Agenda

ANU Library Staff Consultative Committee

MEETING NO.	Meeting number. 05/2024
DATE / TIME	Tuesday 8 October, 2024, 2:00 - 3:30pm
VENUE	Graneek Room, JB Chifley Library and Zoom (https://anu.zoom.us/j/83633558623?pwd=Vk9Ob01yWWdUVkN3a2pkeXJBYU11dz09
CONTACT	Meeting ID: 836 3355 8623 Password: 898833)
	Roxanne Missingham | Tom Foley

Contents

Part 1. Formal items:

1.1 Minutes from the previous meeting

Minutes of the meeting of 13 August 2024 Meeting 04/2024
https://services.anu.edu.au/planning-governance/governance/library-staff-consultative-committee-lscc

Action required   ☐ For information   ☒ For discussion   ☐ For decision

1.2 Matters arising from the last 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	

1.3 Attendance and apologies

Action required   ☐ For information   ☐ For discussion   ☐ For decision

Reminder

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

Part 2. Reports and policy matters

2.1 Report from the Chair (Roxanne)

- Chair's report

- Business planning progress 2024

Action required ☐ For information ☐ For discussion ☐ For decision

2.2 Library and Work Health & Safety report (Tom)

- WHS

- Library

Action required ☐ For information ☒ For discussion ☐ For decision

2.3 Reports from work areas present (5 dot points, copy to Roxanne please)

Action required ☐ For information ☐ For discussion ☐ For decision

Part 3. Other business

3.1 Any other business

Action required ☐ For information ☐ For discussion ☐ For decision

3.2 Next meeting

Action required ☒ For information ☐ For discussion ☐ For decision

Tuesday 13th August 2024, 2:00 - 3:30pm

4.1 New and ongoing action items

Item minutes

Action ID	Description	Responsibility	Status	Notes

![Australian National University logo]

Minutes

ANU Library Staff Consultative Committee

MEETING NO.   04/2024

DATE / TIME   13 August 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)
                Tom Foley
                Bee Shumway
                Candida Spence
                Jerome O'Connor
                Kumudini Watawala
                Michelle Chudzinski
                Joanne Boyanton

APOLOGIES   Ivo Lovric
                Fiona Nelson Campbell
                Rob Carruthers
                Carly Finley
                Joshua Bell
                Tina Anderson
                Gabriele Gaizutyte

MINUTE TAKER   Michelle Roach

Part 1.   Formal Items

Welcome to all attending and we acknowledge the Traditional Owners and Elders past and present of all the lands on which The Australian National University operates. ANU still looking at the revised acknowledgement of country and requires further consultation. Still using the old words to acknowledge country.

1.1 Minutes from the previous meeting

Minutes of the meeting of 11th June 2024 Meeting 03/2024 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	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	
#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	Share link to Research & Innovation Portfolio SharePoint plan	Completed	Tom Foley

Part 2. Reports and policy matters

2.1 Report from the Chair

2.1.1 Chair's report
- Welcome to the new Provost. Have given her a briefing on SIS and our amazing contribution to the university
- Mailman has been down since Thursday night. When it's up the newsletter will go out
- Eforms – contract has been extended to allow transition to the new system, you can still use PDRs in eformsl
- Storage – Symonston almost complete, looking at long term storage. Hames Sharley report is very useful Directors of Commercial Management & Procurement and F&S to visit Underhill on Friday
- ANU Press pause – approx 70 books in the queue

2.1.2 Business planning progress 2024
- RAC meeting this week and hope for the best with positions put forward
- Includes Writing Coaches, SSAF funded and Student ambassadors.

