



MINUTES

MEETING **SIS All Staff Meeting**

MEET No. **1 2014**

DATE/TIME **Tuesday 1st July 2014 11 am**

VENUE **Manning Clark Centre Theatre 5**

1. Welcome

2. Reports:

a. University Librarian – Roxanne Missingham

Library Advisory Committee (includes Library and Archives): The Library has reviews its advisory committees and will establish a single advisory committee. The 2012 Administrative review recommended establishing a University wide Library Committee. After consultation it is timely to move to implement this recommendation. Library committees have steadily changed over time at ANU – we started with one created in 1964 by Mr J.J. Graneek, moved to 3 subject based ones in 1982 and by 2012 had 5 committees with 8 subcommittees.

A nomination from each college (with an additional representative from a college to represent use of the Archives) is sought by 21 June 2014.

Purchasing will continue to be undertaken with feedback from academic staff to ensure that the collection grows to best meets the university's needs.

Stocktake: A draft guideline has been developed with assistance from Finance and Business Services on the collection stocktake. There is to be a 1.5% sample survey of the Library and Archives collections including only items considered to be assets. For the Library this includes the Rare Books collection and 1 off purchases over \$20000.

Book scanner: The process of purchasing a scanner for the digitisation of books is underway. The budget has been approved under University's Major Equipment grants. All the digitised material will be available through Digital Repository.

The Scanner will be located in Printery.

b. Library – Heather Jenks

Single Service Desk:

All libraries are now offering services from a single service desk.

Chifley foyer upgrade resulted in a change to the entrance air lock. This is not working as well as expected and the air temperature in the foyer of the Chifley Library is cooler than expected.

There are still some unresolved issues with the service desks in both the Hancock and the Menzies libraries. We will continue to work through these issues.

UniLinc:

27 of the 49 recommendations have been resolved. Many of the outstanding recommendations are linked to 2,3 or more recommendations and we need to work through a number of items before we are able to make the required changes. A further meeting to review the recommendations will be held soon.

Staffing:

Congratulations to Julie Arnold who was appointed to the Document Delivery Coordinators position in May.

Menzies Library is eagerly awaiting the arrival of Friederike Schimmelpfennig at the beginning of August.

Some vacancies that are about to be advertised include an ANU06/7 position in the Metadata Services team and 2 vacant ANU05 positions one in the Law Library and the other in the Menzies Library.

How to Guides:

Library staff are continuing to produce "How to" guides, these are a source of online information for that students and academics. Roxanne and Heather meet recently with the ACT School Librarians group and resources demonstrated included the LibGuides and the How to guides.

Report on the Sunday opening hours trial

This report is available on the Library intranet, meetings with the Stand down staff and their Supervisors will take place in the next couple of weeks. The recent Insync survey had a question inserted into that requested feedback on the Sunday opening hours, the majority of the feedback was overwhelmingly supportive, and asked for longer Sunday opening hours.

ANUSA/PARSA:

One of the outcomes from the February, 2014 planning meeting was to re-establish regular meetings with ANUSA and PARS representatives. One meeting has been held and it was agreed to schedule the meetings every 6 weeks.

GNS fund

Changes are coming to the GNS fund; it is going to be used as the budget code for all databases that are split between different allocation codes. CML's will still have the responsibility for deciding on the value of content and if the database is to be renewed or not, the funding will come from this one code. This will require some setting up processes, and transfer of existing database funding from the different allocations into GNS.

c. Archives & Records – Maggie Shapley

Records: The Electronic Records Management System will be implemented in late 2014. It will affect everyone in the Library as we all create records and now Library is moving towards filing them electronically rather than creating paper files.

Training will commence with Records staff undertaking the first sessions in October 2014.

The Central Records area is undergoing a change management process. The number of staff will be reduced as a consequence of automation and changing needs.

All current staff and student files will be digitised shortly so that the information on the files is available in the Electronic Records Management System ed.

Archives: The launch of the ANU Archives database by David Fricker -National Archives of Australia's Director-General- held on 6th June 2014 was a great success. Currently 40% of the items are listed on the database.

Thanks to all Archives staff for their contributions and a special thanks to Sarah Lethbridge for demonstrating the new database and also to Helen Hopper for preparing the exhibition.

d. E Press – Lorena Kanellopoulos

Staffing:

New Staff Member at the Press – David Gardiner the new Information Editor at the Press, he commenced the beginning of May.

Shaleha Khanam is with us until early September she is currently the Publishing Office at the Press

Nausica Pinar on maternity leave until 2 September 2014.

