MEETING LIBRARY STAFF CONSULTATIVE COMMITTEE
MEET No. 4 2014

DATE/TIME Monday 11th August 2014 2pm
VENUE Graneek Room, Chifley Building

Part 1. Formal items
1. Minutes
   The minutes from the last meeting 12th June 2014 as circulated were accepted.

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

3. Attendance and apologies
   PRESENT
   Roxanne Missingham (Chair), Heather Jenks, Tracy Cunningham, Chris Harney, Barbara Avis, Louis Malaibe, Stephanie Dangerfield, Sally Haysom, Christine Bryan, David Gardiner, Emily Rutherford, Daniel Pask, Belinda Carriage, Katy Najafi

   APOLOGIES Doris Haltiner, Andrew Clucas, Fiona Nelson Campbell

Part 2. Reports and policy matters

4. Report from the Chair (Roxanne Missingham)
   4.1 24x7
   24/7 access request to the Library arose from student feedback. It has been discussed within the library and feedback sought from the ANU community. A brief has been prepared for Facilities and Services for opening level 2 Chifley Library 24x7 for a trial period over the study break and exam period this year.

   Meetu Sharma Saxena from Facilities and Services is managing this project. She is collaborating with ANU Security to ensure all security issues are addressed.

   4.2 Insync implementation:
   Top 5 areas for improvement opportunities derived from biannual Insync survey were:

   4.2.1 Opening hours: Covered in item 4.1
   4.2.2 Wi-Fi: University Librarian and Associate Director, Information Services have met with David Richardson and Mark Jackson on 11 August to discuss the study of WiFi coverage in the ANU Libraries.
   Assessment of reception and capacity of WiFi access will be finalised by 30th August. All levels including student and staff areas will be considered in this assessment process.

   4.2.3 Printing, scanning and photocopying facilities: Marianna Pikler participated in a meeting with ITS staff and an external expert on 29th July to go through printing problems. A paper on future directions will be prepared.
4.2.4 **Quiet place to study:** The problem reported about inappropriate noise level is predominantly for Chifley Library and Art & Music Library. Helena Zobec has redesigned furniture and study desks arrangements to help keep the noise level down.

4.2.5 **Computer availability:** Library is investigating the user needs and possibility of reconfiguration and improvement of options. Also 34 Library machines will be upgraded to proper information commons machines that will have all functionality.

### 4.3 Workforce planning and staff development

Library is undertaking three different activities in terms of workforce planning and staff development:

**4.3.1 Digital Skills:** There would be a couple of public lectures organized to develop digital skills and initiatives open to all staff to attend. MOOCs is the first topic in the list. Please suggest your preferred area in the industry and who you would like to present.

**4.3.2 ANU05 Rotation:** Library has proposed that staff at ANU05 level either fixed term or continuing will be able to take part in a rotation which will provide opportunities to further develop their knowledge and skills through working in different areas of ANU Library. An email calling expression of interest was sent to those who are eligible to apply on 6th August.

**4.3.3 Professional Development Scheme:** The University recognises that the contributions of highly skilled and dedicated professional staff are critical to the success and future of the University. These scholarships will support a range of career development programs and initiatives to advance the skills and knowledge of professional staff. Under the 2013-2016 ANU Enterprise Agreement, the University will offer 50 scholarships each year, of up to $2,500 in value, during the term of the Enterprise Agreement. More information can be found at: [Staff Development Portal](#).

### 4.4 Library Advisory Committee

Library Advisory Committee will meet generally twice per annum. The next meeting will be held on 26th August.

University Librarian will report on Library activities and plans including 24/7 access. More information about committee members and terms of references is available at: [Library Committees](#).

### 5. OH&S report (Heather Jenks)

First Aid Officers in the Library: Issues have arisen while reviewing the number of first aid officers and equipment in the Library:

1. Library has 14 first aid officers across the 5 Libraries and at Hume. 2x Level 3 officers located in Menzies and 12x Level 2 officers located in other libraries and Hume. According to Roy Schmid, WHS, based on ANU policy and guideline the Chifley Library only needs to have 3 First Aid officers.

2. Oxygen tanks and AED machines are required to be used by level 3 first aiders. The Menzies library already has an AED machine and oxygen tank and officers located within the Menzies building are certified as level 3 first aiders. The Hancock and Chifley also hold oxygen tanks but neither Library now has advanced first aiders.

