MINUTES

LIBRARY STAFF CONSULTATIVE COMMITTEE

MEET No.

DATE/TIME Wednesday 4th December 2013 2pm
VENUE Graneek Room, Chifley Building

Part 1. Formal items

ITEM 1. Minutes
The minutes from the last meeting 10 October 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, Kathy Collier, Margaret Avard, Rob Carruthers, Tracy Cunningham, Carolyn Cody, Sally Haysom, Emily Rutherford, Chris Harney, Julie Arnold, Tran Le, Andrew Clucas, Katy Najafi

APOLOGIES
Toshio Takagi Nausica Garciapinar, Fiona Nelson Campbell, Doris Haltiner, Leslie Tow, Louis Malalbe, Cheryl Bowman

Part 2. Reports and policy matters

ITEM 4. Report from the Chair
4.1 Library achievements
Major achievements in 2013 for Library included
• Collections – significant donations acquired for Art & Music, NCIS collection added to the catalogue
• Cataloguing of the Barry Carr collection
• Commissioning the Unilinc report and completing 18 of the 49 recommendations listed by the end of November
• Adoption of recommendations from the pilot of extended hours in 2012
• System upgrades, replacement and implementation including implementation of ICA Atom for access to the Archive collections, the very successful Sierra upgrade, implementation of VDX and use of Dropbox for document supply,
• the wonderful new website
• the new how to guides have been a great success
• E Press has under great pressure and will produce over 60 titles this year
• a great range research outputs has been added to the repository.
Congratulations to all staff – the university has benefited from a wonderful set of services across all areas of the Library.

Heather Jenks also noted:

- Work on the single desk in Chifley - work commenced in November 2013 and will be completed in early February 2014
- Preparation work for the restructuring which will take place in 2014
- Personal Library Service- trial for post graduate students which is having great impact of awareness of the library and its services
- Preparation for the change to Sunday opening hours- trial to begin in February 2014
- Purchase of 7 self-check machines to ring in a fundamental change in the service model - moving towards a self-service ethos within the Library
- Working with and forging a relationship with the Research Training and Skills area
- Raising the visibility of the Library e.g. attending sessions in the halls of residence

4.2 ANU renewal/Budget solutions
- Discussion about ANU renewal is happening across the campus. Budgets for 2013 will be tight, with every area under scrutiny for savings. For the Library the Unilinc recommendations will assist in streamline processes, smoothing the workflows. We look to using technology, particularly the new systems, for efficiencies.
- Sunday hours in 2014: The Library will be piloting a different model of Sunday hours in semester 1 2014. We are continuing to work on the myriad of details related to the planned pilot for 2014. Following on from a meeting with affected staff the Library has emailed all of the affected hours staff about the next steps. The work of supervisors, Branch Managers, Heather and HR continues to be extremely valuable to ensure that we address all issues, particular accommodating staff needs.
- 23 library staff member have taken up the voluntary early retirement scheme (VERS). These Library staff have made an outstanding contribution over many years. We appreciate everything they have done in their service at ANU. The Library will be replacing a number of these positions. Discussions are occurring with individual branches to develop a new structure.

ITEM 5. OH&S report (Heather Jenks)

Heather attended the WHS Policy Committee meeting on 27th November:

- Len Tomlison, the Chair, announced that this would be his final meeting as he is retiring
- Risk management harmonisation: to note that Version 2 of the online OHS risk assessment system is undergoing acceptance testing by ITS.
- Review of Workers Compensation Claim: In a majority decision handed down on 30 October, the Court found an employer couldn’t be considered liable for “everything that occurs” at a place where it encourages a worker to be during an interval or interlude within an overall period of work.
- New Comcare Guides: Comcare released new guides on WHS consultation requirements during times of organisational change, and workplace mental health and wellbeing.
- Draft Model Codes of Practice: Safe Work Australia released the final version of the model Code of Practice on workplace traffic management, as well as four accompanying industry-specific guides. SWA also released for public comment a revised version of the draft Code on construction work, and published an updated version of the spray painting and powder coating Code.

ITEM 6. Reports from work areas
a. Digital repository and E press
Digital Collections 2013:
- 640 theses
- 324 publications
- 357 in "Research Collections"
- Mobile interface enabled
- Digital Collections represented at Student Services Forum September 2013
- Collaboration with RSD and Colleges to promote ARC/NHMRC revised requirements regarding research outputs
- Collaboration with AOASG to host ARC & NHMRC CEO’s at ANU for International Open Access Week 2013

