MINUTES

LIBRARY STAFF CONSULTATIVE COMMITTEE

MEET No. 1 2014

DATE/TIME Monday 10\textsuperscript{th} February 2014 2pm
VENUE Graneek Room, Chifley Building

Part 1. Formal items

ITEM 1. Minutes
The minutes from the last meeting 4\textsuperscript{th} December 2013 as circulated were accepted.

ITEM 2. Matters arising
All matters arising from the previous meeting were covered by items on the agenda.

ITEM 3. Attendance and apologies
PRESENT
Roxanne Missingham (Chair), Heather Jenks, Margaret Avard, Tracy Cunningham, Doris Haltiner, Emily Rutherford, Chris Harney, Julie Arnold, Leslie Tow, Barbara Avis, Christine Bryan, Louis Malaiibe, Fiona Nelson Campbell, Katy Najafi

APOLOGIES Rob Carruthers, Sally Haysom, Andrew Clucas, Menzies and E-Press representatives

Part 2. Reports and policy matters

ITEM 4. Report from the Chair (Roxanne Missingham)

4.1 Library achievements
- Statistics:
  There will be a draft KPIs for the different areas in the Library shortly.
  Statistics 2013:
  Visitors to the libraries 1,255,280 2.6\% decrease from 2012
  Physical Loans from the library 249,154 22.9\% decrease from 2012

Digital repository:
Total number of items deposited in Digital Collections for 2012 = 628
Total number of items deposited in Digital Collections for 2013 = 1533
Total number of views for 2012 = 55,630
Total number of views for 2013 = 149,728

ILP:
attendees 2012 2013
face to face 9719 12442
online 798 750
- The ANU Library will be participating in Office of Learning and Teaching (OLT) grant
- ANUSA and PARSA feedbacks demonstrate that the Library services are highly appreciated by students. They require 24/7 access to the physical space of the library not to the collection which might lead to the possibility of trialling different opening hours during the non-teaching period, with Chifley being open till 6pm during the week. If there is to be a trial, it will likely not happen until the end of the year. Staffing of a trial will be considered.

4.2 ANU renewal/Budget solutions
- Budget has not yet been allocated to all service divisions and the library is not hoping to get more fund than the amount told us in September last year.
- Renewal list is containing over 300 people and is actively being used for placement of people in vacancies around the University. The Library is in discussions to fill a couple of vacancies. The new structure within the new budget framework should be achievable.
- Service improvement group initiatives are aiming to streamline University processes.
- The Library is involved in two projects:
  - ERMS: which will lead to changes in Share drive
  - Improvement of Repository system: to streamlining the process of depositing research outputs and testing some internal solutions

4.3 Library planning
The first library planning morning for our 2014 plan was held on 5th February and Prof Jenny Corbett, Pro-Vice Chancellor (Research & Research Training), Douglas Robertson, Director, Research and Inger Mewburn, Director, Research Training inspired us with their thoughts about key issues in research and the university. The next meeting will be held on 12th February and senior staff will look at which services we discontinue or alter in 2014.

4.4 Workforce planning
- The Library will need to do a survey re staff skills to find out the skills are already in the Library and work on our staff development program.
- Roxanne is providing a short discussion paper on involving other communities in providing library services like internship and volunteer programs.

ITEM 5. OH&S report (Heather Jenks)
- There was one reportable incident since January 2014 re staff member hurting her back.
- The surface outside the Menzies library which caused three accidents last year has been removed but it is not resurfaced yet.
- A reminder to have an OSLO assesses your work station if you have moved or relocated your desk recently.
- Next meeting of the OH&S committee is on 24th February.

ITEM 6. Reports from work areas
  a. Digital repository and E press (Roxanne Missingham)

  Digital Collection:
- Working on including all ARIES data in the Digital repository
E-Press:
- Will celebrate the publishing of the 500th book, publishing the first E-text and also changing the name to ANU Press in March 2014

b. Archives and Records (Christine Bryan)
- Preparing to move 3km of the Archives collection to the Birch Building.
- The new database will be launched this year

Records:
- Working on Electronic Resource Management System (ERMS)
- Working on Business Classification Scheme (BCS)

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

Chifley: (Tracey Cunningham)
- The temporary door has been locked off but has not yet been removed. Main entrance door has been reconfigured and are working
- 2 of the 3 self-check machines are functional
- The reserve room is progressing with shelving being built
- The new single service desk looks good but not up and running just yet
- The loans staff area and returns room is functional
- Lift 1 is working and works to lift 2 will begin shortly
- New external noticeboard was installed earlier today
- Gwen and Nausica both had babies earlier this year
- Andrew was married just before Christmas

Menzies: (Roxanne Missingham)
- Single Service Desk is now working
- Rebecca is back from leave

Hancock: (Chris Harney)
- Currently running lots of ILP sessions for the international students
- Library discovery tours will be running during O-Week and week first.
- University Staff Consultative Committee, Thursday 8th November 2013 Ross Hohnen meeting room Chancelry 10, Please find the draft minute on: http://hr.anu.edu.au/__documents/about-hr/uscc/minutes-7-november-2013-draft.pdf
I reported on the stand down staff work hours reduction (I will have stand down inserted in the draft minutes) and the misinformation around VERS. Nadine offered to run another information session. It was interesting to the Librarian’s presentation on Electronic Documents Records Management System (EDRMS) and the possibility of project work, to digitalize student and staff records, that is funded for 6 months, possibly longer.
- USCC is only held three times a year and only an hour, so comments are short and to the point. I will report to the next meeting at the next LSCC. Previous Minutes of USCC are available at: http://hr.anu.edu.au/about-hr/university-staff-consultative-committee
- One percent increase on salary has been paid on 19th Dec backdated 1st July 2013

Leslie tow:
- Science library has moved to the Single Service Desk
- Information desk staff are receiving lots of questions about Windows 8.1 and dealing with PCs being slow while logging in

Post the meeting: Heather has followed up on the concern raised by Chris re the stools that had been placed into very high stacks in the Hancock Library:
“I followed up with the TLCSS staff re the issues raised by Chris Harney at the LSCC meeting on Monday concerning the stools that had been placed into very high stacks in the Hancock Library and that these stacks have been moved about the Library space.
The Cleaners were asked if they had stacked the stools up and that have replied that they have not stacked or moved the stools.

