Minutes

ANU Library Staff Consultative Committee

MEETING NO.	05/2024
DATE / TIME	8 October 2024 2:00 - 3:30 pm
VENUE	Graneek Room, JB Chifley Library and Zoom (https://anu.zoom.us/j/83633558623?pwd=Vk9Ob01yWWdUVkN3a2pkeXJBYU11dz09 Meeting ID: 836 3355 8623 Password: 898833)
ATTENDING	Roxanne Missingham (Chair)
	Bee Shumway
	Jerome O'Connor
	Joshua Bell (via ZOOM)
	Kumudini Watawala (via ZOOM)
	Janne Lorenzen
	Michelle Chudzinski (via ZOOM)
	Rob Carruthers
	Tina Anderson
	Joanne Boyanton (via ZOOM)
	Gabriele Gaižutytė (via ZOOM)
	Ivo Lovric (via ZOOM)
APOLOGIES	Tom Foley
	Carly Finley
	Candida Spence
	Fiona Nelson Campbell
MINUTE TAKER	Michelle Roach (Via ZOOM)

Part 1. Formal Items

Acknowledgement of country.

ANU renew/budget to be covered in Chair's report.

The Chair advised that the purpose of having three to five dot points to be supplied before the meeting for inclusion in the minutes. The dot points are usually sent just before the meeting. Discussion regarding the sharing of available dot points before the meeting by making them available to committee attendees if possible 24 hours prior to the meeting.

ACTION 1: Encourage all dot points are to be provided 24 hours prior to the meeting and circulated to members.

ACTION 2: To cut down on time have a shareable document that could be set up for members to upload dot points.

1.1 Minutes from the previous meeting

Minutes of the meeting of 13 August 2024 Meeting 04/2024 having been previously circulated were confirmed as a true and correct record.

1.2 Matters Arising from the previous meeting

Meeting	Item	Status	Responsible officer/notes
#1	Identifying commencement dates for LSCC members and reflecting on the Committee website. (add to https://services.anu.edu.au/planning-governance/governance/library-staff-consultative-committee-lscc)	In progress	Please advise Roxanne so we can add the information to the website
#2	The term of appointment of members shall be 2 years, with members not serving more than 2 consecutive terms. Retiring members will be asked to recommend a replacement. https://services.anu.edu.au/files/committee/TOR_0.pdf	In progress	

2.1 Report from the Chair

Clarified that Michelle Roach is temporarily assisting as EA whilst awaiting transition to new position. RAC did not agree to fill the EA position.

Thanks to everyone for all their work supporting the ANU community this year. Great engagement with academics and students.

Financial issues for the university – ANU Renew and financial approach includes salary issues managed through the (RAC) and non salary issues. Non salary taskforce commenced work in late August to report to the Senior Leadership Group.

The University established a Non-Salary Task Force in late August to review expenditure including:

- Existing assets (e.g. buildings, vehicles)
- Expenditure on major line items (e.g. software licenses, library journals)
- Expenditure on consultants and contractors
- Improvements to procurement practises and consolidation of expenditure and suppliers
- Existing practises around stores and stock management

Information provided last week. Expect some communication in the next fortnight. Discussion with 8 CMLs about a strategic approach commenced. RAC continues with

secondary controls in place. The committee discussed at length the RAC and its role now and going forward. Details of the portfolio Town Hall have been circulated.

ANU Staff Consultative Committee possible membership from SIS raised and discussed. - need to check the process as their TOR's may have changed. Discussion ensured regarding this committee.

ACTION 3: Ivo Lovric to research the issue of representation ANU Staff Consultative committee and membership and work with Roxanne on a paper for the next committee meeting for consideration by members.

Building work – Menzies kitchen, storage part of building proposal went to Campus Planning Committee last month. Discussion on facilities within Chifley Library and a solution for reporting things that needs to be fixed. Campus Planning Committee for a central repository for storage and archives for all libraries.

2.2   Library and Work Health & Safety report (Roxanne for Tom)

2.2.1   WHS
- Presentation at Psychosocial at last staff meeting
- Advise Roxanne of topics for 2025
- Circulation of reminders to staff
- Signed off on proposal to training module in Pulse for Tier 2 Induction training
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ACTION 4: Roxanne to promote the Presentation at Psychosocial again in the newsletter.

