been accepted. Wan is working her way through the boxes.

The Taiwan donations for this year have arrived.

Rare Book Tour

Miyuki conducted two tours for staff across two days, drawing 8 and 6 participants, respectively. While levels of enthusiasm varied, more tours will be planned as new staff members come on board.

Circulation Team

Staffing

Nicholas is backfilling Heather G. on the days she is with the Serials Team. Otherwise no movements.

Work in Progress

All catalogue terminals are finally working again after a couple of months of only having one working on Level 1.

The Indonesian official documents are being relocated within Level 1.

Next year signage will be improved in the microfilms area and a stocktake will be undertaken.

6.4.6 DLT (Digital Literacy Team)

- ANU Library's Small Online Private Course (SPOC) 'Navigating the sea of scholarly communications' has been migrated to Libguide/LibWizard it can be found: at <https://ql.anu.edu.au/scholcomms> and is accessible from the Library webpage:

Research & learn > Publishing & sharing > Scholarly publishing.

<https://anulib.anu.edu.au/research-learn/publishing-sharing/scholarly-publishing>

Library Communications to help develop and relaunch with future plans for further modules.

- Update on Endnote X9 Rollout:
 - Mac now available via EndNote Wattle site for users and for LITSS (Local IT Support) to download to staff and student machines with Administrative Rights) and PC to follow.
 - Information Commons rollout early January pending IT Services scheduling timeframes.

- Telfest 5 November
 - Telfest was a gathering of professionals across the uni to begin the process of cross pollination (highlight places that technology was contributing to positive outcomes for teaching and learning and places that needed improvement). The medicine faculty had some brilliant presentations that really showed how technology (augmented reality, online/interactive videos, and learning communities were reshaping the face of medical education. Presenters highlighted their successes and the roadblocks they faced, allowing others to use their experience to implement programs with the benefit of others' hindsight. Some came with a call for assistance: we know we are not innovating, we want to be promoting access and inclusion through technology, but how? The student panel was very enlightening as to what students want from a modern, 21st century university. Some of it was great, some sobering.
 - Summary of the student feedback. Students:
 - feel the uni is lagging behind in technology enhanced education.
 - want flexibility, ease of access, on-demand training. They want to attend some lectures and not others, without missing out on content.
 - expressed that though they use a lot of technology themselves, they are not as confident with the university's systems and with using educational technologies, and would like more support to adopt these.
 - stressed they do not want technology for technology's sake, but are keen to have more modern, flexible access to course content, research support, and training that fits around their lifestyles, work commitments, and family responsibilities.

Video summary of TELFest "TELFest 2018 Reflections" <https://youtu.be/iKbLHTkHf1Y>

- Jan/Feb 2019 PSP training Crawford School (PSP) for Crawford School and the Introductory Academic Program (IAP) for Academic Skills and Learning Centre meeting for all trainers to was held in Nov. The following was decided:
 - To roll-out lesson plans for the sessions to aid with consistency and to provide scaffolding for new trainers or those filling in due to trainer absences.
 - To adopt a Boolean Cheat Sheet scaffold to be used in Session 3 and 4 to supplement class materials and provide students with a shorthand research tools guide.
 - To update the screenshots in the Research Ready Guide and to resize some images.
 - To colour-code the sections using ANU Library standard colours.
 - To plan to implement interactive video training content for the winter session that will seek to minimise class time spent on rote learning and maximise trainer interaction and guided learning time, with the long-term goal of repurposing these videos in LibGuides and for use by lecturers in the Wattle platform.
- Examinations Graduations and Prizes Office and the Office of the Dean, Higher Degree Research is reviewing the policy on **Submission and examination of theses procedure** and contacted the Digital Literacy Team to provide feedback and suggestions on the move to digital thesis submissions. Candida provided recommended online readable fonts, margins, header/footer and order of layout of **Format – content** section of the policy ie order of Acknowledgments/ Abstract / Table of contents/ Bibliography to make the policy more user friendly and manageable when teaching Word for Academic Writing workshops. New policy to be release in January 2019 available at https://policies.anu.edu.au/ppl/document/ANUP_012815

6.4.7 SIS Library Communications

- Replacement for serials renewal spreadsheet an online database that will allow flow control and checking requirements before approval.
- 04.1 Sierra will allow 30 user licences in a web version.
- Nic and others have create wonderful video for SIS.
- Activity book for students

- Infoscreens to be replaced and funded by ITS – coming in 2019.

6.4.8 Australian Research Data Commons (ARDC) (formerly ANDS)

- Workshopping next strategic plan.

7. SIS Facilities

- Belinda is back.

8. Reports from service areas

8.1 HR

- Make sure leave and timesheets are up to date.

8.2 Finance

- Cut-offs and processing times have been advised.

9. Other Business

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Part 3. Next meeting and action items

The next meeting is scheduled for **Tuesday 12th February**, 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	Upgraded Sierra group training sessions and information IPad with ANU secure	Mark Huppert		

10 Completed action items

Action ID	Description	Responsibility	Status	Notes
1				