MINUTES

MEETING LIBRARY STAFF CONSULTATIVE COMMITTEE
MEET No. 5 2014

DATE/TIME Monday 13th October 2014 2pm
VENUE Graneek Room, Chifley Building

Part 1. Formal items
1. Minutes
The minutes from the last meeting 11th August 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, , Barbara Avis, Louis Malaibe, Stephanie Dangerfield, Sally Haysom, David Gardiner, Hans-Joerg Kraus, Emily Rutherford, Daniel Pask, Rob Carruthers, Andrew Clucas, Katy Najafi

APOLOGIES Doris Haltiner, Chris Harney, Christine Bryan, Fiona Nelson Campbell

Part 2. Reports and policy matters

4. Report from the Chair (Roxanne Missingham)
4.1 Library Staff Consultative Committee Membership
There is no change in the committee in terms of membership. A current list of members is available at: LSCC Current Members

4.2 Library Change management

4.2.1 Sunday Hours
The Change Management document for the new model of Sunday opening hours is waiting for the final approval by HR. It is hoped that this will be finalised shortly.

4.3 Library Advisory Committee first meeting held
Professor Jenny Corbett chaired the first meeting of Library Advisory Committee attended by the college’s representatives and the presidents of PARSA and ANUSA. The committee discussed the Terms of reference, Library Business Plan 2014, Library Report, Library surveys – client survey and reading surveys from postgraduates and academics and also 24x7 access to the Chifley library and Collection Development Policy. The first meeting minute is accessible at: Library Advisory Committee Minute No.1

4.4 Survey
4.4.1 Opening Hours
After the feedback from the ANU community and library staff the Library senior managers have been meeting with Facilities and Services to see if it is possible to achieve 24x7 access (through Cardex) for users to level 2 of Chifley Library. TLSCC is exploring whether
a trial would be possible in exam weeks this year and working through a range of issues for possible launch in early 2015.

4.4.2 Wireless access
CCNA has been engaged to review the wireless services in ANU Libraries and reported a summary of their finding and recommendations. The overall goal is to provide a comprehensive, long-lasting, wireless solution for the libraries that satisfies the needs and expectations of staff, students and system administrators. The University ICT Committee approved a project to significant improve wi-fi access in all libraries – in all areas – this week. Work should commence shortly.

4.4.3 Printing, scanning and photocopying facilities
Nicole Black - Associate Director, IT Service Management- reported that the print server has been replaced and other solutions to improve this system are being sought.

4.4.4 I can find a quiet place to study in the Library when I need to
The capacity of studying space at Level4 Chifley Library has been increased by installing more furniture and the Library is looking to make constructive changes to improve Level3 as well.

4.4.5 A computer is available when I need one
Library is working with TLCSS and ITS to obtain and install 9 additional computers in level 3 in Chifley Library. TLSCC is also undertaking a task to provide electricity power on all desks to make it possible for Library users to recharge their devices.

5. OH&S report (Heather Jenks)
- October is safety month. To see the different set of activities happening during the month click here
- The smoke free campus in 2015 was discussed at the last WHS meeting. There was also a debate on the use of electronic cigarettes on campus once the smoke free campus is in place.

6. Reports from work areas
6.1 Digital repository and E press (David Gardiner)
- The ANU Press has published 12 books since the last LSCC and also produced 1 E-View title
- The Press is publishing “Human Ecology Review” with the new format
- Nausica Garcia Pinar returned to work on 9th September and is working 3 days a week and Ivo Lovric started working with ANU Press 2 days a week.

6.2 Archives and Records (Roxanne Missingham)
Archives:
- Maggie Shapley and Sarah Lethbridge supervised a team of shelving construction workers who have completed the relocation of almost 25,000 boxes of archives. A total of 3 kilometres of records were removed from the upper level of the Acton Underhill building to enable the space to be developed for parking.
Records:
- As a key stakeholder in the ERMS project, University Records has provided feedback and advice to the ERMS Project Management Team on the design of the ERMS and the migration of legacy data. Library is also working closely with the new Training Manager Lyndall Heddle on the training program for future ERMS users.

6.3 Libraries (Branches – Art & Music, Chifley, Menzies, Hancock, Law)
6.3.1 Art & Music: no representative at the meeting
6.3.2 Chifley: (Tracey Cunningham)
- Ana Maria Manzano and her family welcomed baby Alicia Marie on 25th September. Everyone is doing well.
- Broderick Proeger has been appointed to act in Ana Maria’s position for 15 months
- Chifley is currently carrying a number of vacancies including the Library User Service Officer (Loan) and the Library User Service Officer (E-Reserve) positions.
Interviews will shortly commence for the 12 month contract for the 0.6 position in Chifley Loans. Staff in Chifley are ready for an approximate 250 ANU College students and 14 catalogue classes and tours that begin today and are scheduled over the next 2 weeks.

6.3.3 Menzies: (Daniel Pask)
- Mrs. Renata Dyer joined the Monograph Team as the Bibliographic Access Coordinator on 13th October 2014.
- Menzies Pink Ribbon event will be a special one dedicated to Lynda Bridges. Pink Ribbon Pot Luck Lunch & Pink Exchange will be held on Monday 27 October at 12.30pm Tearoom, Menzies Library.
- The LED lighting project has been completed in Menzies Library
- Toad Hall 40th anniversary exhibition was launched on Saturday 11th October

6.3.4 Hancock: (Barbara Avis)
- Marianna Pikler is engaged with the project of relocating ITS and ANDS which will affect Level 4, 5, 6 and part of level 1 in Hancock west.
- Compactuses will be installed in level 2 Hancock to ensure access to most of the monograph collection. This is an important part of the whole Hancock West project.

