MINUTES

MEETING LIBRARY STAFF CONSULTATIVE COMMITTEE
MEET No. 2 2014

DATE/TIME Monday 14th April 2014 2pm
VENUE Graneek Room, Chifley Building

Part 1. Formal items
ITEM 1. Minutes
The minutes from the last meeting 10th February 2014 as circulated were accepted.

ITEM 2. Matters arising
LSCC membership review arose from the previous meeting was covered by items on the agenda.

ITEM 3. Attendance and apologies
PRESENT Roxanne Missingham (Chair), Doris Haltiner, Emily Rutherford, Barbara Avis, Louis Malaibe, Fiona Nelson Campbell, Nic Welbourn, Julie Scott, Katy Najafi

APOLOGIES Rob Carruthers, Sally Haysom, Andrew Clucas, Heather Jenks, Tracy Cunningham, Chris Harney, Christine Bryan, Julie Arnold, Daniel Pask

Part 2. Reports and policy matters
ITEM 4. Report from the Chair (Roxanne Missingham)
Report from the Chair
4.1 Library Staff Consultative Committee membership
Discussion has been taken in regards to the review of LSCC membership between the University Librarian and present members. Current Terms of reference have the membership as:
- Four members between the levels ANUO1 and ANUO4 elected by staff
- Four members between the levels ANUO5 and ANUO8 elected by staff
- Up to two members nominated by the Chief Scholarly Information Officer to ensure that all Divisions are represented and gender balance is taken into consideration
- A union representative
- The Chief Scholarly Information Officer (or their nominee if they are absent) is an ex officio member and will chair all meetings.

LSCC agreed to a proposal to change the membership to:
- Five members between the levels ANUO1 and ANUO4 elected by staff
- Five members between the levels ANUO5 and ANUO8 elected by staff
- Up to two members nominated by the University Librarian to ensure that work areas are represented and gender balance is taken into consideration
- A union representative
- The University Librarian (or their nominee if they are absent) is an ex officio member and will chair all meetings.

The term of appointment of members would continue to be 2 years, with members not serving more than 2 consecutive terms.
A list of current members will be placed on the SIS Intranet.
Action: Circulate draft terms of reference with changes – all members to review. Roxanne to prepare draft.

4.2 Library planning

Library planning mornings were held on 5th and 12th February 2014. The top items agreed included:

- Connecting to the learning community established by students
- 24/7 access to the level 2 Chifley Library
- Improving IT services in the Library

4.3 Buildings

- There will be an official celebration for the Chifley Library Foyer reopening on 2nd May.
- Law Library refurbishment plan will be discussed with F&S coordinating a briefing meeting.
- 24/7 access to the Chifley library building proposed by ANUSA, PARSA and Prof. by Richard Baker will be considered in the library planning this year.
- The Library is part of ANU Green Sustainability program: LED Lighting energy reduction project in Chifley Library was completed in early February. Heating and air conditioning have been discussed with Facilities and Services to seek energy use reduction. Greentrac software implemented in a pilot in Chifley Library to automatically log off Information Commons machines when the libraries close and turn them on just before each library opens. It takes account of the opening hours of the library including Fridays, weekends and public holidays.

ITEM 5. OH&S report (Roxanne Missingham)
- There were a several reportable incidents during February and March 2014. All staff members are encouraged to consider health and safety issues and report any incidents.

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

Digital Collection:
- Open Access Theses Digital Collections hit the 900 item and there is more than 4600 items in the ANU Open Access Research collection.
- Marianna Malot position is now filled with Jenny Sinn

E-Press:
- Interview for a vacant position in ANU Press has been finalised and the new person will start in early May.

6.2 Archives and Records (Roxanne Missingham)
- The new database will be launched in the middle of the year

Records:
- Working on Electronic Resource Management System (ERMS) which will be launched in 2014. Required training will be provided closer to the time.

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

6.3.1 Art & Music: (Doris Haltiner)
- Diane Humphery has taken up responsibility for the Art & Music Library and will be working 3 days per week in this position.
- Students are experiencing some issues with Kiosks.

6.3.2 Chifley: (Tracey Cunningham)
- Library Discovery Sessions for Chifley - It’s great to see the numbers are increasing. Following conversations with Library Communications, they piggy-backed onto the orientation program, advertising on orientation week website and posters, with presentations tailored to the “subject of the
day”. Consequently, the most popular sessions were immediately after an information session. Following the CASS undergraduate session 40 participants attended library sessions, the CASS Honours session followed up with 22 participants and the CBE session resulted in 73 participants joining a tour.