E-Press:
- 63 titles will have been published this the end of the year
- Use includes E-view and E press titles downloads is around 1,440,313 in period of Jan-Sep 2013
- E Press name will change to ANU Press at the end of this year and there will be an official launch in February 2014

b. Archives and Records

- Preparing to move 3km of the Archives collection to the Birch Building.
- The University Archives and Noel Butlin Archives Centre reading room in the RG Menzies Building will close at 5:00pm Monday 16 December 2013 and reopen at 9:00am Thursday 2 January 2014. A limited reference service will be available for the period 17 – 24 December when Archives staff will be working in the repository. Please email butlin.archives@anu.edu.au or ring 6125 2219
- Adding more items to Archive online database and planning to be linked to Trove
- Digitizing audio tapes from Instructional Resources Unit (IRU) to add audio records to our digital collections
- Digitizing and adding 800 University Archives black and white photographs from Marketing and Communications area plus 2000 from the Noel Butlin collection which is from trade unions and company collections
- 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)
- Chifley renovations have begun and work will continue throughout December and January. Loans and IA have a temporary desk at the front of Chifley during the renovations. Loans staff have temporary office space in the Chifley Serials Room, 2.18 and 3.19. The front door is blocked off and a new temporary door has been installed on the right side of the building (when you are facing the front doors). The Chifley Fastlanes have been temporarily dismantled for the duration of the renovations. It is hoped that the new combined Loans and IA desk as well as revamped Loans area will be ready in very early February 2014. It is expected that the IT Consultants will remain in their current location. The Library website will keep users updated on progress with the building works.
- A number of Chifley staff have decided to take up the VERS opportunity – Patsy Sheather, Carolyn Cody, Carol Peterson and Jeanine van Kampen.
- IT consultant hours are 10-4 during the break. Their hours are not easy to find from Library website.
- At this stage ITS expect to have only 4 IT consultant next year

Menzies:
- The Menzies 50th anniversary celebrations won the SCARPA innovation award this week (Strategic Communications & Public Affairs) for the work on the Menzies 50th celebrations.
- Technical Services is focusing on the end of the year financial issues
- Amy Chan has returned from maternity leave
- Darrell Dorrington has been focused on the Confucius Foundation donation
- Rare books valuation is now under process

**Hancock:**

Chris Harney:
- NTEU final agreement is now send out to all staff by VC
- Reported on staff leave situation in Hancock: Leslie is on leave, Ying is going to maternity leave, Chris Harney is currently acting in Jacinta’s position till 9th Dec
- Samantha Jackson and Chris presented a Library Update Seminar on 28th November, at the Research School of Earth Sciences
- Erin and Chris have attended Library Technician Seminar
- 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](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 interest 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](http://hr.anu.edu.au/about-hr/university-staff-consultative-committee)

**Law:**

Julie Arnold:
- Technical Services is focusing on the end of the year financial issues
- Law helped out on the Chifley reserve project

**Procedure/guidelines:**

Kathy Collier:

The following procedures are up under “Documents” for consultation on the Library intranet:

- Library gift donation form (PDF, 170KB)
- Library gift procedure (PDF, 309KB)
- Library rush request procedures (PDF, 508KB)
- Library serial checking procedure (PDF, 332KB) Which should include green flag
- Library serials green flag (PDF, 91KB)
- Sources of bibliographic records: guidelines and procedure (PDF, 452KB)
- Posting procedure (PDF, 270KB)

And the following procedures are in process:
- Updating ANBD
- Claiming and cancellations of monographs

**d. Information Literacy Program:** *(Emily Rutherford)*

- “How To” guides are being compiled, which will include a guide for NVivo. NVivo How to Guide should be ready by January 2014
- Bibliometrics and citation tracking how to guide is now live
- ILP Website changes are planned for January 2014
e. Library communications: *(Sally Haysom)*
- Working with ILP team on different projects like Subject guides including Endnote, NVIVO and SuperSearch
- Working on daily updates of signs to help users during construction period at Chifley
- Patrick is working on E-View project
- Patrick and Mark are working on University Record website
- Preparing publications for O-Week 2014. There will be some major changes in O Week programs which will potentially affect library discovery tours.

f. ANDS: *(Tran Le)*
- ANDS has been funded through to 2015
- ANDS is recruiting for two position
- We had 2000 attendees to our webinars, 200,000 page views and 55000 views on our Youtube channels
- These universities have successfully completed the ANDS-funded project: The University of Southern Queensland, The University of Western Australia, The Systems Biology Initiative at the University of New South Wales, Macquarie University and James Cook University.

g. HR
- Please submit your pending leave applications before the end of the year
- One percent increase on salary will be paid on 19th Dec backdated 1st July 2013

h. F&S TLC (Space Services): *(Rob Carruthers)*
- TLSCC moved to Innovations Building # 124, contact phone and email are remained as before
- Menzies ramp has been fixed and the stairs are being worked on
- Chifley single service point project has started
- Fumigation this year will be carried out on Friday 27th December 2013. The chemical to be used is Pestigas (Pyrethrum) and the application method is atomised mist.
- Planning to move Archives to Birch Building
- Rob has advised that all personal electronic items with Australian Standard Marking don’t need to be tagged and can be plugged in without testing.
- Replacement of Chifley’s number 1 lift will be finalised in two weeks, then work will begin on upgrading lift number 2.

