

# Minutes

## Divisional Staff Meeting

DATE / TIME 24 July 2017, 10.30am

VENUE McDonald Room, Menzies Library

### 1. Welcome and acknowledgement to country

### 2. Reports

#### a) University Librarian

- 6 months statistics – thank you for your work
- Recognition of ANU Press with number of downloads doubling – strong demand for the Repository; and welcome their new marketing officer Kimberley Gaal.
- 14 % increase in usage of library physical spaces – students are now invading every available space;
  - Queensland based consultancy company is underway external review of Library and Archive space for which Heather has been collecting statistics. They will be onsite in mid-August. Project manager is Meetu Sharma Saxena.
- 24/7 – Chifley Level 3 – was not completed on time and could have been better managed – it has made a positive difference for the students.
- Copyright - Revised legislation comes into effect 1 Jan 2018. Changes impacting the University/library include:
  - past online exams will be able to be made available;
  - Streamlining of the Part VB
  - Small step forward on fair use
  - One issue not resolved is Safe Harbour Schemes
- Education Committee is considering splitting into 2 committees. One to manage educational access and the other to review administrative matters.
- ANU Strategic Plan has focal points including: multi-disciplinary education; Global challenges; and establishing a Public Policy Institute – (position currently advertised) – seeking project proposals by video.
- Library Workforce Plan
  - Employee statistic have little change since previous plan.
  - Big challenge is to evolve skills to support services in the digital age
  - Symposium – 8<sup>th</sup> September, Theatre 1 Hedley Bull. – Opening speaker is Genevieve Bell – please send submissions for your presentations.

## **b) University Archivist**

- Welcome new staff – Louise Mayoh (Archive Assistant), and note that Greg Bell is now working at ALIA.
- Records are revising ERMS training – Myth busting; targeting needs; and Visitors and Honorary Appointments now have a new term in the Business Classification Scheme.
- FOI policy and procedures are progressing through consultation processes.
- Digitisation process going well:- Trade Union minute books underway; Toothy launch is in October with 2800 NSW hotels to be plotted in a geo-spatial website interface; and more.
- Next exhibition for Menzies foyer: Pacific Navigation curated by Christine Bryan – Mid-August
- Versions of past exhibitions are progressively going online at: <http://archives.anu.edu.au/exhibitions> – using a template.
- If you are an ALIA member there is a tour of the repository 4.30 Wednesday 26<sup>th</sup>.
- This year's Archives Lecture by Dr Shino Konishi is 16<sup>th</sup> October – Chief Investigator for ARC project to increase the number of biographies for Indigenous Australians in the Australian Dictionary of Biography.

## **c) Associate Director, Library Services**

- Welcome to SIS Facilities and the many other staff changes within the branches.
- Projects:
  - Deselection going well in Chifley, Hancock and Law with Law hoping for new seating now there are less shelves.
  - ILP have updated training documents and put them on line; SPOC Module 1 and 2 online, with more Modules coming soon.
  - Lib-guides template has been updated.
  - BONUS+ is live and going well. Busiest month March with 550 out and 200 in – Lending higher volume than other BONUS+ sites than borrowing.
  - Serial Renewals are underway. Review for usage/cost/return on investment /or cancellation.
  - Digital Delivery: - Training is moving online, as part of this development of the SPOC is well underway.
  - Quarterly Statistics:- these are important and undergoing review
    - CAUL Statistics for 2016 submitted Apr/May – sets benchmark against other universities.

- Digital Squad – Thank you: Working hard on rare books collection. Note: **Compactus in Rare Books room is awaiting repairs please be very careful when down there.**
  - Two staff development scholarships from library staff were successful. Rebecca Barber and Heather Gianquitto. If you are interested in applying for a scholarship please see schedule for cut-off dates.
  - Chifley and Union Court
    - Heather and Meredith are ‘really’ enjoying the meetings, and there is now more information and they will continue to keep us informed.
    - Work has started on the ramp access to Chifley Library.
    - Hoardings are up, but are not fully cutting off delivery access until the ramp is complete.
    - Delivery van for SIS Facilities has been ordered and an electric vehicle is also needed for use on the ramp.
  - Hancock – 24/7 funding is being gathered and will hopefully be available in 2018.
  - Chifley 24/7 – Level 3 – All furniture is now in place. The area has become very quiet, but we have issues with hot food and sleeping students.
  - WHS – New incident reporting system, Figtree, has been running since July 1. The online Pulse training will come soon.
- d) Manager, ANU Press
- 28 titles published so far in 2017 – 27 print, 1 e-view, with 14 more in production and 20 expected before the 2017 deadline next month.
    - Emily attended the Conference of Universities Presses with useful workshops including discussion on new technologies. ANU largest producer.
  - Staff changes with new marketing manager Kimberley Gaal arriving and new administration Laura Banks.
  - Advisory committee met in June suggesting several recommendations for the future. The next meeting will be in November.
  - Orcid ID and DOI’s being added.
  - Marketing are redeveloping the website to make it more attractive and functional.
- e) Sarah Lethbridge – Staff End of Year Event
- Thank you to all staff for efforts so far.
  - Chocolates fund raising – please remind students and staff that the chocolates are not FREE – remember this is going towards your party.
  - All volunteers to help to organise arrangements is welcome, please contact Sarah.

- Aiming for early in December – considering something like Cocktails and Mocktails Party.

### **3. Library coordination groups and projects - RM**

- f) Committees are due for review as it has been 2 years since the last reorganisation.
- Looking to change to a multi-level community of best practice model with less formal meetings and email based discussions. Margaret will manage the email lists.
  - Part of the reasoning behind the reorganisation of the committee is because there some initiatives and projects raised as part of the Library Plan were multi-faceted and did not fit under a single committee.
  - Propose trialling a pragmatic approach where ideas are pitched to the Library Managers committee – some suggestions so far.
    - Open educational resources (currently listed in the Business Plan)
    - Micromasters and implications for library collection access and support
    - Mobile device delivery/access
    - Overview of the collection purchasing profile
    - Spine labels (work has already occurred)
    - Virtual tour

### **4. Presentation: Union Court Development**

Robert Hitchcock gave a presentation on where the project is currently up to, followed by a question and answer session. Several staff asked questions primarily around Chifley access. (See section above). For further information here is the [website link](#).

### **5. Any other business**