MINUTES

MEETING LIBRARY STAFF CONSULTATIVE COMMITTEE
MEET No. 5 2015

DATE/TIME Thursday 12 October 2015 2pm
VENUE Graneek Room, Chifley Building

Part 1. Formal items

1. Minutes
The minutes from the last meeting 10 August 2015 as published on the Intranet were accepted with one change – 6.3.4 should read that Alisha is working in Law one day a week.
http://anulib.anu.edu.au/intranet/

2. Matters arising

2.1 Report on project to redevelop a revised business continuity plan. (Roxanne) Work on this issue will recommence after the serials cancellation project.

3. Attendance and apologies

PRESENT:
Roxanne Missingham (Chair), Barbara Avis, Tracey Cunningham, Doris Haltiner, Fiona Nelson Campbell, Hui Xiao, Heather Gianquitto, Heather Jenks, Emily Tinker, Johnathan Dean, Andrew Clucas, Imogen Ingram, Chris Harney (minutes taker)

APOLOGIES:
Rob Carruthers, Louis Malaibe, Leanne Holgate, Belinda Carriage, Nic Welbourn

Welcome to Johnathan Dean (Records) who has replaced Christine Bryan (Archives). Hui Xiao is attending for Leanne Holgate.

Part 2. Reports and policy matters

4. Report from the Chair (Roxanne Missingham)

4.1 Union Court. The grand vision of redesigning union court was presented to Council. It is a major project that will affect many buildings and services. For us it will mean a new library building, should it be approved. Council heard a very detailed presentation at its last meeting and a decision is likely at a future meeting.

4.2 Budget. This year the Library’s Access and Collection budget has been greatly affected by the decline in the exchange rate. 66% of the invoiced costs for the collection is in US dollars and only 12% in Australian dollars. Each fall by one cent has a major effect – approximately $62k in US invoiced bills and another $20 invoices in other currencies if the rate flows on. Thanks to all staff who are involved in reviewing subscriptions and request for monographs, this is a task that is as sad for library staff as for the ANU community. Discussions on alternative models that would better protect the budget from falls through the year are occurring.

4.3 Administrative survey. Congratulations to all staff in SIS – this year’s administrative survey gave the library the second highest overall satisfaction level after the Legal Office.
4.4 Briefing Paper – 2014 Insync Survey (Heather)

Heather reviewed the positive findings of the report (great staff primarily) and actions against the top areas for improvement. In summary:

1. Opening hours meet my needs Chifley level 2 now 24x7
2. I can get wireless access in Library when I need to Four libraries were refitted with wifi capability.. This issue will continue to be monitored and raised with ITS.
3. Printing, scanning and photocopying facilities meet my needs. While we continue to raise the issues with ITS there has been no change in the printing system but the network reliability has improved.
4. I can find a quiet place to study in the Library when I need to. Staff are actively monitoring notice in Chifley and advising students to improve their behavior.
5. A computer is available when I need one. 10 additional PC's were installed in the Chifley Library at the end of 2014

5. Work Health and Safety report (Heather Jenks)

5.1 Policies (including smoking). The Smoking ban has been successfully implemented.

5.2 Manual handling training
Three sessions of the Manual handling course with Kate Black were run by in August and September. The course was well attended and well received. Stand down staff will have some training in their orientation session at the beginning of next year.
The two new “cataloguer” trolleys are being used in Chifley and Menzies. Hancock staff expressed interest in the trolley.

6. Reports from work areas

6.1 Digital repository (Roxanne Missingham). Great work continues to be done by the team – the new website (Open research) is online and staff received very positive ratings from the Administrative survey.

6.2 ANU press (Emily Tinker)
41 titles have been published: 36 Press, 4 eView and 1 eText
Eleanor Garran has left and Elouise Ball is now working Wednesday – Friday as Digital Editor. Volunteer Rachael Neilson is working 4 hours a week in ANU Press
Discussions underway with successful tenderer to outsource printing and distribution of books

6.3 Archives and Records (Johnathan Dean)
40th Anniversary PNG Independence has been running since Thursday 18th Sept. and is very popular and if you haven’t seen it is worth a trip to Menzies.
David Brumby is returning from leave 13 October
ERMS training is very popular
Reports will be available in the future
Mental Health Research
FOI
Scanning of 123 HR records.