<table>
<thead>
<tr>
<th></th>
<th>Number of Attendees (2014 Tours)</th>
<th>Number of Attendees (2014 Presentations)*</th>
<th>2013</th>
<th>2012</th>
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<tbody>
<tr>
<td>O week</td>
<td>272</td>
<td>290</td>
<td>268</td>
<td>148</td>
</tr>
<tr>
<td>Week 1</td>
<td>37</td>
<td>64</td>
<td>117</td>
<td></td>
</tr>
<tr>
<td>Week 2</td>
<td>65</td>
<td>20</td>
<td>71</td>
<td></td>
</tr>
<tr>
<td>Week 3</td>
<td>36</td>
<td>Not scheduled</td>
<td>Not scheduled</td>
<td></td>
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<tr>
<td>Total</td>
<td>410</td>
<td>290</td>
<td>352</td>
<td>336</td>
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*New initiative for 2014

- Philosophy tutorials in March 2014 - 13 tutorials including 241 students
- ANU College ‘Access English’ week 7-11 April - 10 classes and approx. 200 students
- Chifley Information Desk – combined our rosters and are staffing the desk with Information Advisors and Circulation staff. Each person rostered on the desk is incredibly busy and the new arrangement is working well.
- Diane has moved to the Art & Music Library 3 days per week and is in Chifley 2 days per week (. Art & Music staff report to Diane. Ana Maria and Luciana now report to Jacqui.
- The front gates are working only intermittently. The vendor has regularly fixed some issues and is working on other issues.
- Still pursuing lighting around the Information Desk as it is a bit dark at night but nothing that cannot be readily resolved.
- The lifts project has been completed.
- The front steps (yellow safety trim) have been completed.
- LED Lighting Project - completed and 4th floor fully lit now resolving issues staff were having when shelving until this was completed.
- Hume roof leaks continue but the contract requires the roof to be replaced this year.

6.3.3 Menzies: (Roxanne Missingham)
- Procedure is in place to fill a position which is a combination of Darrell Dorrington and Toshio Takagi’s role.

6.3.4 Hancock: (Barbara Avis)
- Paul McNamara retired last month and Marianna Pikler moved to the Hancock library to fill Paul’s position.
- Cathy Burton managed an informal review of single service desk at Hancock. All the recommendations had been addressed and staff find the work area more efficient and effective.
- Cathy Burton is running Information Literacy sessions.

6.3.5 Law: (Roxanne Missingham)
- Joanna Longley has delivered many Information Literacy sessions
- Julie Arnold has taken up the Document Supply Coordinator position

6.3.6 Procedure/guidelines:
- New procedures and guidelines are available on the Library Intranet. There are a several procedures still in progress like updating ANB and Claiming and cancellations of monographs.

6.3.7 Information Literacy Program: (Emily Rutherford)
- Working on “Word for Academic Writing” How to Guide
- Hans-Joerg is working on “Digital Literacy”
- Imogen is working on “Internet Research”
- Emily is involved with Research & training on the Insignia project
- New courses are coming up like “EndNote for iPad” and “Bibliometrics and Citation Track”
- Candida is managing Introductory Academic Program (IAP) for semester 2
- Hans-Joerg is planning an EndNote conference in Sep-Oct 2014 for ANU trainers

6.3.8 Library communications: (Nic Welbourn)
- Working on the Library website to apply new changes
- Helping Archives with the new online database
- Nic is involved in ANU Press webpage updates
- Cooperating with Australian Open Access Support Group to promote events and programs

6.3.9 ANDS: (Fiona Nelson Campbell)
- Data Citation Workshop has been held at ANU on 9th April 2014. Karen Visser thanked all who supported the event

6.3.10 HR (Louis Malaibe)
- Belinda Day will be on leave for 5 months. Daisy Gao will be carrying her position during the next 5 months.
- UniSuper webinars are being held during April and May. Informing emails has been circulated earlier.
- Career Development Center will be launching some new training programs for staff. The training calendar is accessible at: http://hr.anu.edu.au/career/calendar
- A change management process in HR will result in some structural changes

The University Librarian would like to take this opportunity to thank Patricia Hood who has done a great job in regards to HR issues of the extended hour’s staff.

6.3.11 F&S TLC (Space Services): (Roxanne Missingham)
- Facilities and Services is supporting Libraries and fixing building requirements well.

