



# Minutes

## Library Staff Consultative Committee

MEETING NO.	3/2024
DATE / TIME	Tuesday 11 <sup>th</sup> June 2024 2-3.30pm
VENUE	Graneek Room and Zoom
ATTENDING	Tom Foley - Chair Bee Shumway Candida Spence Joshua Bell Michelle Chudzinski Jerome O'Connor Belinda Carriage Gabrielė Gaižutytė - ANU Press Dinah Withey - Secretariat
APOLOGIES	Roxanne Missingham – Chair Jo Boyanton - HSR Kumudini Watawala Fiona Nelson Campbell Carly Finley Ivo Lovric – Union Rep Tina Anderson

### Part 1. Attendance and Apologies

#### 1.1 Membership

Chair welcomed committee and noted apologies.

Tom Foley, acting Chair, welcomed new member Gabrielė Gaižutytė from ANU Press

#### 1.2 Minutes from the previous meeting

No amendments to the Minutes 13<sup>th</sup> February 2024

---

<b>Resolution</b>	That the minutes of the meeting of 9 <sup>th</sup> April 2024, meeting No.2 be approved. Agreed
-------------------	---

---

### 1.3 Action Items from previous meeting

1. Draft SIS Plan needs Glossary of Acronyms: No Glossary required as acronyms spelt out. Complete. Noting official ANU glossary for reference <https://www0.anu.edu.au/a-z/newa-zindex.php?a=1>
2. HSR onto printed emergency personnel charts: Complete
3. Tour of Symonston for HSRs: Complete
4. Report on ITS "Workrave": WHS to attend SIS staff meeting during 2024

## Part 2. Reports and policy matters

### 2.1 Report from the Chair - Roxanne Missingham, reported by Tom Foley

- Confirmed move to the Research and Innovation portfolio is complete, and noting that the Drill Hall Gallery is part of the division now
- University Leadership meetings instigated by Vice Chancellor, will include Service Division Directors
- Chifley Library closure due to encampment concerns on 28 May 202. Thank you to all staff for their patience.
- ITS Printing errors and issues have occurred during exam period. ITS staff continue to work on resolutions.

### 2.2 Library and Work Health & Safety report – Tom Foley

- Membership of the Library Staff Consultative Committee was discussed, noting that the term of membership is two years in the terms of reference <https://services.anu.edu.au/planning-governance/governance/library-staff-consultative-committee-lscc>
- There is one vacant position between the levels ANUO1 and ANUO4. Expressions of interest for nominating will be sent to all staff in the division.
- There have been a number of WHS reports logged in Figtree, the University's Health & Safety Reporting system including related to cleaning at Chifley
- A reminder of Incident and Hazard reporting to include discussions with supervisor
- Symonston Dynamic Risk Assessment Complete and corrective actions recorded and being actioned, to be finalised before being fully operational.
- WHS Quarterly reporting to be completed in July for end of June Quarter.
- As per On Campus indicative date for opening of School of Art & Design is October 2024.
- Art & Music Library updates are published on the Library News every 2-3 weeks.
- Compactus will be removed, and fixed shelving will be installed.
- Student Services Amenities Fees funded project work has been undertaken in Semester 1 including Peer Writers, Writing Coaches, English Conversation groups, development of two new study rooms in Chifley to support students Neurodiverse needs, and Exam support drop in and preparation sessions.

### 2.3 Reports from work areas present

#### Access & Authentication Team – Bee Shumway, Menzies Library

- Rachael attended the CAUL vendor event in Sydney
- Bec, Jacky and Bee held a Read and Publish Presentation for CAP
- Cameron is going to VALA in July
- Cathy and Bec will be presenting on RAP to the School of Cybernetics in July
- Lots of change with the changes in reporting lines, RB supervising the CML's on top of other duties, Katy supervising CAD staff (wonderfully)