The Office still has 5 staff – which equates to 4.5 FTE

Statistics:

So far we have 510 books in our catalogue

We have published 11 ANU Press Titles and 1 ANU eText epub

ANU Press:

ANU Press downloads for 2013 – 910,481

Australia 31%, USA 15.6%, UK, 5.2%, Canada 2.8%, Germany 1.5%, India 3.9%, China 4.8%, Indonesia 2.5%,

ANU Press downloads :for 2014 up until end of May – 218,580

So far this year – our visitors range from:

Australia 24%, USA 20%, China 6%, UK 4.6%, Ukraine 3.5%, Germany 2.4%, India 2.2%, Indonesia 2%, Iceland 2%, Canada 2%,

ANU eView:

ANU eView for 2013 – 113,123

Australia 26%, USA 18.7%, India 5.2%, CHINA 3%, Canada 2.8%, UK 9.1%

ANU eView for 2014 - 49273

Australia 21%, USA 22.9%, Canada 2.9%, UK 10.6%, India 4.2%, China 2.9%

ANU eText:

ANU eText: The joy of Sanskrit has been up for 3 months: 248 downloads

China 44.5%, Australia 15.5%, UK 20%, USA 7.7%, India 6.4%, Germany 3.3%

POD Sales:

2013 – 5083

2014 so far - 3231

2013 books published by presses:

ANU Press – 47 Open Access books (fully-peered viewed) and 5 eView books and 11 Journal articles
 University of Sydney – 16 Books - of the 16, 3 open access books – 3 Staff
 Adelaide – 24 Open Access books – 1 staff and subcontracts
 Monash – 11 open access books – 5 staff

Demographic information:

Top 10 books for ANU Press 2013

Black Words White Page	25532
Security and Privacy	14483
Interpreting Chekhov	14148
Volume 33	14039
Public Policy	13464
Shaping a Nation	13436
State and Society in Papua New Guinea	10383
The Military and Democracy in Asia and the Pacific	10031
Performance Measurement, Reporting, Obstacles and Accountability	10016
Volume 34	9197

Top 10 books for ANU Press 2014:

The Curious Country	6064
Security and Privacy	4189
Volume 33	3570
Black Words White Page	2956
Dictionary of World Biography	2926
State and Society in Papua New Guinea	2344
Black Gold	2313
Interpreting Chekhov	2256
Fire Mountains of the Islands	2103
Volume 36	2085

Top 5 books for ANU eView 2013:

Cross-sections, The Bruce Hall Academic Journal - Volume I, 2005	16798
Cross-sections, The Bruce Hall Academic Journal - Volume VI, 2010	11324
Cross-sections, The Bruce Hall Academic Journal - Volume V, 2009	9218
Cross-sections, The Bruce Hall Academic Journal - Volume II, 2006	7499
Cross-sections, The Bruce Hall Academic Journal - Volume III, 2007	6890

Top 5 books for ANU eView 2014:

Cross-sections, The Bruce Hall Academic Journal - Volume I, 2005	7602
Cross-sections, The Bruce Hall Academic Journal - Volume VI, 2010	4308
Cross-sections, The Bruce Hall Academic Journal - Volume II, 2006	3897
Cross-sections, The Bruce Hall Academic Journal - Volume V, 2009	3212
Burgmann Journal, issue 2, 2013	3176

Other projects:

- Publication Subsidy Round one closed yesterday, we received 9 applications

- CAUL Library Publishing Advisory Committee is full stream ahead with their 2015 Symposium which will be held here at the ANU from 17-19 March 2015, International Speakers are: Randy Kiefer Executive Director CLOCKSS, Sarah Lippincott from Educopia Institute she's the Program Manager for Library Publishing Coalition, maybe for Charles Watkinson and Kevin Hawkins Director of Library Publishing at the University of North Texas. Domestic Speakers: Aiden Byrne, Adam Shoemaker. Call for papers is up on the website - <http://universitypublishingsymposium.wordpress.com> This will close 31 July 2014. So far our sponsors are Sage and CSIRO
- Signed an agreement with CLOCKSS to archive our books
- Signed agreements with JSTOR, OPEN, Directory of Open Access Books, Amazon, Knowledge Unlatched, Google Scholar and Book Search, NLA, legal deposit through PANDORA, all out titles are found on Trove, WorldCat, Libraries Australia
- At least another 3 eTexts will be published this year
- Name change from ANU ePress to ANU Press – celebration was held on 3 March at the event we also celebrated the 500 title and 10 years of the press

Digital Repository

The ANU repository Digital Collections currently holds in total 10,378 items.

Of this figure, there are currently 6274 items in the ANU Research Collection (927 of these are open access theses), and 4104 items in the Research Collections (material from Archives/Library).