ITEM 7. Library Coordination Groups. (Provided by Branch Managers)

7.1 Technical Services Coordination Group:
April 2014 meeting

- Approximately 2300 bibs which were catalogued in January to March are being reviewed to be sent to ANBD
- RDA records are losing their RDA coding when being imported from remote databases. A III temporary fix to the load table from last year had reverted back to Canberra Hospital load table. Technical staff have been provided with a way to work around. The issue is to be actioned by Mark with III.
- There are issues with the Sierra bibliographic record load testing function. This has delayed Serials Solution data uploading and had been reported. The latest Serials Solution e-journal MARC record update to working on completing the loading of priority ERM records for the three largest e-book platforms used by the Library: EBL, EBSCOHOST & Ebrary
- Report on procedures being approved and posted in library intranet, as well as procedures pending for submission to University Librarian for approval
- Work plan for TSCG 2014
  a. development of Rush order monitoring process,
  b. complete and implement Claim procedures,
  c. develop metadata transfer proposal to support a metadata management strategy with special focus on inter-operability of Serials Solution records and ANBD loading and other impacting factors.

7.2 Reference Services Coordination Group
February 2014 Meeting

- Information Pages – these have now been finalised for most of the Branch Libraries
- Library Subject Specialist list has been updated to reflect staff changes from 2013 and available on the MegaDisk Reference Services Coordination Group folder
- Reverse proxy Pathways – updated wording has been agreed to and will be changed by Mark to continue to assist users to access free internet resources via the Library catalogue and also meet secure access for resources paid for.
- Karen Visser and ANDS staff gave a brief presentation on Data Management and its relevance to reference services.
- Projects agreed for RSCG for 2014 include completing the Personal Library Service trial; moving all libraries to a single service desk model (no change for some branches and lots of change for other branches); develop a Terms of Reference for this Coordination Group when all changes to Coordination Groups implemented; re-visit reference statistics to ensure reporting is consistent with CAUL definitions.
- Personal Library Service trial phase 1 is just about to be completed. Final Closing email to those who participated in Phase 1 will be sent out end April. Trail Phase 2 will commence mid to late May and focus on newly enrolled PGs from 2014. The number of Library staff participating in Phase 2 will increase and Branch Managers will determine who within their areas will be included in the Trial Phase 2. Training for Library staff involved in Phase 2 to be delivered in May. Summary of the trial presented to CSU Students visit in April.

No RSCG meeting held in March 2014.

7.3 Circulation Coordination Group
April 2014 meeting
- Discussion of the procedures relating stand down staff, both shift swaps, and swaps with project work. Patricia Hood has distributed instructions, but a few points needed further clarification.
- Emeritus Professors & Emeritus Fellows receive full library privileges (A Category Borrower)
- General Members of the Emeritus Faculty (who are have not been awarded the honour of Emeritus Professor or Fellow) are to receive external privileges (C Category) as per current policy.
- There was general discussion about the revised Footwear Policy – and possible implications for shelvers & staff handling boxes and books. Marianna will raise the matter at a Library Managers meeting.
- Colour printing from IC Macs is still not working – for noting.

7.4 Information Literacy Co-ordination Group:
April 2014 meeting
- ANU Online: Sherry Lo will demonstrate Turnitin at the 5 May meeting
- Library Communications: Patrick Byrnes gave an update of Library communications activity and noted that the Communications team will begin promoting ILP activities again in April and May, as this had been successful at the start of semester. The team has also created an update of the Library opening hours to reflect staffed/unstaffed times.
- ILP news and updates: The group discussed a number of computer and ‘refresh’ issues, and provided a few shared tips. Candida outlined the training program for the midyear Introductory Academic Program and provided dates and some student numbers. It was noted that there will be a high number of Chinese students are coming this July as there will be changes to the length of the Masters program after that date.
- Future of ILCG: Heather attended the meeting to outline changes to the Library committee structures. It is likely that ILDC will cease to exist as a separate committee, but will be represented on RSCG. There was discussion of the usefulness of exchanging ideas and information via the existing e-mail distribution list and holding ad hoc meetings as needed.
- Resource demonstration: Cathy Burton demonstrated the new Web of Science platform, noting that Web of Knowledge is now known as Web of Science.

Part 3. 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
Review of self-check machines being used to issue short term loans:
- Discussed the paper “Review of self-check machines being used to issue short term loans” by Heather Jenks which had been circulated before the meeting. LSCC members supported all the recommendations in the paper – they were:

  • continues with the information campaign to ensure that users of the Short term loan collection understand that they need to issue the material to themselves, format permitting.
  • extends this self-service ethos into the other 3 libraries from the beginning of Semester 2.
  • investigate the feasibility of allowing renewals of the 2 hour short term loans on the self-check machines.

Actions

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<th>Agenda item</th>
<th>Action officer</th>
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<tr>
<td>2</td>
<td>Circulate draft terms of reference with changes – all members to review</td>
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<tr>
<td>6.3.10</td>
<td>Thanks to Patricia Hood for her work on stand down staffing issues</td>
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Next meeting
Next meeting of the Library Staff Consultative Committee will be held on Monday, 12th June 2014 in the Graneek Meeting Room, Chifley Building.