#### Law Library – Joshua Bell

- Josh and Jo (HSRs) attended Symonston with Tom for an inspection of the space and identified hazards/risks which have been added to the hazard register.
- A Tripping/Fire hazard was identified in Law's PC lab. We worked with ITS to get the cables tidied and new signage was deployed to stop students from unplugging the machines. We are pursuing obtaining laptop docks to help with this issue as well.
- Anne, Jacky and Josh delivered training to the UN fellowship program participants. These fellows are indigenous people from all around the world who receive an intensive course on International Law at ANU before an internship in Geneva. We delivered this in collaboration with Professor Asmi Wood and the Tjabal Indigenous Higher Education Centre.
- Josh and Amanda delivered an Information Awareness training session on Endnote and automated referencing software. Branch Staff have since attended Endnote training sessions run by Cathy and Mel in the Gould building.
- Farshad delivered an Information Awareness training session on Audio Materials: Audio books, Oral Histories, and Accessibility.

### **SIS Communications – Michelle Chudzinski, Menzies Library**

- Work is underway on Orientation activities:
  - O-Week is 15 to 19 July
  - Bush Week is 22 to 26 July
  - Market Day will likely be Wednesday 24 July, TBC. Once this is confirmed, we will distribute a roster for staff.
  - We have been in contact with all the branches and have started to schedule library tours for O-Week. Once dates and times have been finalised, we will distribute to all branches.
  - We are liaising with all colleges to get involved in their induction sessions.
  - Fern and I presented to the O-Week stakeholders on the benefits of including SIS in orientation activities.
- Follow-me printing project has been slightly delayed. They are now aiming to start work in the library buildings in Week 2 of semester (starting 29 July). While they install the new card-readers and software, there will only be one printer offline at a time. I am working with ITS to make sure there is adequate communication to staff and students, as well as training / info for staff.
- The [past exam papers portal](#) has been removed from the Library website. If students are searching for past papers, recommend they get in touch with their lecturer or course convener as they will have access to more up-to-date papers.

### **Academic Competencies & Digital Capabilities (ACDC) – Candida Spence, Chifley Library**

#### **Staffing News**

- Dilnoza Ubaydullaeva, Learning Adviser has resigned with her last day on Thursday 6 June. Catherine Laike has been appointed and she will start on 8 July. Catherine is an experienced Learning Adviser, having worked in Study Skills at the University of Canberra for over 8 years. She has led major projects at UC including the English for Uni preparation program and LANTITE preparation and support for students. She also has many relevant qualifications, including TESOL and Writing. Catherine brings a wealth of experience and knowledge to complement our team.

#### **Orientation week**

- Orientation week sessions: Residential Halls move in day is the Monday, the ANU Welcome session and domestic/international sessions are on the Tuesday. This semester we have changed timeframe of our sessions with bulk of the sessions on Wednesday and Thursday with repeat sessions in Week 4, Semester 2.

#### **Semester 1 Summary**

- ACDC have presented 158 sessions this semester, ranging from brief info sessions to a 3 hour workshops.

- Writing Coaches had a 91% show up rate for consultations with 568 student appointments in S1
- Learning Advisers had a 92% show up rate for consultations with 300 student appointments so far this year
- Peer Writer visits 267 with Unpacking assignment questions and Assignment structure/Paragraph structure as most popular discussions
- Digital Literacy Trainers had a 95% show up rate for consultations with 57 student appointments so far this year

#### **Sit Down and Study Sessions**

- Get exam ready with 'sit down and study' sessions on 28 and 29 May and 3 June with 31 students joining to meet with Learning Advisers and Peer Writers. The 1.5hr sessions focused on exam preparation, study tips, sharing ideas on preparing for exams and trying the strategies during quiet study blocks. SSAF funded events to cover costs of food.

### **SIS Facilities - Rob Carruthers, Menzies Library**

#### **Menzies**

- Hot water system & kitchen upgrade has been given to a contractor. Start dates yet to be received.
- Roof repairs have had a hitch where scaffolding fell from a crane and damaged the new roof. Replacement copper will be delivered tomorrow with works starting soon.
- Rare book room is to have fire doors installed, as per instruction following an insurance walkaround some time ago. Works have been planned with a start date yet to be advised.

#### **Law**

- All quiet following roof and level 2 repairs.