2.2.2   Library
- Moving repository - all works unpacked
- Audit completed
- Vote of thanks to Robert and the team
- Upgrade of study rooms
- Student Services Amenities Fund bids submitted including a proposal for equity funding for text books. Joshua noted that CUP has equity discounts for student subscriptions
- Discussed the lighting options for low or adjustable lighting in study rooms through the renewal of these rooms

2.3   Reports from work areas present

2.3.1   Communications & IT (Michelle Chudzinski)
- Mason has left SIS and has moved to Queensland
- Mason's position has been advertised with a number of applications
- Morgan and Mason's positions no longer reporting through the Comms team but through the Collection Access & Discovery
- Comms - working with branches on pre-exam events
- working with ANU Engagement Team on a centralised event
- developing Tier 2 Induction Pulse training

- Vote of thanks for contributors to these processes

2.3.2 Digital Scholarship (Kumudini Watawala)

2.3.2.1 Digitisation

- AV digitisation project: Batch 4 drives have been returned. Physical material is due to be returned this week and swapped with Batch 5.

- Digitisation projects completed: Tooth and Co Photos, Corona Station Photos, Aust. Mercantile land and finance photos, ANU Design unit drawings.

- Digitisation projects underway: ABS Microfiche continues, ANU Publications (ongoing), PNG Agricultural Works, AMP Staff Photos, Richard Eves posters

2.3.2.2 CartoGIS

- Maps Online maps have been transferred to DSpace and are being tidied up in preparation for the launch of new CartGIS website and MapsOnline.

2.3.2.3 Open Research

- DSpace Upgrade was completed 20th May 2024. A further update for bug fixes was made on 1st October. ITS are still working through issues related to staff access to edit and make changes in the system.

2.3.3 Academic Competencies & Digital Capabilities Team Report (Candida Spence)

2.3.3.1 Staffing

Three new Writing Coaches have been hired after a competitive application and interview process. They will be trained during weeks 9 and 10, and will start independent appointments in week 11. These Writing Coaches will also be with the team for the duration of 2025

2.3.3.2 Canvas Transition

The current Academic Skills modules and resources hosted in Wattle will have to be transitioned into Canvas as part of the new learning management system. The resources in the EndNote Support Wattle site will be transitioned into the EndNote How to Guide and an IT Service Knowledge-based page will possibly be a host for the EndNote software (ANU Login required). The ANU specific Styles, Filters and Connections files will be on the LibGuide and Cathy has already placed the new Library connect file and EndNote.com resources on the LibGuide under the EndNote for Research tab > Output styles, filters and connection files

2.3.3.3 Exam Prep: Sit down and Study Sessions

Learning Advisers and Peer Writers will lead a discussion about exam preparation and provide some helpful study tips. Then 'sit down and study' during our quiet study blocks, where you can try out the new techniques you just learnt or ask staff for help. Lunch provided on 28, 29 & 30 October. Exam Prep: Sit down and study sessions bookable through Library Events.

2.3.3.4 ANU Undergraduate Student Journal

The **ANU Undergraduate Research Journal (AURJ)** was developed to give coursework students an opportunity to publish their work. We have SSAF funding for a 2024 issue and the review process is currently underway. This will be a small issue compared to previous volumes due to a low number of submissions for review. We have submitted a bid for SSAF funding to produce a 2025 volume. Benefits of the journal include:

- Students develop research writing skills relevant to scholarly journals.

- Students experience and then understand the peer review and academic publishing process.
- Students showcase their work and ideas to a wide interdisciplinary audience.
- Past contributors are invited to peer review new submissions, offering them a different vantage point on the publishing process.
- A student whose art is chosen for the journal cover is able to showcase their work.
- An HDR student obtains editing and publishing experience through employment as a co-editor of the journal.

2.3.4 Menzies Library (Bee Shumway)

- Renovations of the kitchen are almost complete; we hope to have the new kitchen ready for staff use this week
- Recruitment for Mason's role is underway
- Most of the CAD 6/7 and above supervisory and management team have completed the University's Leadership in Practice course and are working hard to put what we learned into practice
- Transition from JUSP to Celus as the e-resources statistics portal is underway

2.3.5 Law Library (Jerome O'Connor)

- Law library had more trolleys than we needed and sent several trollies to the archives team.
- Law library also had an excessive number of footstools which were sent out to the Print Repository at Symonston.
- Created two procedures for use by staff in the law library. These include filling the Australia Post online form for document delivery request being sent to New Zealand and a procedure in creating and printing address labels.
- Farshad and Jerome both delivered an Information Awareness session on book repairs, and Farshad delivered one on his work as an OSLO member and mindfulness.
- After several recent user enquiries, we are reviewing our microfiche collection at Law and possibly relocating them to Menzies as we don't have a functional reader anymore.