I think we will put this one down to student enthusiasm."

**Law: (Julie Arnold)**
- Joanna and Debbie are busy teaching summer courses
- Julie Arnold is now acting as the Document Supply Coordinator

**Procedure/guidelines:**
Kathy Collier has done a great job on new procedures and guidelines which are mostly available on Intranet at the moment. There are couple of procedures still in process like updating ANB and Claiming and cancellations of monographs

**d. Information Literacy Program: (Emily Rutherford)**
- Introductory Academic Program (IAP) sessions (for overseas Australian Award students & Crawford students) was again very successful. 220 new international postgraduate students participated. A big Thank You to everyone who participated and to the branches for providing staff to run the ILP sessions.
- Endnote guide released last year and the EndNote 17 will come out soon for PC and Macs
- There have been some IT issues while teaching in ILP workshops

**e. Library communications: (Roxanne Missingham)**
Library communications team is busy with all happening during the O-Week.

**f. ANDS: (Fiona Nelson Campbell)**
- Working based on ANDS business plan 2014
- ANDS will be running
  - Data Citation Workshop at ANU on 9th April, 9.30-12.30 at McDonald Room
  - Becoming a Data Librarian – everything you wanted to know on Tuesday 13th May 12-1pm. You can register at: [https://www4.gotomeeting.com/register/210782063](https://www4.gotomeeting.com/register/210782063)

**g. HR (Louis Malaibe)**
- Cathy De Vries has left the University last year. SIS HR contacts are now: Patricia Hood and Louis Malaibe
- Belinda Day will be going on leave for 5 months. Her position will be back filled.

**h. F&S TLC (Space Services): (Roxanne Missingham)**
- David Evans and Roger Smith have left the University last year. Elliot McBride is now acting as Service Coordinator & Quality Assurance Officer
- TLCSS is now busy with carpet cleaning and renovating of the foyer in the Chifley Library

**ITEM 7. Library Coordination Groups. (Heather Jenks)**
Reference, Technical and Collection coordination groups haven’t meet in 2014 as at 10 February.

**a) Circulation Coordination Group**
- The Circulation group have discussed:
  - New self-check machines
  - New input/spreadsheet for stand down staff
  - E-Reserve no change to existing processes
  - Lost items and Batch Checkin procedure approved
b) **Information Literacy Co-ordination Group:**

**ILP News/Update**
- Sherry Lo reported the Turn-it-in pilot is on schedule. Turn-it-in should be available for the start of semester 2 to help academics to track plagiarism
- How To guides for NVivo and for EndNote have recently been added to the list at anulib.anu.edu.au/subjects/how-to/index.html
- Short ILP Microsoft Office training workshops (Word, Excel, PowerPoint, etc.) are accessible to Library staff. Registration online is not possible. Please send an email to ilp@anu.edu.au to register
- Scholarly Information Services is contributing in the payment of the 2014 Pulse annual licence

**Library Communications Team, News & Updates**
- There will be no Library stall at market day this year. Every branch will have a Library information stand/desk in their building throughout O Week

**Other business**

**ITEM 8. Forum**

None (This item allows Members to report on matters from their areas which may be of interest to the Committee)

**ITEM 9. Any other business**

**Roxanne Missingham:**
- Heating and cooling – there will be a number of pilots run this year testing and trialling the temperature in the Library buildings. These pilots will run for a defined period of time and will consider staff comfort and the collection. Please report (on Maximo) any and all issues you encounter with regard to temperature and air flow in Chifley so that they can to fixed before the pilots begin.
- There are two replacement members for the LSCC: Leslie tow is being replaced by Barbara Avis and Christine Bryan is replacing Margaret Avard. Roxanne and Heather will be reviewing the LSCC membership according to the terms of reference soon.
- Please report any functionality which is lacking re E-Books with specifying the title of the E-Book and vendor for the purpose of reporting to vendor or putting tips and tricks in the newsletter for improving our E-book experience in the Library.
- Roxanne will be having access to a sustainability dashboard and will be able to monitor energy efficiency and consumption.

**Tracey Cunningham:**
- Student enrolment process is not happening in the Chifley Library this year. New student cards and revalidations will be in the Manning Clark Centre concessional booths.
- IT consultants will not providing support services in the Hancock Library in 2014.

**Heather Jenks:**
- The number of Co-Ordination groups will be reviewed in the Library planning day discussions on 12th Feb. There were only two coordination groups in the beginning and the Library will alter this if required.

**Julie Arnold:**
- Wan Chitravas has created a file on Single service point core competencies which is very helpful for all who are serving in libraries front desk. You can find this Excel file at: Z:\Circ\SIERRA
Next meeting

Next meeting of the Library Staff Consultative Committee will be held on
Monday, 14\textsuperscript{th} April 2014 in the Graneek Meeting Room, Chifley Building.

| Heather Jenks | To follow up re the issues raised by Chris Harney concerning the stools that had been placed into very high stacks in Hancock Library (already done) |