2.2 Library and Work Health & Safety report (Tom)

2.2.1 WHS
- The University no longer supplies the physical Emergency Flip Charts, the digital version is now available at Emergency-FlipChart_20231215.pdf (anu.edu.au).
- As SIS is now part of DVCRI there is ongoing work to align WHS practices, this has now included a revised Tier 2, local area, WHS Induction.
- All staff, SLA, casuals and visitors must complete this form and for paid staff must record on HORUS.
- ANU WHS Management Handbook – under review - https://services.anu.edu.au/human-resources/health-safety/whs-management-system-handbook

2.2.2 Library
- Tom meeting with all Library and ACDC teams over coming weeks.
- Initial Canvas [LMS] overview delivered to Academic Skills and Library staff.
- SSAF funding round for 2025 will take place in this quarter

2.2.3 Symonston
- Scanner - Vendor of the previous scanning hardware at Hume has now offered to reconfigure and upgrade the operation and functionality of the existing scanner to enable it to be compatible with ANU requirements.
- 96% of collection in place!
- Balfrans activities will cease end 31 August 2024
- Security - quote accepted – Security site visit today 13/08/2024.
- Symonston Chief Warden - Maria Modesti -All other staff who work at Symonston required to have completed Warden Training, Building Custodian is Brian Kenady

2.3 Reports from work areas present

2.3.1 Communications & IT (Michelle Chudzinski)
- Follow me print project delayed due to tech issues
- working on consolidating work on HDR engagement - something ready for September and continue working on It
- pre-exam sessions running again across campus push for pre-exam wellness sessions

2.3.2 Digital Scholarship (Kumudini Watawala)

2.3.2.1 Digitisation
- AV digitisation project: Batch 3 is with the vendor for digitisation. Batch 4 list has been quoted and is ready to send on the return of batch 3.
- Digitisation projects completed: Tooth and Co Photos, Corona Station Photos, Aust. Mercantile land and finance photos, Australian Mutual Provident Society Photos
- Digitisation projects underway: ABS Microfiche continues, ANU Publications (ongoing), Burns Philp Photos, ANU Design Unit Drawings, PNG Agricultural Works

2.3.2.2 CartoGIS
- Website update for CartoGIS and Maps Online underway
- The team is busy making maps for researchers

2.3.2.3 Open Research

- DSpace Upgrade was completed 20th May 2024. A further update for bug fixes will be made in August.
- Working on a project with ACDC to create a Data Management Training online module.

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

2.3.3.1 Staffing & Office Space

ACDC now have staff in two branches (Chifley and Hancock). This move supports service provision in the two busiest branches for Learning Adviser appointments and Peer Writer drop ins.

Peer Writer locations updates for Semester 2 2024:
- Monday to Tuesday, Marie Reay Teaching Centre (Level 2, Monday-Tues)
- Wednesday to Friday, Chifley Library, Level 2 (main entrance) and Hancock Library, Level 1 (main entrance)

2.3.3.2 Orientation week summary

- 10 workshops during O-week Semester 2, 2024 with the repeat sessions offered during August weeks 3 and 4
- A total of 739 attendees were recorded across the week, and workshops covered core academic skills and digital literacies including time management, finding sources, reading and note-taking, using sources, writing for university, referencing and academic integrity, getting ready for quizzes, tests and exams, and digital essentials. In-person sessions were localised in the Kambri precinct (Marie Reay Teaching Centre, T2) and anecdotal feedback from attendees was overwhelmingly positive.

2.3.3.3 Generative AI

- Generative AI workshop day organised by the Centre for Teaching and Learning on 4 September will be attended by most of the team to hear from Professor Adam Bridgeman and Professor Danny Liu of the University of Sydney as they demystify generative AI and share how their institution uses two-lane assessment in practice: assessment of learning and assessment for learning.
- The sessions will cover AI in the context of academic development, assessment redesign, policy reform, governance, the development of AI agents and partnering with students.

2.3.4 Menzies Library (Bree Shumway)

- Morgan welcomed into CAD team
- Leanne moving into Access and Authentication team
- SLA's making great progress on donations project
- CSU placement student, Zoe Keeghan has started with us
- Building works to upgrade hot water system and upgrade kitchen have begun

2.3.5 Law Library (Jerome O'Connor)

- Josh and Anne are teaching over 400 students per week in the LAWS2248, legal research and writing course, with lessons every Monday morning and Friday afternoon.
- Law Library hosted a visit last week from Hazelbrook Legal which was organised by the ANU's Careers & Employability unit, for students attending the LAWS2248 course.

