M I N U T E S

MEETING LIBRARY STAFF CONSULTATIVE COMMITTEE
MEET No. 6 2015

DATE/TIME Monday 14 December 2015 2-3.30pm
VENUE Graneek Room, Chifley Building

Part 1. Formal items

1. Minutes
The minutes from the last meeting 12 October 2015 as published on the Intranet http://anulib.anu.edu.au/intranet/ were accepted. Thanks for your comments and corrections.

2. Matters arising

Please send your comments to Hui by Friday 18th December COB.

3. Attendance and apologies and membership (any changes)

PRESENT:
   Roxanne Missingham (Chair), Barbara Avis, Tracey Cunningham, Leanne Holgate, Heather Gianquitto, Belinda Carriage, Emily Tinker, Nic Welbourn, Andrew Clucas, Johnathan Dean, Hui Xiao (minute taker)

APOLOGIES:
   Doris Haltiner, Heather Jenks, Rob Carruthers, Louis Malaibe, Imogen Ingram

Part 2. Reports and policy matters

4. Report from the Chair (Roxanne Missingham)
   a. Budget
      • The University’s 2016 budget has been through a period of considerable review. Chris Grange has provided a report on the budget which outlines the complex range of financials. Next year’s budget will be tight and complex.
      • The major challenge for 2015 has been the fall in the exchange rate with a consequent effect on library purchasing resulting in a monograph freeze and serial cancellations.
      • Discussions with academics on how to best review serials for cancellation have occurred.
   
   b. Outcomes 2015
      • Library statistics will come out in early 2016 but current trends include:
o Increased use of ERMS
o Increased use of physical spaces
o High use of online resources including increased awareness of archives because of the database being online.

- A few successful projects – especially the Alumni access to library services, ANU Press publishing work, 24x7 in Chifley Library, increased use of all library branches, developments in online services to support the JD (Juris Doctor) Online program, and increased use of e-resources.

c. Activities 2016
- Library website redevelopment – mockup and testing, contents contributions from the Archives and library branches. There will be new features such as online exhibitions. New Library website should go alive in mid-January 2016.
- Library client evaluation
- Continued activity by ANU Press
- Continued great development of archives collection and online access
- The Information Infrastructure statute change increasing lost books charges is likely to come into effect next year.

d. Post implementation review of Sunday hours (Roxanne)
- Heather Jenks has led a review of the change to the Sunday hours model. The key finding is that services have been provided in a manner that meets user needs. The decline in loans is about the same as the overall decline in physical loans.
- The review report will be available online after the New Year on the Intranet.

e. Workforce planning
- The initiatives of the 2014 Workforce plan are complete. They included building digital competencies (lecture series), student ambassadors (replaced internships proposal), ANU05 rotation and volunteers program.
- A new plan will be developed through 2016.
- Student ambassadors (Roxanne)
  A number of students will be selected and appointed at ANU02 for 2016. They will be trained and will provide assistance in a range of front of house services and shelving.
- ANU05 rotation review (Roxanne)
  The purpose of the rotation was to provide ANU05 library staff with development opportunities. Heather Jenks has undertaken a review and the report will shortly be on the Intranet. The review identified that all participants had learned new skills, but that the process involved a considerable amount of paperwork.
- Volunteer – our 1st American student volunteer Ebony will take a short placement from February in 2016.

5. Work Health and Safety report (Heather Jenks)
In Heathers absence it was noted that a review of OHS committees will occur.

6. Reports from work areas (only those that are present)
a. Digital Repository (Roxanne Missingham)
   i. Digital Repository – A project has been completed with approx. 70,000 records being migrated from ARIES to the repository.

b. ANU Press (Emily Tinker)
ii. ANU Press has published 55 books: 47 Press books, 7 eView books and 1 eText book - on track to hit our target of 60 publications this year.

iii. We visited our new distributor NewSouth Books last month, are now in the process of transferring information to NS Books so they can take over the distribution and ordering of Press titles early next year.

iv. The Press will undergo a review in the new year and reviewers are currently being sourced

v. Archives and Records (Johnathan Dean)

vi. Issues with security groups, retention schedules

vii. Sue goes on holiday in January

viii. Maggie has completed her holiday

ix. There has been no flooding of archives at Underhill for six weeks.

c. Library Branches

i. Chifley incl. Art & Music (Tracey Cunningham)
   - Ana Maria returned to Chifley at end of November and is working Mondays, Tuesdays and Wednesdays. Broderick has moved back to his substantive position in Chifley Circulation team.
   - Rachel Armstrong has left Chifley Library and has taken up a position at the War Memorial. She is still doing 1 day per week project work in Menzies Library.
   - Julie Scott and Andrew Clucas will be taking long service leave in January.
   - Ruby Berry’s contract has been extended until June 2016.
   - A new display went up in the foyer on Friday. It highlights Alfred Hitchcock and his films.
   - Chifley and Press staff recently completed Emergency Response training.
   - A number of staff recently had extended leave – Luciana was away in Italy for 2.5 months; Christian was away for 4 weeks; Jason was away for 2 weeks. Everyone is back to work now.
   - Hume store will be closed for January. Any staff not on leave will be working at Chifley. Fiona Manning is working at Hancock as professional development student with the Technical Services team and doing desk shifts as well.