6.3 Libraries (Branches – Art & Music, Chifley, Menzies, Hancock, Law)

6.3.1 Art & Music Library: (Doris Haltiner)
Business as normal.
Because of no orders other backlogs are being cleared.

6.3.2 Chifley Library: (Tracey Cunningham)
Christian West has returned from a month on leave. Thanks to Jacqui Kempton for acting during that time.
All of the APR vacancies have been filled. Our new staff are Repository Services Officer (ANU04) – Somayeh Mazloomi and Repository Services Assistant (ANU03) – Erin Daly
CMLs are actively reviewing all orders and renewals
We recently had a delegation from the Azerbaijan Embassy visit to see the Azerbaijan display which included resources from the collection and items donated by the embassy. It was a successful visit. A new display focusing on Colour went up this morning.
Chifley, Art & Music Circulation and A H staff and Hume staff have been offered training in 2 modules recently – ‘Trove and World Cat’ and Finding journal articles'

6.3.3 Hancock Library: (Barbara Avis)
Chris Williams and Samantha Jackson are following up on building issues and building assess and doors and locks.
The building work in Hancock West is completed
People accessing the basement
Ying, Erin and Barbara have been working on the Menzies backlog. They are doing Dictionaries at the moment.
Alisha from Chifley is coming to Hancock 1 day a fortnight
Barbara Avis is working in Menzies with Lisa Bradley team.

6.3.4 Law Library (Hui Xiao)
Its business as usual in the Law Library.
The Law Building foyer is being refurbished slowly.
Access to the Law library has changed to a temporary side entry while work is completed on the new foyer and building entrance
Returns chute has been relocated
Printing and copying is working
Alisha Nolan visiting as part of her rotation every second Tuesday.

6.3.5 Menzies Library (Heather Gianquitto)
The Papua New Guinea 40th anniversary exhibition opened on 18th Sept. and is proving to be very popular.
Finance Transformation Project staff are moving in to level 4 Menzies.
Staffing changes
  • Imogen Ingram has been appointed to ILP
  • Stand down staff member Peta Martinez has left to have her second baby. Rowena Anderson is filling in while Peta is away.
Menzies staff are working hard on serial renewals.

6.3.6 Information Literacy Program: (Imogen Ingram)
Crawford Policy Essentials course – Library Module 2 Introduction to Research and Information Literacy
Thank you to those who assisted with the Crawford Policy Essentials course (Hans, Cathy Burton, Joanna Longley, Jacqui Kempton and Imogen)
Imogen working on a summary report of the Crawford Policy Essentials course
PSP IAP Planning Meeting held on 21 September with IL trainers from all the Branches
Terms of the training program coordinated by ILP
Graduate Pre-Sessional Program (PSP) for Crawford School
Introductory Academic Program (IAP) for ASLC
Received IL trainers feedback from Jan & June 2015 IAP and what changes can be incorporated for Jan 2016 intake of IAP/PSP International students. Feedback via email or
meeting to Imogen about suggested changes in the training materials. Imogen and Jason working on training session plans and update to training material content.
Follow up Academic Advisors meeting is scheduled in the Graneek Room on Monday 19 October 10.30-11.00 ASLC - Vivien Silvey 11.15-11.45 Crawford - Chris, Anne & Mark Candida will provide any further materials prior to the session for everyone to review and a draft timetable so branches can allocate trainers
NVivo training successful 2 x Introduction & Advance Coding NVivo sessions run in November with 11 participants in each workshop. Interest list for next round of training in Nov or March already has interest.

6.4 ANDS: (Fiona Nelson-Campbell)
Workshops are being held in at University of Sydney and Melbourne Research in Canberra in Brisbane in conjunction with the e-research conference ORCID consortium has 42 members – AAF recruiting staff member to establish the consortium
ANDS Webinars continuing

6.5 HR (Roxanne Missingham )
Casual and stand down staff timesheets need to be in on time because staff are not paid if this does not happen.
SOE form has been replaced by the online Performance and Development Review form (see https://services.anu.edu.au/human-resources/career-development/career-performance-and-development-process-cpdp).

7. Library Coordination Groups. (Being reported now in University Librarian’s newsletter)

8. Forum

Part 3. Other business

9. Other business

Membership of the LSCC:

Tracey reported that her term on LSCC is almost up. Christian has sent out an expression of interest to find a new representative.

Agreed that the LSCC would review the Terms of Reference.
https://anulib.anu.edu.au/intranet/_resources/library-staff-consultative-committee/lscc-tor.pdf at the next meeting particularly descriptions of the role of members.

10. Next meeting of the Library Staff Consultative Committee will be held on Monday, 7 December 2015 in the Graneek Meeting Room, Chifley Building.

ACTIONS:

1. At next meeting review the Terms of Reference.