A meeting of the Library Staff Consultative Committee was held on 2nd April 2012 commencing at 2.00pm in the Graneek Room, J.B. Chifley Building.

Present: Roxanne Missingham (Chair), Cheryl Bowman, Margaret Avard, Chris Harney, Daniel Pask, Emily Rutherford, Julie Scott, Leslie Tow, Nausica Garciapinar, Toshio Takani, Glen Munday, Kathy Collier, Doris Haltiner, Carmen Diaz.

Apologies: Cathy de Vries

2. Minutes of the last meeting held 6 February 2012.
There was no correction to the previous minutes. The minutes were accepted.

3. Matters arising from the last meeting.
The Committee agreed that the Assistant to the University Librarian should take the minutes.

Recommendation:
The Terms of Reference be amended to allow the minutes to be taken by the Assistant to the University Librarian.

4. Report from the Director, Scholarly Information Services and University Librarian

4.1 Appointment of new University Librarian

Roxanne Missingham reported that she was delighted to have joined ANU as University Librarian. She has been visiting libraries and other areas to meet library staff. She has also been visiting senior staff in the colleges who have all reported high satisfaction with library services.

She noted the Vice Chancellor announcement on financial repositioning and advised that she was not aware of any areas in the Library/Scholarly Information Services (SIS) that were particularly identified, although there will be a DoI administrative review that will include all areas in the Library and SIS later in the year. This is being brought forward from November and is likely to commence mid-year.

Future financial directions for the Library and SIS are likely to remain the same as in recent years where savings are required to meet the increased costs of resources and salary increases. In looking at how this could be approached it will be useful to see how client needs are changing and review developments in other libraries, such as UNSW.

4.2 Learning and development

There will be customer service and assertiveness training in May. All staff are encouraged to attend.
4.3 Survey
The INSYNC Survey is due to be conducted in 2012. Helena has been coordinating suggestions for the additional questions with input from the Reference Coordination Group. Kathy Collier will be the contact to organise the survey.

4.4 Agenda
The Committee agreed to continue to use the same Agenda format as the previous committee.

5. OH&S report
Kathy Collier provided a report from the committee noting that there will be an increase in the number of OSLOs, training in late November/early December and that DOI has updated oh&s material online, including publishing an online Risk Assessment process.

The issue of communication with people with disabilities was raised and it was noted that the Library continues to work with the Disability Services Centre.

6. Report from work areas

a) Library Co-ordination groups:

1. Reference Services Coordination Group:
The RSCG met on 22 February. Matters discussed included:
- Library Facebook procedures
- Recharge (printing system)
- InSync Survey 2012 and supplementary questions for the survey
- eBooks and Serials Solutions
- card operated copiers.

2. Circulation Co-ordination Group:
The group met on 15 February and 14 March and discussed the following:

- Document Supply –
  - General instructions on document supply processes have been distributed to each precinct. It is important to update LADD system to reflect the supply of requests.
  - ArticleReach user survey
  - ANU theses and brief records
  - Scanning from MFD’s for uploading to Ariel
- Recharge printing system – there was a lot of discussion about the new system. Library staff has created an FAQ for internal use. They have also created a poster of simple steps to be put up near the MFDs. This has been sent to Outreach and on to relevant staff to be added to the wiki and other documentation. The terms and conditions for printing
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(http://information.anu.edu.au./computing_and_printing/printing/terms_and_conditions.php) state that the vouchers are valid for 3 months.

- Student cards or other identification are not to be held by library staff at desks
- DVD/CD lockable cases- there needs to be an urgent decision on which new cases are preferred as several precincts have run out of cases
- E-bricks – very few e-bricks had been received
- Non-Corporate Express ordering – there have been some difficulties, but the staff responsible for ordering will continue with the system put in place last year.
- Art/Music after-hours staff – Art and Music after-hours staff must be offered vacancies before existing staff or people on the eligibility list are offered shifts.
- Parking permits for after-hours staff
- Assertiveness training – the group did not have a preference for training dates.
- Staff printing/copying courtesy cards.
- Group Study Rooms booking system
- Use of e-resources by external borrowers and wording on the External Borrowers form.
- Food and Drink guideline (new approach will be launched in July).

3. Technical Services Coordination Group (TSCG):
The group met on the 7 March and discussed

- DVD/CD cases
- ERM training – Lisa Bradley will canvass training needs and arrange training for May/June.
- Monograph claim and cancellation procedures – these would be reviewed and would be implemented in the middle of the year to allow the cancellation of old orders and the return of the commitment to the Access & Collections Budget.
- OLDCAT records – 107,000 MARCIVE records had successfully been loaded to the catalogue. There were still some minor formatting issues with some of these records, particularly those with diacritics.
- Spine label problems with YBP approval plan books had been corrected.