**ITEM 7. Library Coordination Groups.**

a) **Circulation Coordination Group**
The Circulation group have discussed:
1. Document Supply Services : DSS workflow/VDX tasks, Dropbox, scanners and theses
2. Clarification re e-reserve processing
3. Sierra settings
4. Graduations list 2013
5. New self-check machines
6. Update required re meeting with HR regarding pay input/spreadsheet
7. Sunday Hours proposal

b) **Collection Coordination Group**
Highlights form CCG:
1. Collection Development Policy
2. SerialsSolutions coverage loads
3. Ebsco eBooks subscription collection
4. Ebsco ebook consortia offer
5. ERM record additions and maintenance
6. Vendor visits (predominantly about ebooks)
7. APA FT, ProQuest, Springer, DA
8. Access & Collections Budget 2013

c) Technical Services Coordination Group

TSCG is currently discussing:
1. Holding management in Libraries Australia
2. RDA Status update
3. SS Marc record loads and coverage load
4. 2013 projects:
   ERM,
   Monograph claims and cancellations
5. Procedures under:
   Rare books
   Monograph claims
   Monograph orders
   Rush orders

d) Information Literacy Co-ordination Group:

ILP News/Update

International students ILP sessions to commence on 13 January 2014. IAP Library Trainers will meet with Crawford Academic Advisors on 5 Dec 10am to discuss assignments and how we can help with search strategies - also where do the students stand in regards to EndNote or Zotero and how to do your bibliography if not using either product. Student feedback indicates that training is required.

Learn How will be online only in 2014.
• How To guides are being compiled, which will include a guide for NVivo. NVivo How to Guide should be ready by January 2014
• Bibliometrics and citation tracking LibGuide is now live. Please review and send feedback to Emily

The Information Literacy Program will be updating all required training materials to be ready for the start of the Introductory Academic Program (IAP) on 8 January. Others should be ready by the beginning of semester 1 2014.

ILP Website changes are planned for January 2014. Current pages are very long, so looking to summarise content.

Library Communications Team, News & Updates

• Finding Journals subject guide has now been finalised
• Open Access Panel Discussion was held on Wednesday 16 October Helmore Theatre.

Menzies Library Basement Tour Halloween Party was hosted by Roxanne on 31 October in the Menzies basement and tea room

Publications for 2014 are being finalized

Currently assisting with signage and communications for the Chifley foyer refurbishment.

Working on our publications and promotions for O Week 2014.

'Keep calm and ask a Librarian' bags have been ordered and will arrive in January

Current publications scheduled for 2014 include: ANU Library brochure, feedback postcards, Library bookmark, Discovery Sessions flyer, Online Training brochure

New Library floor plans are being developed for each branch. Nic will be in touch with branch managers to review

Now maintaining the Info Screens scheduling
ANU Online Update

- Upgrade of Moodle is going ahead Mon 9 Dec and Tues 10 Dec 2013. A lot of testing has been undertaken and a few small cosmetic issues have been noted. These will not affect the operation of Wattle and the team has determined that they can be fixed after the upgrade.
  - Drag and drop is now an option for uploading files. Can still upload in same way as previous if desired.
  - There is a new assignment type and it is able to be changed once created. The old one will be phased out over time.
  - Better blind marking.
  - Has been tested on IC machines.
- Turn it In is also being piloted, with workshops next week. Enterprise roll out of Turn it In planned for semester 2, 2014.
- Wattle name is being phased out, will all be ANU online with each system probably known by proprietary names.
- Echo 360 will replace DLD.
- Library Communications and Chris Blackall (ANU Online) have produced pamphlet to advertise the upgrade for lecturers. The lecturer and student guide is online.
- Crawford School is moving to online assessment so will need some assistance

Other information

The ANU Workspace project (http://itservices.anu.edu.au/projects/updates/anu-workspace/index.php) intends an upgrade to current software applications, including Windows 8, Office 2013 and EndNote X7, by January 2014. This will affect all ANU computers.
- Arvind Kalia is retiring at the end of 2013, so the December meeting was his last ILCG.

e) Reference Coordination Group

- The evaluation of the 1st phase of the Trial for the PLS. Hoping to write this up before Xmas and make it available via the usual folder for RSCG
- SuperSearch 2.0 went live last Friday

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

Roxanne:
We have two replacement members for the LSCC: Cheryl Bowman is being replaced by Julie Arnold and Andrew Clucas is replacing Carolyn Cody.
Tracey Cunningham renominated from Chifley Library.

ITEM 10. Next meeting

Next meeting of the Library Staff Consultative Committee will be held on Monday, 10th February 2014 in the Graneek Meeting Room, Chifley Building.