In March this year, the milestone of the 6000th item deposited in the ANU Research Collection was reached.

April this year saw Jenny Sinn join the repository team on a permanent part-time basis. The Consolidate Repositories Project continues, which aims to consolidate a number of research outputs repositories at ANU into a single system.

Digital Collections has a new IT support team, who are working to address instability issues and upgrade the current software.

Repository staff, continue to support ANU researchers with copyright and open access advice.

3. Insync and Tenopir Surveys – Roxanne Missingham

Copyright survey: Electronic use: Australian National University has been selected as one of eight higher education institutions to participate in monitoring in 2014 - 2015. The monitoring period is scheduled for 9 June 2014 through to 31 August 2014 (12 weeks).

Monitoring of the university will involve monitoring of electronic copying and communication of published material only (no monitoring of photocopying will occur).

Material that is copied and/or communicated in electronic form will be measured by the EUS.

Under the Electronic Use System, the university's activities will be monitored at "Centres". The term "Centre" refers to any area of the university, whether administrative or departmental, which is providing (amongst other things) a central resource or facility for the electronic copying and communication, in reliance on Part VB, of copyright material for all or any part of the university.

Thanks to Alisha for her work.

Insync Survey: An overall score of 74.4% was achieved.

The top 5 on the performance list were:

- Library staff are approachable and helpful
- Library staff provide accurate answers to my enquiries
- When I am away from campus I can access the Library resources and services I need
- Online resources (e.g. ejournals, databases, ebooks) meet my learning/research needs
- Information resources located in the Library (e.g. books, journals, DVDs) meet my learning and research needs

The top 5 for improvement opportunities were:

- Opening hours meet my needs (gap score = 1.98)
- I can get wireless access in Library when I need to (gap score = 1.78)
- Printing, scanning and photocopying facilities in the Library meet my needs (gap score = 1.67)
- I can find a quiet place to study in the Library when I need to (gap score = 1.59)
- A computer is available when I need one (gap score = 1.59)

Many comments focused on wifi (negatively) and the need for 24 hours access. Over the coming month an action plan to address the issues identified through the report will be developed

Tenopir study (postgraduates): The report findings included:

Sixty-four percent of article readings by Australian National postgraduate students are obtained from a library subscription and all obtained through the library are from electronic collections.

Postgraduate students obtain books (42%) more often from the library than they purchase them, and 25% of those obtained through the library are e-books.

The majority of article and book readings are related to postgraduate students' theses/dissertations. Other publications are read a thesis or dissertation or for personal interest.

Comments highlighted the importance of electronic resources (for example I download 95% or more articles online) and the importance of the library in making their work more productive.

Tenopir study (academics): The report findings included:

Half (53%) of article readings by Australian National University academic staff respondents are obtained from a library subscription, and 94% of those obtained through the library are from electronic collections.

Academic staff who published 5-10 items in the last two years read the most books and other publications.

Academic staff obtain books from the library more often than they purchase them.

The majority of article and book readings are for the principle purposes of research and writing; other publications are read more for current awareness and research.

4. Work Health and Safety – Heather Jenks

Occupational Health and Safety is now called Work Health and Safety (WHS).

Heather is the Library representative on the WHS Policy Committee, which is currently looking at its terms of reference.

A WHS issue currently being looked into at the moment is the number of First Aid Officers in the libraries – do we have them in the right place and what level of First Aid Officer is require? Heather is writing a paper on this issue for the next Library Staff Consultative Committee meeting.

Incident reports

The Library has a number of incident reports in with the WHS Unit at the moment and the Library has a number of staff on graduated return to Work programmes.

Footwear Policy

Roxanne has completed a draft risk analysis for ohs for the Library. There were two issues identified – footwear and working in Underhill/Hume. Awaiting feedback from WHS.

5. Any other business

24x7:

The discussion paper was developed, thanks to many staff who assisted
Feedback being sought from ANU community
Strong desire from students

Fines:

2014 review of ANU Statutes, Rules and Orders initiate by Chancellor

Fines paper from Circ CG February 2014

Issue – unavailability of material to students due to some not returning material in time

What do others charge? University of Sydney minimum lost item charge is \$320.00. NLA charge for each lost item is \$300.00, includes a \$150 non-refundable administrative fee.

Proposal to be discussed with Library Advisory Committee

Changing Expectations/Environment:

Support for research and research data

New skills – draft workforce plan

Open access – new ANU policy and procedures, new expectations from funders

Financial pressures will continue

IARU Librarians meeting held 23th -27th June

Next Meeting:

Tuesday 2 September 11-12 am – Venue to be confirmed after Semester 2 timetable is finalised