Mindful of the University’s procedures and salaries expenditure in the 2014 budget, also of the cost of keeping equipment being checked on regular basis and considering the fact that ANU Security has a portable AED machine which fully first aid trained security guards can transport quickly to any part of the campus; recommendations were made:

1. the oxygen tanks in both the Hancock and Chifley libraries be removed which removes the necessity for the Library to have an additional 2 x Level 3 First Aid Officers
2. the Library fully comply with the ANU first aid procedures and have no more than 14 First Aid Officers for 2014 (note this exceeds the ANU’s requirements)
3. Library Management review the situation whenever a First Aid Officer needs to undertake recertification, resigns, goes on an extended period of leave or when a staff member applies for the allowance.

Roy Schmid, the Manager of the Work, Health and Safety Branch, Work Environment Group, has advised that the Library is rated as a low risk in relation to other parts of the campus.

**Action no1:** Roxanne and Heather to discuss the recommendations in Library Managers meeting and Library Executive meeting

**Action no2:** Human Resources to update the list of Library first aiders and send through the link

### 6. Reports from work areas

#### 6.1 Digital repository and E press (David Gardiner)
- ANU Press has published 4 books since last LSCC and another 5 books are in final stage of publication
- ANU Press workflow diagram will be available on Press website shortly. It will help whom intending to publish their works with ANU Press
- Currently are negotiating with an Indian company to convert a book to E-Book format
- Working on an open source E-Book checker and validator to edit E-Books after publication process
- Nausica Garcia Pinar will return from maternity leave on 9th September

#### 6.2 Archives and Records (Christine Bryan)
Archives:
- Archives is ready to move to the Birch building shortly
- Archives currently have two students placement form University of Canberra
- Treasure exhibitions which has been launched on 6th June will be on until 30 Sep 2014

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

##### 6.3.1 Art & Music: no representative on the meeting

##### 6.3.2 Chifley: (Tracey Cunningham)
- Ana Maria Manzano will shortly be going on maternity leave. Her last day is scheduled for 27 August
- John Muellner is retiring from ANU. His last day will be 27 August
- Jeanine van Kampen is working in Chifley as the Library’s first volunteer
- Chifley has carried a bit of unscheduled leave lately with the winter flus
- The heating issues in Chifley continue. It is currently being investigated by F&S in consultation with Roxane

##### 6.3.3 Menzies: (Daniel Pask)
- Mrs Friederike Schimmelpfennig has joined the Library in the position of Information Access Officer (Chinese, Japanese and Korean)
- Menzies hot water system is out of order. Rob is investigating the issue

##### 6.3.4 Hancock: (Barbara Avis)
- Hancock All staff meeting with Roxanne and Heather has been held on 25th July
- Checking out the 2hr reserve materials is now possible through self-check machines
- Level4,5,6 and part of level 1 in Hancock west will have new occupants from ITS team and ANDS will move to Menzies building

**NTEU report by Chris Harney:**
- Annual celebration of women in higher education will be held during Bluestocking week with a lunch on 15th August at University House
- The latest edition of ANU Intelligence is available at NTEU webpage covering some issues that are very important to individual staff at ANU, and others that affect the whole higher education sector like: Engaging staff without providing a contract is against the law, Bullying at ANU, Opposition grows to deregulation delusion ....etc.

University Consultative Committee report by Chris Harney:
- Tracy Chalk, ANU Marketing Director, presented ANU Gateway Project in the last meeting. The first release of Drupal will happen on November 2014 which will optimise server infrastructure, will provide easier content management, better reporting and will improve search.

6.3.5 Law: (Stephanie Dangerfield)
- Chris Harney is assisting the Law Library on the information desk

6.3.7 Information Literacy Program: (Emily Rutherford)
- Hans-Joerg Kraus is currently on 10 weeks leave.
- “Internet and Research” and “Digital Library” are two new ‘how to’ guides in progress
- After successfully applying for an OLT grant earlier in the year, Inger Mewburn is running a pilot program analysing the use of digital badges with Katie Freund from the CAP Digital Learning project and Emily Rutherford.