- Next week both Anne and Josh will be present for the Australian Parliamentary Library Service, as it's also going to present a topic at the LAWS2248 workshop.
- We have moved our Honours theses to a more visible point (still in secure cupboards) and we've done some bib-checking that revealed we hold the Hons thesis of the current Chief Justice of the High Court, Stephen Gageler, but his name had been mis-spelled in the catalogue record, which we've now corrected! Other Honour theses from prominent authors were identified and their table contents or abstracts were added to their catalogue record.
- Farshad presented an info session on Audio Books in June and Jerome will present one in September on Book Repair.
- Farshad is a new OSLO officer for the law library and will advise staff on injury prevention. He will also present an info session in October. The title is: OSLO Advice: Preventing Occupational Overuse Injuries.
- 14 footstools were donated to the Print Repository. The excessive number of footstools was identified as a trip hazard in Level 2.

2.3.6 ARDC (Fiona Nelson Campbell)

- our DevOps Manager, Kiran Gautam has resigned and the role is in recruitment
- we also currently have in recruitment a Technical Business Analyst role and hope to make an appointment in September
- our Director, Translational Research Data Challenges, Sheida Hadavi will return from Maternity leave next week
- Canberra ANU staff are currently planning for our attendance and participation in our ARDC All Staff conference in Brisbane 3-5 September

Important Updates

- ARDC held a Senior Leadership Team meeting in July to discuss across the Business Units and Pillars; to identify target areas for uplift across the organisation. The agenda - included possible responses to the NDRI (National Digital Research Infrastructure) Strategy, the ARDC's AI policy, and the forward work plan. The group agreed that a focus for the remainder of the year will be the implementation of our new Strategy and Delivery key performance indicators.
- Number of ARDC build project completed / Number of ARDC research infrastructures and services operating / Tracking of usage of ARDC research infrastructures and services implemented
- This reflects a significant change in the national role of the ARDC. Historically, ARDC has collaborated to build digital research infrastructure, run services including the Nectar Research Cloud, Research Data Australia and Research Vocabs Australia, but haven't focused on monitoring the uptake of the infrastructure. Demonstrating the usage of research infrastructure will be front of mind for the Department of Education as they prepare a case for the continued investment in NCRIS beyond 2028. ARDC has made great progress in capturing impact stories, and so demonstrating the value of research infrastructure through the number of users will be critical moving forward.

2.3.7 Library Staff Consultative Committee Union (Ivo Lovric)

2.3.7.1 Local Level

- NTEU ACT Division has launched its workloads campaign.
- The NTEU ANU Delegates Network is a regular catch-up for delegates and activists in the ANU Branch. We encourage all delegates and anyone else who is interested in taking action with other members at a workplace level to attend this Thursday's meeting at Coffee Lab, 12 – 1pm.
- NTEU ANU union-member Health and Safety Representatives are invited to attend a UnionsACT hosted conference for HSRs with a focus on psychosocial safety at work- date is 1st November.

- This week, the NTEU are celebrating 30 years of the Women's Action Committee (WAC) – the workplace representatives at the forefront of the union's campaigns for equal pay, women's rights and recognition in the workplace. For this purpose, the union is hosting two sessions about women's financial security and reproductive leave in the workplace.
- The NTEU encourages casual employees to complete a national survey to determine whether they have been impacted by wage theft. The union knows this issue is endemic in our universities and believe there are likely significant underpayments that are yet to be uncovered.

Part 3. Other Business

3.1   Other Matters for discussion

3.1.1   Symposium
- Roxanne provided update on the symposium and presenters as well as topics
- Asking for suggestions for topics, sessions, speakers

Part 4. Next meeting and action items

The next meeting is scheduled for Tuesday, 8 October 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

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