6.3.5 Law: (Stephanie Dangerfield)
- Thanks to Chris Harney and Anne Lahey for their continued assistance in the Law Library on the information desk
- Law has been holding one week training for LJE 6-10 October with 120 students participating
- Refurbishment project for the Law Library will commence soon

6.3.7 Information Literacy Program: (Hans-Joerg Kraus)
- EndNote update session for ANU Library IL staff was held on 13 October. The EndNote How to Guide will be updated due to the changes and upgrades
- Emily Rutherford is engaged on the Digital Badges project and she will be presenting at the ALIA Information Online 2015 Conference. She has also presented at the CAP Showcase on 18th September

6.3.8 Library communications: (Sally Haysom)
- The Library Communications team is preparing to hold Halloween Party for ANUSA and PARSA in “The Tunnel” on Thursday 30th October. 170 RSVP have been received so far and reservation will be closed shortly.
- The Communications team is currently mapping the Library website in readiness for its review later this year/early 2015. The Digital Collections, Open Access, and Digital Theses websites have already been mapped in readiness for their reviews.
- Focus groups are being arranged to collect feedback from users. The feedback from these sessions will help form the changes to the library website.

ACTION: Communications team to put Emily Rutherford’s CAP presentation on Library Website

6.3.9 ANDS: (Roxanne Missingham)
- The Australian National Data Service (ANDS) is running different projects and holding a set of webinars and events. The schedule is available on the ANDS website.

6.3.10 HR (Louis Malaibe)
- Service Improvement Group and Human Resources Division has successfully implemented the new recruitment online system. The new system, ANU Recruit, is an online portal which removes the need for paper-based forms through automated work-flows for the application, selection and offer processes. HR staff have received training in how to use the system and will support hiring managers in working through the new process and system.

6.3.11 F&S TLC (Space Services): (Rob Carruthers)
- Menzies LED lighting project has been finalised
- The project to move the Document Supply team to the Law Library will commence soon
- TLCS is preparing the room no. 207 in the Chifley Library level 2 for ANU Press staff
- TLSCC delivered more chairs and a table to Levels 3 & 4 of the Chifley Library

7. Library Coordination Groups. (Summarised from the minutes)

7.1 Reference Services Coordination Group
- No update available since the last meeting

7.2 Circulation Coordination Group
- The Fines Paper is sitting with Roxanne and Chris Grange.
- Alisha Nolan looked into the ACTUAL scheme regarding reciprocal access to CIT staff and students. Internal arrangements will be made to allow staff and postgrad access for CIT to ANU Library materials.
- CW will make changes to registration forms.
- A ProQuest package (option 2) will be purchased, this package contains approx. 30 E-books
- Document Delivery: Julie is investigating a change of mail supplier from Aust. Post to DHL.

7.3 Collection Coordination group
- ProQuest subscriptions currently have varying renewal dates and ProQuest has offered to standardize these. They have provided an “alignment price list”, which was distributed by Hongli. Subject to further discussion it was agreed in principle as it would be time saving.
- Vendor visits and updates: Elsevier presented GeoFacets, which is an overlay on Google Maps which indicates geologically significant places.

7.4 Technical Services Coordination Group
Matters discussed in the October meeting include the following:
- The process of extracting ANU branded Serials Solutions metadata from non-electronic format bibliographic records is still in–process. The Library is currently awaiting advice from ANBD staff that this process is finished and what their next steps are. EBook holdings on Libraries Australia with the NUC symbol ANU:ON are to be removed.
- Serials record loading is complete for July 2014; the August 2014 files for new & changed titles are loaded, with the deletion file pending. Monographs record file loads are up-to-date for September 2014 following a delay from Serials Solutions in preparing the files (files were released on 24.09.14 after being held over by SS from the 12.09.14)
- Lisa Bradley is to assist Hongli with getting our license records up to date
- Monograph claims and cancellation and also the Procedures Project were discussed

Part 3. Other business

8. Forum/Other business

Roxanne Missingham:
End of Year closure of the Library:
The Vice-Chancellor has confirmed that the University will be closed from Thursday 25 December 2014 until Thursday 1 January 2015, reopening on Friday 2 January 2015.
Because there are likely only to be a very small number of library patrons at the university on 2 January and it is likely that many staff will want to take leave, the ANU Libraries will be closed Thursday 25 December 2014 until Friday 2 January 2015, reopening on Monday 5th January.
All library staff members who would like to be absent from work on 2 January should talk to their supervisors and apply for leave.

Statements of Expectation:
Following discussion over the past year and advice from HR, the Library agreed to move to a calendar year timing cycle for SoEs. All SIS staff will receive a detailed email explaining what will change.
ANU05 rotation:
Three staff are participating in the rotation and they are currently being trained in their new roles.

9. Next meeting
   Next meeting of the Library Staff Consultative Committee will be held on Monday, 8th December 2014 in the Graneek Meeting Room, Chifley Building.

Action items:

   **Action no1:** Library Communications Team to put Emily Rutherford’s CAP Digital Badges presentation on Library Website
   **Action no2 (from the last meeting):** Human Resources to update the list of Library first aiders and send through the link.