2.3.6 Law: Information Access (Joshua Bell)

- Megan Taylor has resigned from her position as Information Access Officer from the Law Library. Joshua continues to act in this role.
- One of the computer labs is being converted into a tutorial room. All PCs have been taken out from it and new desks are being put in.
- Anne and Josh have developed the Advanced Quiz for the Legal Research & Writing class. This has required extensive testing to ensure generative AI cannot answer the questions.
- Together with ANU Careers & Employability we hosted staff from the Parliamentary Library at our Legal Research & Writing class.
- Anne has created a business proposal for the digitisation of 40 law honours theses that we hold. This would be stage 1 with further plans to digitise all 900 of them in the future.

2.3.7 Hancock Library (Janne Lorenzen)

- Staffing - Cathy on long service leave
- Academic Skills staff now at Hancock including 3 days per week peer writers

- pond cleaned in preparation for installation of new sculpture
- respacing project commenced
- AI guide being updated by Cathy (https://libguides.anu.edu.au/generative-ai)

2.3.8   Library Staff Consultative Committee Union (Ivo Lovric)

- latest round of cuts and redundancies, "Renew ANU." "Double speak"
- NTEU/ANU branch hosting all staff meeting Thursday, 12:00 - 1:00 pm to discuss changes and staff cuts
- NTEU want staff to know $80m to external members of Council, Key Management Personnel (including the VC), senior execs and other highly paid staff
- NTEU working with staff to win measures to create fairer and safer workloads
- NTEU encourages all staff to join the union www.nteu.anu/

2.3.9   ANU Press (Gabrielle)
- Nicola Frances book *'My own sort of heaven': A life of Rosalie Gascoigne* to be launched at Paperchain on 7 November

2.3.10 SIS Facilities (Rob Carruthers)
- Kitchen almost complete at Menzie Library
- Water tank moved from level 4 to new tank on base level reducing risk to Rare books collection

Part 2. Other Business

3.1   Other Matters for discussion

3.1.1   Membership
Tina Anderson noted there were sufficient representatives from the Menzies library and suggested she stand down after this meeting.

3.1.2   Drill Hall Gallery
- Now that Drill Hall Gallery are in SIS there is interest In a representative joining LSCC. Tony to talk to team about a representative
- Sculptures in Hancock by early January, and hoping to have opened by the VC

3.1.3   Exhibitions
- Drill Hall Gallery have forward plan for exhibitions for the rest of 2024 and for 2025
- SIS has an exhibition committee - Tom, Kathryn and Roxanne
- Exhibitions have a research infrastructure and ANU research focus
- Ivo raised the question of proposing exhibitions
- SIS exhibitions being discussed for 2025 include Papua New Guinea (could be aligned with Drill Hall Gallery PNG exhibition), Balinese Manuscripts, Mount Stromlo and Forestry (60th anniversary of first students at ANU). Many exhibitions have had scholarly presentations/lectures.
- proposals for future SIS exhibitions welcome, generally have 2-3 planning cycle

ACTION 5: Encourage staff to submit proposals for exhibitions in the next newsletter

Part 3. Next meeting and action items

The next meeting is scheduled for Tuesday, 10 December 2024 commencing at 2:00 PM.

New, ongoing and completed action items are identified in the tables below for review and comment at the next meeting.

Matters Arising from the meeting

Meeting	Item	Status	Responsible officer/notes
#5 ACTION 1	Encourage all dot points are to be provided 24 hours prior to the meeting and circulated to members.	In progress	All members
#5 ACTION 2	To cut down on time have a shareable document that could be set up for members to upload dot points.	In progress	Secretariat
#5 ACTION 3	Ivo Lovric to research the issue of representation ANU Staff Consultative committee and membership and work with Roxanne on a paper for the next committee meeting for consideration by members.	In progress	Ivo Lovric and Roxanne
#5 ACTION 4	Roxanne to promote the Presentation at Psychosocial again in the newsletter.	In progress	Roxanne
#5 ACTION 5	Encourage staff to submit proposals for exhibitions in the next newsletter	In progress	Roxanne