



# MINUTES

MEETING **SIS All Staff Meeting**  
MEET No. **3 2014**  
DATE/TIME **Tuesday 2<sup>ND</sup> December 2014 10:30 am**  
VENUE **Sparke Helmore, Fellows Road Law Theatre 1**

## 1. Welcome

## 2. Presentation:

**The digital revolution: ANU Electronic Records Management System – Maggie Shapley, Association Director, Records and Archives.**

The Electronic Records Management System is being implemented and this will continue over the next few years. It will affect everyone in the University. All records have been created and now the Library is moving towards electronic storage rather than paper files. This will mean the end to shared drives on the MEGA DISC and changes to email.

Here is the presentation:

<Z:\Minutes\SIS All Staff\Minutes\ERMS - SIS all staff meeting.pdf>

Congratulation to Archives Team who won the VC Award.

## 3. Reports:

### A. University Librarian – Roxanne Missingham

- Library Business Plan – major objectives have all been achieved
- Archives Collections – Halloween Party in the tunnel was well received by the ANU students and staff that attended.
- Special Collections –
  - o Rare books donation from the Mathematics Department
  - o John Evelyn's publication *Sylva, or a Discourse on Forest Trees* displayed in Hancock Library after being donated by John Dargavel.
- Electronic Collections are being used – 11 to 1 compared print collection

### Excellence in Education

- Chifley Library renovations completed. Law Library future renovations and move of Document Supply Service from Menzies Library to Law Library in the next year.
- The 24/7 opening of Chifley Library over the examination period. Over 13,000 students used the service and really appreciated the opportunity.
- Wireless upgrade in Chifley Library has been completed. Hancock, Law and Art/Music Libraries should be complete by Christmas and Menzies Library potentially has some issues and should be completed in the New Year.
- New University Library Advisory Committee is now operating

- Australian Publishers Association held an event “Access to Australian research” challenges in a digital age, particularly open access
- UniLinc Report recommendations concluded.
- Digital Collections – Anne Lahey has led a vast increase in content
- Archives achieved a VC Staff Award

## **B. Library – Heather Jenks**

### **Workplace and Health HS (formally OHS) Committee - Meeting 24 November- changes in policies.**

- 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 role and at the name of the committee.
- A WHS issue currently being looked into is no smoking on campus with several models including one which would exclude University House and some student residences as being areas where people are allowed to smoke. At the moment a non-smoking policy is already in place when staff and students are on field work and this includes when they are travelling in cars.
- 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.

### **Opening Hours**

- Success of pilot 24/7 opening of Chifley Library over the examination period was well received by the students with only a few problems. In 2015 work should be completed to allow for 24x7 access to Chifley level 2.
- There have been a number of new electronic resources added to the ANU Library’s Collection.
- Work flow changes because of new technology
  - o New Software – Serials complete
  - o Monographs –invoicing to follow.
- ANU Library bibliographic records are missing from Libraries Australia, This needs to be addressed as it makes it hard for Document Supply because other libraries can’t see our holdings.
- There has been a reduction in Library staffing because of the Voluntary Early Retirement scheme and the staff freeze. This has meant changes in policy and procedures were required plus changes in the coordination groups.

### **INSYNC Survey**

- Sunday hours, students have responded favourably to having a Library open on a weekend morning – Sunday.

### **Year of year function**

- Will be on Friday 5<sup>th</sup> December in the China and the World Centre from 3.00pm to 5:00pm.
- Tickets for the raffle are still available.
- Thank you to the organising committee, especially Helena Zobec for her great leadership of the team

### **How to Guide and Libguides**

- These are on hold because of changes in the template in the latest upgrade needs new procedures to be developed.

### **C. Archives & Records – Maggie Shapley**

- Records team has gone from 8 to 5 staff.
- Testing the system
- Archives had moved 22,000 boxes (3 kms) from Underhill to Birch
- The Electronic Records Management System is being implemented over the next few years. It will affect everyone in the Library. All create records and now Library is moving towards electronically storage rather than paper files. There will be training.
- 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 (ERMS).
- Staffs are asked to clean up their emails and shared drives in preparation for the changeover to ERMS.
- Thanks to all Archives staff for their contributions.

### **D. ANU Press (formally E-Press) – Lorena Kanellopoulos**

- Two staff have resigned
- Stephanie in October and Beth is leaving on 24 December
- One new staff member has started – Helen
- This year 46 new titles have been published plus 6 more before the end of the year.
- Workflow help from Nick
- There are now 25 Chairs
- 80 titles are planned for next year
- E-books – Vietnam – 2 books
- There are now over 600 books in the catalogue
- Contributors are not only from Australia but also other countries.

### **E. ANDS (Australian National Data Service)– Karen Visser**

A federally funded project whose partners are Monash University, Australian National University and CSIRO <http://www.ands.org.au/>

ANDS have moved 101 Liversidge Street, Action ACT 2601 (previously known as 9 Liversidge)

- Open Research data
- Papers are linking to Research Data eg. Nature
- Funds is demanding proof from of research because it is Tax payers dollars
- Libraries have an important role as they are the being asked for research data support
- PhD are starting with Research Data and building there topics
- Seminars
- Webinars

- There are 358 Data Librarians

#### **4. Other Business:**

##### **Budget:**

- Staff Rotations
- Chris Grange Staff Forums
- High Education charges in Parliament - legislation not expected to pass through the Senate

It was agreed that this all staff forum is valued by staff and will continue in its present form of quarterly meetings.

Staff suggested that the fortnightly newsletter is useful and should continue.

##### **Next Meeting:**

Time and Date to be advised.