ii. Hancock (Barbara Avis)
   - Cathy Burton has been promoted to the ANU08 Information Access Officer position. Her former position has been acted by Erin Gallant in part-capacity and will be advertised soon.
   - Kathryn Newton-Doull has been selected for the ANU04 fixed term position.

iii. Law (Leanne Holgate)
   - College of Law foyer work has been completed and the library now has a snazzy new after-hours returns bin.
   - Interviews have been completed for the part time 6/7 position.
   - Stephanie Dangerfield is due to return to the Law Library in January.
   - Joanna and Debbie have been developing tutorial videos for the new JD course due to start in 2016.
   - Drop in refresher sessions were held in the second half of semester 2 in the Law Library, staff hope to offer this service again next year.

iv. Menzies (Heather Gianquitto)
   - Staffing changes:
     - Stephanie Dangerfield will be moving back to Law in mid-January. Wan will then return as Circulation coordinator.
     - Yi Zhang was the successful applicant in the ANU04 position in the Monographs team.
   - An agreement to establish the Taiwan Resource Centre for Chinese Studies (TRCCS) at Menzies library was officially signed recently. Menzies staff have
been working hard to process these donations. The TRCCS consists of over 1000 resources in physical and online formats. These are now available through the catalogue.

- Staff at Menzies are busy finalising orders and invoices in time for the close of financial year deadline.
- We are looking at options for revitalising the microform section downstairs at Menzies. Improvements may include rearranging cabinets and clearer labelling of collections. A similar process will also be done with the rare-book room to ensure all requests can be located quickly.
- The stocktake of the rare-book collection is now complete.

v. Information Literacy (Roxanne Missingham)

- Had a busy year, clients have expressed their gratitude.

d. Library Communications (Nicholas Welbourn)

i. 2016 O-week

- Planning for O-week materials and activities underway
- Library Comms attended Student Experience O-week Stakeholders Meeting

ii. Open Research website completed. Website went live at the end of October.

iii. Library exhibitions:

- High Street Dreams - In ANU Archives
- PNG 40th exhibition - at Menzies
- China In The World exhibition - Currently in the China In The World
- Collection Highlights displays - The theme in Chifley is Hitchcock; The theme in Hancock is Game Theory

iv. Chifley returns chute signage: Proposals for signage to reflect the new system of returning 2-hour and standard loan items into a specific chute (rather than going to an info desk) have been proposed

v. Taiwan Resource Centre for Chinese Studies

- New donation materials in Menzies and associated webpage published including YouTube video
- Public lecture event by Professor Kam Louis on today

vi. Library website update - Content and structure being reviewed

vii. ANU Gateway project Release 3 - All SIS websites scheduled for inclusion in Release 3 at the end of January

viii. 2015 Library Achievements document - Content being collated

ix. Xmas closure period - Webpages have been updated to highlight the University shutdown period over Christmas and New Year’s eve

e. ANDS (Roxanne Missingham)

i. The governments announced Innovation Policy includes a commitment of funding for National Collaborative Research Infrastructure Strategy (NCRIS). Details will come through a process in 2016.

7. Reports for service areas:

a. HR (Roxanne Missingham)

i. Staff timesheet need to be submitted on time to meet pay cut offs.

ii.

b. TLSCC (Belinda Carriage)

i. Maps for Computer Labs, Teaching spaces and Theatres are being worked on and when they are done Rob or Belinda will hand bundles out to the libraries.

ii. HR have moved from Birch building back to Chancellery

iii. Acton tunnel flood was attended to quite swiftly and damage was cleaned up. Special scanning machine was to be checked by a qualified person that Archives was organizing to make sure it worked and was safe.

iv. Fumigation signs will go up on all library external doors this week. Fumigation is 29th Dec 2015 and no access to buildings until 8am on 2nd Jan 2016. All food items and utensils etc.
to be taken home or stored to avoid contamination. All drawers and cupboards etc. to be opened.

v. Hancock floods didn’t affect much of the library. Basement had some wet carpet. Lifts had water in the sumps that was cleaned out by KONE. Pipe was fixed. Cleaners did their part and gardens now restored.

vi. Hume – boxes retrieved from Hume and delivered to Menzies and Acton Archives area.

c. Finance ((Roxanne Missingham))
   i. Marko mentioned that the Finance team is trying to get all invoices paid this year. WE thank them all for their hard work.

Part 3. Other business

9. Other business

Committee members to report on matters from their areas which may be of interest to the Committee not already reported.

a. Membership of the LSCC:
   i. Tracey’s two-year membership is almost up. She will carry on until a new representative is nominated.

b. Lorena asks for feedback on the End of Year High Tea function from all staff. Please send your comments and suggestions to her. A big Thankyou to Lorena and the EOYP Committee for the brilliant ideas, perfect venue and all your hard work!

10. Next meeting of the Library Staff Consultative Committee will be held on 2pm Monday, 8 February 2016 in the Graneek Meeting Room, Chifley Building (meeting times for 2016 already circulated).

11. 2016 Library Staff Consultative Committee meeting dates

   Monday 8 February
   Monday 11 April
   Tuesday 14 June (due to Queens Birthday public holiday)
   Monday 8 August
   Monday 10 October
   Monday 12 December

ACTIONS:

1. Hui – to add 2016 LSCC meeting dates in the minutes – Completed
2. Nic – to update 2016 LSCC meeting dates on LSCC website – Competed