#### **Chifley**

- All quiet following level 1 study room install

#### **Hancock**

- All quiet following roof repairs

#### **Art/Music**

- Still closed

#### **Symonston**

- We will be starting to take the returned Print Repository items from the Chifley tea room and bringing them here.

### **Law Library – Jerome O'Connor**

- We've restarted shelf-checking again on level 2. This had been in hiatus because of the ongoing building works and it is great for staff and students to be able to access the space again.
- The relocation of the law master theses has been completed. They are now located in the room next to the service desk and have had an increase in usage since being relocated.
- The law team hosted the World's Biggest Morning Tea on May 16th. There were lots of happy participants to have a break during the busy time of the year so we could raise funds for the Cancer Council.
- Additionally, we hosted two Student Wellbeing morning teas on 4th and 6th of June where many staff and students attended and enjoyed the tea, coffee and treats provided. In order to support students during exams we also worked with Indi, one of our Student Library Ambassadors, to create a booklet on Exam Anxiety and what support was available at the ANU. These were distributed to the students during our morning teas.
- Overall the Law Library has had many students using the library's facilities, such as the study area and study rooms, the MFDs for printing and scanning and the 2-day loan books. Usage of our facilities has increased dramatically now that we are fully open again.

## ANU Press - Gabrielė Gaižutytė

- 18 titles published so far in 2024:
  - 14 books
  - Four journals
  - Another three books are scheduled for publication in the next three weeks.
- On 16 June, for the very first time, the Press will be attending the 2024 BookPeople Conference and Trade Exhibition in Melbourne. We are excited for an opportunity to showcase ANU Press titles to booksellers around Australia and raise awareness of the ANU Press brand in the bookselling and publishing communities.
- We had a few exciting book launches in the past few months. Most notably, *Dreaming Ecology* (Deborah Bird Rose, edited by Darrell Lewis and Margaret Jolly) attracted a full house. We were also able to trial selling book copies during the launch which went really well and we hope to continue selling copies in our future events.
- *Ginko Village* (Tamara Jacka) launched in May and has attracted much attention on social media. The launch event is being organised for 1 August.

## Symonston Repository - Tom Foley, Chifley Library

- 85% of Collection Material is now shelved at Symonston.

## No Reports received from

- Tina Anderson, Monographs, Menzies
- Fiona Nelson Campbell, ARDC
- Kumudini Watawala, Digital Scholarships, Menzies
- Carly Finley, Archives and Records, Menzies
- Jo Boyanton, HSR
- Ivo Lovric, Union Rep

## Other Business

- The University has instigated a Recruitment Approval Committee to review and consider all recruitment actions. Key Human Resources Business Partner staff provided an overview to the SIS senior Leadership group in May.
- Question re Associate Director Role, response noted that planning for current acting arrangements likely till August 2024.
- Work is continuing on Indigenous knowledges, including the publishing of the SIS Hub, presentations to Centre for Learning Teaching and Associate Deans [Education] from across colleges.
- Thanks to Della Fraser – Question regarding continuation of this role?
- Question relating to moving Portfolio's. Will RII have Town Hall meetings like COO? DVCR Lachlan Blackall relatively new in his role. At this stage staff should follow Portfolio SharePoint site.  
Link : <https://anu365.sharepoint.com/sites/ResearchandInnovation>

## Part 3. Next meeting and action items

The next meeting is scheduled for 2.00pm Tuesday 13<sup>th</sup> August 2024 in the Graneek Room, Chifley Library.



## 4.1 New and ongoing action items

Action ID	Description	Responsibility	Status	Notes
#1	Identifying commencement dates for LSCC members and reflecting on the Committee website.	Dinah Withey		
#2	Research & Innovation Portfolio SharePoint	Tom Foley	Complete	<a href="https://anu365.sharepoint.com/sites/ResearchandInnovation">https://anu365.sharepoint.com/sites/ResearchandInnovation</a>
#3				
#4				

## 4.2 Completed action items

Item minutes

Action ID	Description	Responsibility	Status	Notes