6.3.8 Library communications: (Sally Haysom)
- Library communication team is preparing to move to Drupal as a part of ANU Gateway project
- Nic Welbourn is working on ANU Press workflow diagram and covers E-View website has been sent to Marketing for final approval. It is hoped it will go live end of week.
- Patrick is currently working on timeline for Library website updates in 2014/15
- Sally is collaborating with ILP on the creative of new LibGuides
- Halloween Party for ANUSA and PARSA will be held in “The Tunnel” on Thursday 30th October

6.3.9 ANDS: (Roxanne Missingham)
- The Australian National Data Service (ANDS) and the Council of Australian University Librarians (CAUL) co-sponsored a national roundtable on ORCID on 29th July to:
  - reflect on the progress of ORCID internationally
  - share national perspectives on ORCID
  - discuss institutional views of ORCID adoption and
  - facilitate practical measures that can meet institutional needs

6.3.10 HR (Louis Malaibe)
- Patricia Hood returned from leave on 11th August and continue providing advices on stand down staff issues to the Library
- Library is working with HR to alien the SOE date to happen around the same date for all staff regardless of their commencing date with ANU Library

6.3.11 F&S TLC (Space Services): (Belinda Carriage)
- Meeting has been held between TLCSS and the new owner of Hume
- Alan Hopper works for TLCSS 11-2.30 every day
- TLCSS is organizing to move Archives materials to Birch building
- Investigating hot water system breakdown in Menzies

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

7.1 Reference Services Coordination Group provided by Helena Zobec

June 2014 Meeting
- Finalising I-Pages (sent you a recent email about this)
- Guideline to alert Library staff on the limitations of searching for eBooks in both the catalogue and SuperSearch published in LibKey
- InSync Survey top 10 gaps discussed at the meeting
- PLS Project progressing well with the aim to mainstream this service from 2015 depending on the outcome of the 2nd trial in 2014
- Subjects listed in the A-Z listing to be reviewed as some subjects not listed that should be (e.g. Zoology)

**July 2014 Meeting**
- Meeting of RSCG, ILCG, PLS, SuperSearch, LibGuides, Social media groups held to identify a single group to manage all these areas previously discussed at separate meetings
- New name is IACG as mutually agreed by the Group
- ToR, membership and future directions for the group currently being determined based on the discussion at the July meeting

**Summarised from the minutes of the following Coordination Groups -**

### 7.2 Circulation Coordination Group
- After-hours staff: Meeting held Tuesday 9 July lead by Heather Jenks to discuss the report on the trial of Sunday opening hours paper which has been circulated and is currently up for comment. An all stand down staff meeting has been scheduled for Wednesday 23rd July (Week 1, Semester 2) at 5pm.
- Document Delivery: Theses backlog, adding a page on website for external borrower’s for DocDel access and Interlibrary loan requests for rare books have been discussed.
- Fines paper currently out for consultation with PARSA and ANUSA. General policy on fines will go on website shortly.
- Mid-year requests for lockers were discussed and the group agreed that the process should be consistent across branches and recommended that Chifley allow yearly lockers to be assigned during non-Semester time. The group also discussed equitability of lockers going to postgrads first and came to the decision that postgraduate students were in greater need of the lockers due to the higher number of items they required to conduct their research
- Staff Registrations and Missing Book Cards have been discussed in the meeting as well

### 7.3 Collection Coordination group
The group discussed different issues on July 2014 meeting as follow:
- Access & Collections Budget
- Ebooks and Newspapers
- GNS and multi-fund databases
- GNS fund code and Z classifications
- Intouch alerting services
- Vendor visits and updates: Cambridge, JSTOR, Alexander Street Press, Intota (Proquest), EBSCO
- Free resources in Serials Solutions
- Rare books policy
- AV Material and DVD purchases

### 7.4 Technical Services Coordination Group
Matters discussed in the July meeting include the following:
- Holdings management in Libraries Australia
- SS Marc record loads and coverage load
- ERM
- Monograph claims and cancellation
- Procedures Project
- Contingency plan for posting and financial functions in case of system failure

**Part 3. Other business**

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

**Any other business**

Roxanne Missingham:
- University Senior Management group will meet this week to start budget preparation for the next year.

9. **Next meeting**

   Next meeting of the Library Staff Consultative Committee will be held on Monday, 13th October 2014 in the Graneek Meeting Room, Chifley Building.

**Action items:**

- **Action no1:** Roxanne Missingham and Heather Jenks to discuss the First Aid report recommendations in Library Managers meeting and Library Executive meeting
- **Action no2:** Human Resources to update the list of Library first aiders and send through the link