4. Collection Coordination Group:
The group meet in February and on 21 March and discussed the following:

- Publicity for 2011 one-off purchases
- GO8 last copy retention strategy progress
- Factiva access, usage statistics and turnaways
- Standardisation of purchase formats
- Use of Geographic Area Code indicator
- Access to YBP Collection management module by subscription
  - ERM training
  - Serial Solutions eBook module
o New titles list – selection by eBooks and geography codes
o GNS Budget review
- WebOPAC-use of authority records and tracings to assist user searches
  o Content vs format and loan periods
  o Suggest an item form and use of ‘For Reserve’ and ‘eBook’ indicators
  o Negotiation of agreements with major serial vendors
  o Open Access membership models and article charges

b) Scholarly Communication
Daniel reported that the repository now holds 464 Theses and is close to 4000 items in the Open Access Research Collection.

- *The NHMRC have just changed their funding rules and as of 1 July, fund recipients will be required to put a version of their publications in an institutional repository. A big mail out and awareness campaign about this has been made expecting that some more work will be deposited in the repository.
- * The ongoing situation for the management of the repository is currently unclear – the Manager’s contract ends in June and discussions about options for taking the future are happening now.

c) E press
New ANU E Press website - ANU E Press released its new website on 15 December 2011. It is now easier than ever to find and download E Press titles, as well as keeping you up-to-date on all the latest news and upcoming publications. The website features a new look, in keeping with the ANU-wide web style redesign, a new interface to show off our latest releases and a new author directory.
ANU E press is also looking for new statistics package since our old one doesn’t produce results anymore. Open source Piwik is a PHP MySQL software program that you download and install on your own webserver and seems to be great for downloads.
ANU E Press Information sessions – ANU E Press is hosting an Information Session, McDonald Room, Menzies Building 23 May 2012, 2:00 PM
New books coming to ANU E Press
-Understanding Indigenous Disadvantage
-Situating Women: Gender Politics and Circumstance in Fiji
-The Indonesian Killings of 1965-66
-Indigenous Peoples' Innovation: IP Pathways to Development
-With the Benefit of Hindsight: Valedictory Reflections from Departmental Secretaries, 2004-2011
-Experiments in Modern Living: Scientists' houses in Canberra, 1950-1970

d) Space Services
The installation of the new Compactus at the Hume Repository starts on Wednesday afternoon. Work is continuing supporting the library, information commons and teaching and learning spaces.
e) Archives and Records
Pennie Pemberton has retired after many years of work as an archivist. Cameron Neal - has moved to Dept of Environment.
ANU Archives has contributed to the “Shake your Family Tree Day” at the National Archives of Australia on Saturday 31 March. The SBS program “Who do you think you are” featured use of the archives and has led to increased requests.

f) DOI HR  - Nothing to report

g) ILP
All 2011 Statistics have been completed ILCG will have a feedback session.

7. Terms of Reference
As noted above the minute writing was agreed to be changed. Agreed that terms of reference would be recirculated for any further suggestions for change.

8. Forum
This item allows Members to report on matters from their areas which may be of interest to the Committee.

Daniel Pask – Menzies - Asia Pacific
- reported on Digital Collections and meetings in Menzies Library.

Nausica Garciapinar – E press
- Sue Lowes retired last Friday.
- Hancock has a new Librarian, Cathy Burton.
- Students are using well the study rooms and the booking system.
- Refurbishment has been finalised.

Chris Harney - Hancock
- reported on the new printing system is not working well.
- Report from University Staff Consultative Committee (USCC) (http://hr.anu.edu.au/about-hr/university-staff-consultative-committee). ANU Staff Survey 72% staff participated, with results positive overall. A number of areas identified for action including cross-unit collaboration, communication and processes.

Glen Munday – Space Services
- Orange carpet to be replaced in Hancock West.
- A new Cleaning contract starts today.
- Any extra contractual work should be notified.

9. Any other business
The committee noted the importance of library communication which was previously the Library Bulletin and is now the Message from the University Librarian sent fortnightly by email to all Library Staff.

10. Next meeting:
Next meeting of the Library Staff Consultative Committee will be held on Monday, 4th June 2012 in the Graneek Room, JB Chifley Building.